

ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
the James Young Room, Lerderderg Library,
215 Main Street, Bacchus Marsh on
Wednesday 6 February 2013,
commencing at 7:00 p.m.

Members:

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

Officers:

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

Rob Croxford
Chief Executive Officer

AGENDA

1.	OPENING OF MEETING AND PRAYER	4
2.	PRESENT	4
3.	APOLOGIES.....	4
4.	CONFIRMATION OF MINUTES	4
4.1	<i>Ordinary Meeting of Council – Wednesday 19 December 2012</i>	<i>4</i>
5.	DISCLOSURE OF CONFLICT OF INTEREST	5
6.	MAYOR’S REPORT.....	7
7.	COUNCILLORS' REPORTS.....	8
8.	PUBLIC QUESTION TIME	9
9.	PETITIONS	11
9.1	<i>Petition regarding roads in and around Barkstead.....</i>	<i>11</i>
10.	PRESENTATIONS / DEPUTATIONS	16
11.	OFFICER'S REPORTS	17
11.1	CHIEF EXECUTIVE OFFICER.....	17
11.1.1	<i>Quarterly Financial Report December 2012.....</i>	<i>17</i>
11.1.2	<i>December Quarterly Report – 2012/13 Council Plan Actions</i>	<i>39</i>
11.1.3	<i>Capital Improvement Program Quarterly Report - December 2012</i>	<i>47</i>
11.2	GROWTH AND DEVELOPMENT	68
11.3	COMMUNITY SERVICES	69
11.4	INFRASTRUCTURE SERVICES	70
11.4.1	<i>Flood Recovery Program Quarterly Report - December 2012.....</i>	<i>70</i>
11.5	CORPORATE SERVICES	84
12.	OTHER REPORTS	85
12.1	<i>Assembly of Councillors.....</i>	<i>85</i>
12.2	<i>Section 86 - Delegated Committees of Council - Reports.....</i>	<i>87</i>
13.	NOTICES OF MOTION	108
13.1	<i>Cr. Spain: N.O.M. No. 223 – Notice Of Motion – Terms of Reference Bacchus Marsh Aquatic Centre.....</i>	<i>108</i>
14.	URGENT BUSINESS.....	114

15. CLOSED SESSION OF THE MEETING TO THE PUBLIC115

16. MEETING CLOSURE116

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. PRESENT

3. APOLOGIES

4. CONFIRMATION OF MINUTES

4.1 Ordinary Meeting of Council – Wednesday 19 December 2012

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012.

5. 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)

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.

6. MAYOR'S REPORT

To be presented at the meeting by the Mayor.

Recommendation:

That the Mayor's report be received.

7. COUNCILLORS' REPORTS

To be presented at the meeting by Councillors.

Recommendation:

That the Councillors' reports be received.

8. PUBLIC QUESTION TIME

The Council has made provision in the business of the Ordinary Meetings of the Council for the holding of a Public Question Time.

Public Question Time is required to be conducted in accordance with the requirements contained within the **Public Question Time Protocols and Procedural Guidelines**.

The person asking the question is to stand and identify themselves before asking the question.

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

The person asking the question must be present in the gallery when the question is considered and may be asked for clarification by the Mayor.

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

Procedural Guidelines – Public Question Time

A maximum of one question is to be asked by any one person at any one time.

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

The Mayor will nominate the appropriate person to respond to each question. In the event that the question is directed for response by a Council Officer, it shall be referred through the Chief Executive Officer.

The Mayor may disallow any question, which is considered:

To relate to a matter beyond the power or duties of Council;

To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;

To be confidential in nature or of legal significance;

To be repetitive of a question already answered (whether at the same or any earlier meeting);

To be aimed to embarrass any person;

To relate to personnel matters;

To relate to the personal hardship of any resident or ratepayer;

To relate to matters affecting the security of Council property;

To relate to any other matter which Council considers would prejudice the Council or any person.

The Mayor has the discretion to seek clarification of the question if deemed necessary but otherwise the person asking the question is not permitted to enter into debate with or directly question the Mayor or Chief Executive Officer.

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

9. PETITIONS

9.1 Petition regarding roads in and around Barkstead

Council has received a petition containing 36 signatures pertaining to a request for Council to inspect and repair roads in the Barkstead locality.

Recommendation:

That the petition containing 36 signatures pertaining to a request for Council to inspect and repair roads in the Barkstead locality be received by Council and that a report be prepared by officers for Council's consideration.

Attachment – Item 9.1

1648 Barkstead Road
BARKSTEAD VIC 3364

*Mayor
Pat Toohey
Moorabool Shire
15 Stead Street
BALLAN Victoria 3342*

MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

18 DEC 2012

File No. 157

Dear Councilor Toohey,

The attached petition from the residents and ratepayers of Barkstead calls on you to pay attention to and make reasonable repairs to our roads.

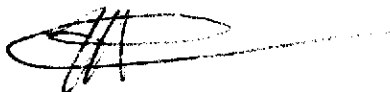
The petition notes that many of us have consistently contacted Council-seeking remedy to the damaged and, at times dangerous roads into and within and around the Barkstead village.

The original petition document is being forwarded to you at Council chambers by post.

In the event that you ignore this petition as with other attempts to seek remedy of late we will be forwarding a copy of this petition to the Minister for Local Government as well as state and federal politicians and the local media in an effort to have our concerns identified as legitimate and redressed in a proper manner.

Yours faithfully

Michael Coll



On behalf of the undersigned petitioners.

michaelcoll@careerbrokers.com.au

53486577

17 December 2012

WE THE UNDERSIGNED RATEPAYERS AND RESIDENTS OF BARKSTEAD CALL ON OUR REPRESENTATIVE, COUNCILLOR/MAYOR TOOHEY TO PAY PROPER ATTENTION AND MAKE REASONABLE REPAIRS TO OUR ROADS.

AS RATEPAYERS AND RESIDENTS WE HAVE CONSISTENTLY CONTACTED COUNCIL SEEKING ACTION ON THE DAMAGED AND POORLY MAINTAINED ROADS IN AND AROUND OUR VILLAGE.

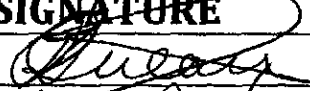

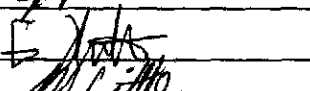
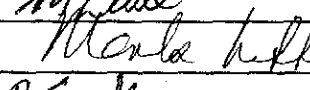
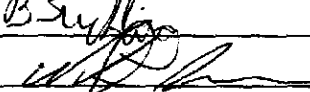
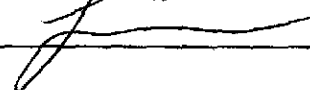
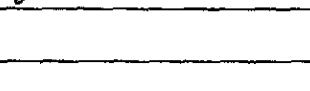
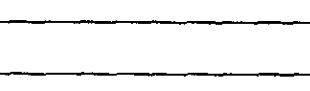
WE CALL ON COUNCILLOR /MAYOR ^{TOOHEY} ~~TOOHEY~~ AND MOORABOOL SHIRE TO ADDRESS THIS DANGEROUS SITUATION BEFORE SOMEONE IS INJURED OR WORSE.

NAME	ADDRESS	SIGNATURE
MICHAEL COLL	1648 BARKSTEAD ROAD	[Signature]
Una O'Reilly	1648 Barkstead Rd	[Signature]
Kayleen Slater	lot 31 Barkstead	K. E. Slater
GLEN CUGLEY	BARKSTEAD.	[Signature]
Jim Annweeth	1055 Barkstead Road.	J. Annweeth
STEVE ANSWERTH	1655 BARKSTEAD ROAD	[Signature]
KERRY ANSWERTH	" " "	K. Annweeth
GEOFF ADAMS	BARKSTEAD	[Signature]
Chris Adams	BARKSTEAD	[Signature]
Renee Curlewin	Barkstead.	[Signature]
LUKE ADAMS	Barkstead	[Signature]
LYN ADAMS	BARKSTEAD	L. Adams
Jo-anne Slater	Barkstead	J. Slater
Dennis Courtney	Barkstead	D. Courtney
HAROLD Suckling	KORWEINGUBORA	H. Suckling
Michelle Slater	RMB1418 Andersons Rd	[Signature]
Casey Cugley	31 McCarthys RD Barkstead	[Signature]
Emma Cugley	1650 Barkstead Rd Barkstead	[Signature]
JOE McALL	" "	[Signature]
Trent Schiller	" "	[Signature]
Shawn Dridan	" "	[Signature]
CHRIS LYNCH	4 PERRINS ST DAYLESFORD	C. Lynch
D. J. Slater	BARKSTEAD	D. J. Slater
B. Letcher	Barkstead	B. Letcher
B. McCarthy	240 Smith Street Daylesford	B. McCarthy
B. McCarthy	BARKSTEAD	B. McCarthy
R. Slater	BITUMEN PLEASE	R. Slater

WE THE UNDERSIGNED RATEPAYERS AND RESIDENTS OF BARKSTEAD CALL ON OUR REPRESENTATIVE, COUNCILLOR/MAYOR TOOHEY TO PAY PROPER ATTENTION AND MAKE REASONABLE REPAIRS TO OUR ROADS.

AS RATEPAYERS AND RESIDENTS WE HAVE CONSISTENTLY CONTACTED COUNCIL SEEKING ACTION ON THE DAMAGED AND POORLY MAINTAINED ROADS IN AND AROUND OUR VILLAGE.

WE CALL ON COUNCILLOR /MAYOR TOUGHY AND MOORABOOL SHIRE TO ADDRESS THIS DANGEROUS SITUATION BEFORE SOMEONE IS INJURED OR WORSE.

NAME	ADDRESS	SIGNATURE
Peter Furnace	1618 BARKSTEAD RD.	
Diana + Steve	1693 BARKSTEAD RD. BITUM/EMT REASS	
Emmilee Hunter	266 Dean Barkstead RD	
Melinda Little	Gam ex Barkstead	
MARK LITTLE	ex Barkstead	
B SOCKLING	K. BOORD	
Nik Rasic	1638 BARKSTEAD RD	
Stacey MacDonald	1638 BARKSTEAD RD, BARKSTEAD	

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 Quarterly Financial Report December 2012

Introduction

File No.: 07/01/004
Author: Aaron Light
General Manager: Shane Marr

This Quarterly Report covers the period of 1 July 2012 to 31 December 2012. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast cash balance is a decrease of \$0.925 million. The forecast result at the end of the financial year is a decrease in the surplus by \$3.943m. This is primarily due to the reduction in Grant Commission payments and carried forward projects from previous years. Please refer to the attached report for a detailed review of the financials.

Background

Under section 138 – Quarterly Statements, of the Local Government Act (1989), Council is to receive a quarterly report on progress against the adopted budget.

Proposal

That Council receives the Quarterly Report – December 2012.

Policy Implications

The adoption of the Quarterly Report – December 2012 meets Council's statutory obligations under section 138 – Quarterly Statements of the Local Government Act (1989).

The 2009-2013 Council Plan provides as follows:

Key Result Area	Continuous Improvement in Council Services
Objective	Sound, long term financial management
Strategy	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

Annual Budget

The attached Quarterly Financial Report, **Attachment 1**, provides an explanation of the Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement with the year-to-date actuals compared to the year-to-date budget, and the annual budgets compared to the annual forecasts.

Income Statement

The main changes within the Income Statement are as follows:

- Decrease in “Operating Grants” due to the early payment of part of the 2012/13 Grants Commission allocation (\$2.894m);
- Increased “Capital Grants” associated with flood restoration works (\$1.741m, originally budget was \$2.100m);
- Increased “Employee Costs” due to carry forward grant funded positions (\$0.267m);
- Increased “Materials and Consumables” expenditure of \$1.450m associated with flood restoration works that are not capital in nature;
- Increased “Materials and Consumables” expenditure of \$0.848m due to the carry forward of incomplete projects;

The net effect of these changes and other minor variances causes the total surplus for the year to decrease by \$3.943m to \$3.087m.

Cash

The forecasted cash balance at 30 June 2013 has decreased by \$0.925m to \$3.222m in comparison to the adopted budget. This is mainly due to carry forward of incomplete projects (both capital and operating).

Capital Improvement Program (CIP)

The total cash expenditure forecast for CIP has increased by \$6.244m, from the adopted Budget of \$11.428m to \$17.672m. This is due to the following forecast changes:

• 2011/12 CIP Projects – Carry Forward	\$2.334m
• 2011/12 Flood Recovery – Net Carry Forward	\$4.203m
• New Funding in 2012/13	
○ Avenue of Honour Walking Trail	\$0.030m
○ Elaine Recreation Reserve Tennis Courts	\$0.010m
○ DDA Retrofit Program	\$0.007m
• Other adjustments	
○ Maddingley Park Tennis Courts	\$0.060m
○ Rotary Club Shed - Scout Hall	\$0.030m
○ Maddingley Park Netball Change/Toilet	\$0.030m
○ Capital Works Deferred	(\$0.547m)
○ Other Minor Adjustments	\$0.087m
	\$6.244m

Risk & Occupational Health & Safety Issues

There are no identified risks associated with this process.

Communications Strategy

To Council, through the Ordinary Meeting of Council on 6 February 2013, and to the Audit Committee meeting on 27 February 2013.

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 – Shane Marr

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

Author – Aaron Light

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

Conclusion

The Quarterly Report – December 2012 has been prepared in accordance with Section 138 – Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

Recommendation:

That Council receives the Quarterly Report – December 2012.

Report Authorisation

Authorised by:



Name: Shane Marr
Title: General Manager Corporate Services
Date: Tuesday 22 January 2013

Attachment – Item 11.1.1

MOORABOOL SHIRE COUNCIL

*Out in the Country...
Close to the World*



2012/13 Quarterly Financial Report - December 2012

CONTENTS

1	Operating Performance	1
	Year to Date Operating Performance 31 December 2012	1
	Forecast Results for Year Ending 30 June 2013	3
2	Balance Sheet	6
	Forecast as at 30 June 2013	6
3	Forecast Cash Flows	7
4	Investment Activity Report	10
5	Rating & Debtors Information	11
6	Financial Statements as at 31 December 2012	13

1 Operating Performance

Year to Date Operating Performance 31 December 2012

1.1 Overall:

For the six months to 31 December, the Net Result was a Surplus of \$11.064m an unfavourable variance of \$0.714m.

1.2 Operating Revenues [\$1.203m unfavourable]:

Operating Grants – Unfavourable by \$1.203m mainly due to 50% of the 2012/13 Grants Commission allocation being paid in the 2011/12 financial year (\$1.667m). As well as half of the Grants Commission being paid early, there was also an overpayment of \$149,000 in 2011/12 which was taken off the 2012/13 allocation. These variances have been reflected in the 2012/13 forecast.

This is partially offset by favourable variances for new funding that was not part of the original budget. These include the following:

- Septic Audit Project Phase 2 – (\$49,500)
- Allied Health Cluster Grant – (\$35,000)
- Caring for Country Stage 2 – (\$31,250. A total of \$93,750 expected this year)
- Blackwood Evacuation Exercise – (\$27,000. A total of \$30,000 expected this year)
- Supported Parents and Playgroups – (\$26,369. A total of \$44,765 expected this year)

Other favourable variances include projects carried forward from 2011/12. These include the following:

- Moorabool Healthy Communities – (\$75,685. A total of \$144,685 expected this year)
- Community Engagement – (\$18,105. A total of \$72,420 expected this year)
- Occupational Therapist – (\$13,790. A total of \$27,341 expected this year)

In December, there were also two monthly payments made (instead of one) to Council from both the Department of Human Services and the Department of Health. This resulted in approximately \$150,000 in extra funds at the end of December. This timing issue will be rectified in January.

User Fees and Charges – Unfavourable by \$83,000 primarily due to a timing issue with supervision fees for new subdivisions (\$110,000). There are some larger amounts expected in the second half of the financial year.

Offsetting this are small favourable variances for the following:

- Meals on Wheels – (\$7,647)
- Building Services – (\$7,376)
- Bacchus Marsh Transfer Station – (\$5,244)

These variances will be monitored and officers will forecast adjustments made where appropriate.

1.3 Operating Expenses [\$0.466m favourable]:

Materials and Consumables – Favourable by \$355,000 due to the timing of contract payments for the following services:

- Library Services – (\$113,000)
- Bacchus Marsh and Ballan Transfer Stations – (\$109,000)
- Powerline Clearance – (\$60,000)
- Leisure Services – (\$46,000)

As well as the above there are timing issues with payments made to Community Groups. These include:

- Recreation Reserves – (\$38,000)
- Community Halls – (\$33,000)

Other Expenses – Favourable by \$54,000 due to timing issues with the following payments:

- Councillor Allowances – (\$45,000)
- Audit Fees – (\$15,000)

Forecast Results for Year Ending 30 June 2013

As at 31 December, the Forecast Surplus for the year has decreased by \$3.943m. The Forecast is now expected to be a surplus of \$3.087m. Major variances are the following:

1.5 Operating Revenues [\$0.774m unfavourable]:

Operating Grants – Unfavourable by \$2.757m mainly due to 50% of the 2012/13 Grants Commission allocation being paid in the 2011/12 financial year (\$2.894m). As well as the early payment there was also an overpayment in 2011/12 which was taken off the 2012/13 allocation (\$0.149m). The overall decrease from budget to forecast relating to Grants Commission is \$3.334m, with the balance of \$0.291m being a shortfall of what was expected for the 2012/13 allocation.

The key issues with regard to Grants Commission are the 2011/12 over payment of \$0.149m and the budget shortfall of \$0.291m. This is because the early payment is simply a timing issue, whereas the overpayment and the shortfall are genuine budget variances. As a result of this, officers are reviewing the budget with the aim of identifying areas of cost savings.

Offsetting this decrease are increases in various other grants, mainly from projects carried forward from previous financial years. These projects include:

- Moorabool Healthy Communities - (\$146,000)
- Blackwood Evacuation Exercise - (\$30,000)
- Natural Disaster Mitigation Program - (\$25,000)
- Peri Urban - Climate Change Adaptation - (\$25,000)

Other increases include grants and contributions that were not included in the original budget. They have been identified since the adoption of the budget and include the following:

- Caring for Country Stage 2 - (\$93,750)
- Septic Audit Project Phase 2 - (\$49,500)
- Supported Parents and Playgroups - (\$44,765)
- Allied Health Cluster Grant - (\$35,000)
- Roadside Weeds and Pest Management Program - (\$31,706)
- Occupational Therapist - (\$27,341)

Capital Grants and Contributions – Favourable by \$1.959m mainly due to funds received for flood restoration works. This amounts to an increase of \$1.741m over what was originally budgeted (\$2.100m).

Other increases include projects carried forward from previous financial years. These include:

- Ballan Mens Shed – (\$64,000)
- Navigators Rotunda and BBQ – (\$45,000)
- Franklin Street Footpath – (\$25,000)
- Dunnstown Recreation Reserve Irrigation System – (\$22,000)
- Blacksmiths Cottage – (\$19,750)

As well as these, there have also been new grants identified since the adoption of the budget. These include:

- Avenue of Honour Walking Trail – (\$30,000 to go with \$10,000 from Council for a feasibility study)
- Elaine Recreation Reserve Tennis Court – (\$10,000 community contribution)

1.6 Operating Expenses [\$3.168m unfavourable]:

Employee Costs – Unfavourable by \$249,000 due to positions funded from carry forward grant funded projects. These include:

- Septic Audit Project – (\$122,000)
- Moorabool Healthy Communities – (\$85,000)
- Supported Parents and Playgroups – (\$33,000)
- Active Service Model Implementation – (\$27,000)

There is also an increase for Condition Assessments of \$50,000. This is partly done in house, therefore the increase in “Employee Costs” is offset by a reduction in “Materials and Consumables”.

Library Services have also had an increase in employee costs (\$51,000). This is funded from a reduction in contract payments and an increase in grant funding.

Offsetting these increases are identified vacancies for the following:

- Finance - \$33,000 (partially offset by an increase in “Materials and Consumables”)
- Compliance - \$22,000
- Works Maintenance - \$18,000
- Parks Maintenance - \$17,000
- Asset Management - \$14,000
- Early Years - \$11,000

Materials and Consumables – Unfavourable by \$2.905m mainly due to carrying forward funds for Flood Recovery maintenance projects. This totals \$1.428m and relates to sealed road repairs and technical costs.

There has also been forecast adjustments made to account for other uncompleted projects in previous financial years. These total \$848,000 and some of the larger projects include:

- Moorabool Healthy Communities - (\$144,000)
- Community Engagement - (\$136,000)
- Caring for Country Stage 2 - (\$57,525)
- Peri Urban Scenario Planning - (\$52,000)
- Bacchus Marsh Structure Plan Stage 2 - (\$47,500)
- Natural Assets Support Program - (\$45,000)
- Bungal Arts Depot - (\$35,000)
- Ballan Structure Plan - (\$35,000)
- Blackwood Evacuation Exercise - (\$29,400)
- Best Start Program - (\$25,000)
- Heritage Amendment/Overlay - (\$23,000)
- Transport Connections - (\$22,000)

Other numerous minor projects carried forward total \$197,000.

There has also been additional funding identified since the adoption of the budget. Some of these projects include:

- Moorabool Healthy Communities * – (\$146,000)
- Caring for Country Stage 2 * – (\$93,750)
- Supported Parents and Playgroups * – (\$44,765)
- Allied Health Cluster – (\$35,000)
- Roadside Weeds and Pest Management – (\$32,000)
- Occupational Therapist * – (\$27,000)

* These projects all have a carry forward component from 2011/12 and additional funding in 2012/13.

Other Expenses – Unfavourable by \$40,000 due to the expected payment for VCAT costs awarded against Council.

2 Balance Sheet

Forecast as at 30 June 2013

The Balance Sheet shows the movements from the Budget to the Forecast, as well as the current year to date balance (at 31 December 2012) compared to the same time last year (31 December 2011).

2.1 Assets

Cash Assets – the balance is slightly less compared to the same time last year, whilst the forecast cash balance as at 30 June 2013 is expected to be \$3.222m.

Current Receivables – the balance has increased by \$0.794m (5%) from the same time last year. This basically reflects the current trend of steady increases in receivables each year due to an increasing rates base.

Non-Current Assets Classified as Held for Sale – the balance is \$183,000 less than budget due to the sale of industrial land at Hillside in the 2011/12 financial year. At the time the budget was prepared this information was not known.

Investments in Associates – the balance has been brought back to zero, which reflects the wind up of Central Highlands Regional Library Corporation in the 2011/12 financial year.

Property, Infrastructure, Plant and Equipment – the forecast balance is \$12.557m less than budget mainly due to the revaluation of Land and Buildings in 2011/12. The revaluation totals were not known at the time of preparing the budget.

2.2 Liabilities

Payables – the decrease of \$283,000 from the same time last year reflects the timing of the final creditor payment run December.

Trust Funds – the balance is forecast to be \$406,000 greater than the original budget mainly due to a significant increase in deposits held for subdivision work throughout the Shire.

Current Provisions – The increase of \$461,000 from budget reflects both an increase in hours accrued for employee leave entitlements and the effect of the EBA increase. It also relates to an increase in the provision for the rehabilitation of Allen's Pit.

Other Non-Current Liabilities – The increase to \$2.395m relates to a future payment to Vision Super for Defined benefits shortfall.

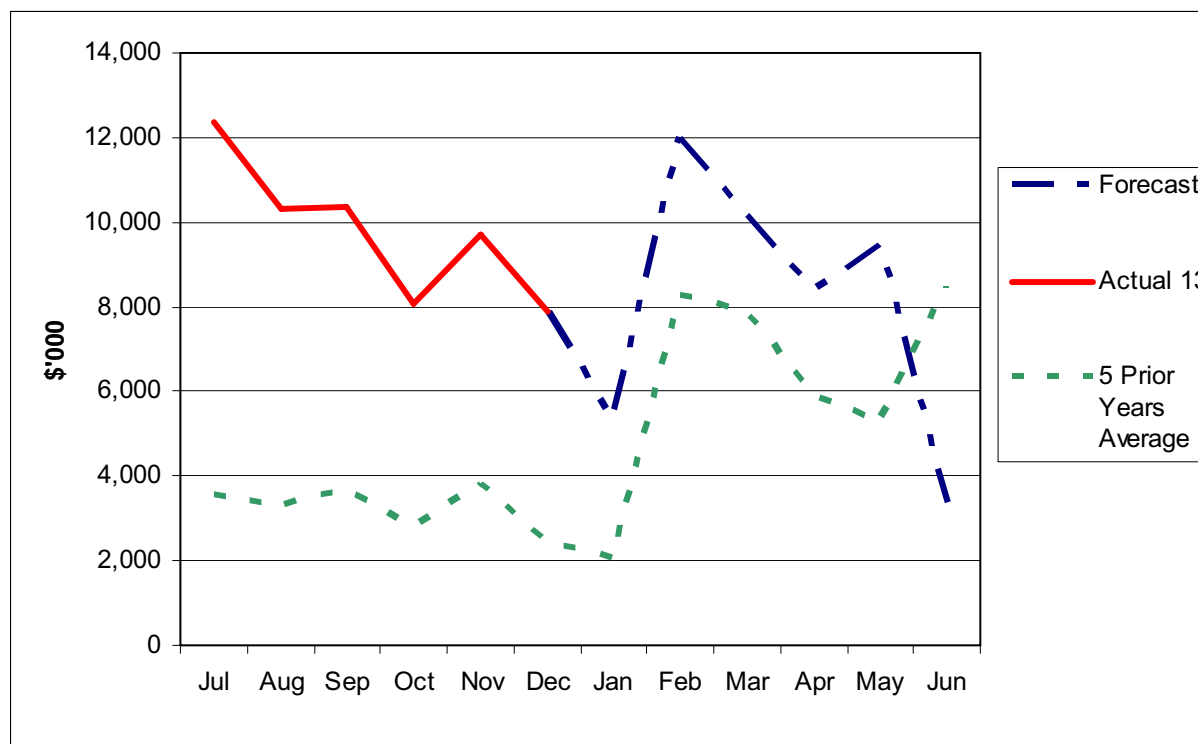
2.3 Equity

Asset Revaluation Reserve – the decrease of \$9.923m from the budget reflects the revaluation of Land and Buildings completed in June 2012.

Statutory and Other Reserves – the increase of \$1.210m from the budget is mainly due to the transfer of land sales at Hillside Industrial Estate in 2011/12 to Council Reserves.

3 Forecast Cash Flows

The following graph shows the month by month cash flow forecasts for the 2012/2013 year.



3.1 Overall:

The overall cash forecast for 30 June 2013 is \$3.222m.

The year end cash forecast is \$0.925m less than the original budget. This has taken into account the fact some capital projects have already been identified as being carried forward to 2013/14. These include:

- Bacchus Marsh Racecourse Reserve - \$200,000
- Bacchus Marsh Civic and Community Hub Change Room/Toilet Facilities - \$150,000
- Labilliere/Grant Street Intersection - \$120,000
- Darley Park Tennis/Netball Lighting - \$76,800 (includes external funding of \$30,000)

Other potential carried forward projects total \$174,000 as a net cost to Council. This will be continually reviewed and once officially confirmed will be adjusted in the forecast.

It is also expected that about \$2.629m of capital works will be expensed at the end of the year. This amount relates to improvements to non-Council controlled assets, the main project being the works at Bungaree Recreation Reserve (\$2.250m). This will result in the final amount spent being transferred from capital to operating expenditure.

This forecast is a result of movements in each of the three types of cash flows as follows:

3.2 Operating Cash Flows

Operating Grants – Unfavourable by \$2.757m mainly due to 50% of the 2012/13 Grants Commission allocation being paid in the 2011/12 financial year (\$2.262m for General Purpose Grant and \$1.072m for Local Roads Grant).

There are also other increases relating to projects carried forward from previous financial years and new projects identified since the adoption of the budget. These projects are highlighted earlier in section 1.5.

Capital Grants and Contributions – Favourable by \$1.959m mainly due to funds received for flood restoration works. This amounts to an increase of \$1.741m over what was originally budgeted (\$2.100m).

Other increases relate to carried forward projects from previous years and new grants identified since the adoption of the budget. The major projects have been highlighted earlier in section 1.5.

Employee Costs – Unfavourable by \$249,000 mainly due to positions funded from carry forward grant funded projects. These include:

- Septic Audit Project – (\$122,000)
- Moorabool Healthy Communities – (\$85,000)
- Supported Parents and Playgroups – (\$33,000)
- Active Service Model Implementation – (\$27,000)

Other adjustments are highlighted earlier in section 1.6.

Materials and Consumables – Unfavourable by \$2.905m mainly due to carrying forward funds for Flood Recovery maintenance projects. This totals \$1.450m and relates to sealed road repairs and technical costs.

There has also been forecast adjustments made to account for uncompleted projects in previous financial years. These total \$0.848m and are highlighted earlier in section 1.6.

3.3 Investing Cash Flows

Payments – the total cash expenditure forecast for CIP has increased by \$6.244m, from the adopted Budget of \$11.428m to \$17.672m. This is due to the following forecast changes:

- 2011/12 CIP Projects – Carry Forward \$2.334m
- 2011/12 Flood Recovery – Net Carry Forward \$4.203m
- New Funding in 2012/13
 - Avenue of Honour Walking Trail \$0.030m
 - Elaine Recreation Reserve Tennis Courts \$0.010m
 - DDA Retrofit Program \$0.007m
- Other adjustments
 - Maddingley Park Tennis Courts \$0.060m
 - Rotary Club Shed - Scout Hall \$0.030m
 - Maddingley Park Netball Change/Toilet \$0.030m

○ Capital Works Deferred	(\$0.547m)
○ Other Minor Adjustments	\$0.087m
	\$6.244m

3.4 Financing Cash Flows

Borrowing Costs and Repayment of interest bearing liabilities – both have decreased as a result of delaying the taking up of the borrowing allocation of \$800,000. The borrowings were expected to be taken up in September 2012, but it is now expected to be March 2013.

Offsetting this slightly is the decision to refinance the loan for Graham Street for a further 6 months.

4 Investment Activity Report

In line with Council's Investment Policy (adopted February 2010), a quarterly report on investment activity will be presented to Council as part of the quarterly financial report.

Please note that interest earned on the on call balances is actually paid 1st of January. Therefore this figure is actually not reflected in the Income Statement.

Investment Activity Report

For the quarter ending: December 2012

On call balances:

Month ending	Amount	Rate	Interest Paid
October 2012	\$2,005,677	3.15%	Quarterly
November 2012	\$3,613,682	3.15%	Quarterly
December 2012	\$2,880,737	2.90%	Quarterly

Interest paid in the quarter: \$23,985

Term deposits:

Institution	Amount	Rate	Maturity Date
Suncorp	\$1,000,000	4.35%	2/11/2012
IMB	\$1,000,000	4.30%	15/11/2012
Suncorp	\$1,000,000	3.95%	16/11/2012
Bendigo Bank	\$1,000,000	4.15%	19/11/2012
IMB	\$1,000,000	4.15%	23/11/2012
IMB	\$1,000,000	4.15%	28/11/2012
IMB	\$1,000,000	4.10%	18/12/2012
Bendigo Bank	\$1,000,000	4.00%	19/12/2012
IMB	\$1,000,000	4.15%	4/01/2013
Suncorp	\$1,000,000	4.10%	4/01/2013
Bendigo Bank	\$1,000,000	4.00%	4/01/2013
Suncorp	\$1,000,000	4.15%	16/01/2013
IMB	\$1,000,000	4.30%	21/01/2013

Interest paid in the quarter: \$52,967

5 Rating & Debtors Information

5.1 General Rating Information

The Total Rates and Charges raised for the 2012/13 year, as at 31 December, is \$24.128m, compared to the year to date Annual Budget of \$24.079m.

5.2 Rates & Sundry Debtors Outstanding

For the year to date, 35.5% of the 2012/13 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has decreased from \$2.277m to \$0.883m.

Current Receivables as at 31 December 2012, as shown in the Balance Sheet, consist of:

• Rates & Charges	\$ 17.142m
• Sundry Debtors	\$ 0.676m
• GST Receivable	\$ 0.183m
• Other	\$ 0.024m
	\$ 18.025m

The outstanding Rates & Charges consist of:

• Current Year Rates and Charges	\$ 15.383m
• Arrears (prior to 2012/13)	\$ 1.446m
• Pensioner Rebate Claim (DHS)	\$ 0.313m
	\$ 17.142m

5.3 Property Rate Debt Management Policy:

Council first adopted this policy on 5 December 2007, with the requirement for Quarterly reporting on all applications made under this policy. The policy has since been updated and adopted on 6 April 2011. For the Quarter to 31 December 2012, the table on the following page displays the applications that have been received.

Please note that this table also includes the following information:

- Rates outstanding by differential rate category
- Sundry debtors outstanding
- Infringement status

Property Rate Debt Management as at 31 December 2012

Revenue Services Quarterly Financial Report as at 31 December 2012									
Property Rate Debt Management Reporting									
Type/Function	Authority Limit	Delegation	Number	at 30 September	Year to Date Number Applications	Application Value	Approved Value	Denied Value	Comments
Special Payment Arrangements	All Arrangements	Revenue Service Unit	288		271				
Escalation of Accounts to Debt Collection	All outstanding accounts	Revenue Services Co-ordinator	297		246				
Value of Penalty Interest Calculated Year to Date	All calculations	Revenue Services Co-ordinator				\$2,447.85			
Waiver of Interest and Costs	Up to \$500	Revenue Services Co-ordinator			8	\$1,440.98	\$1,440.98	\$0.00	
Waiver of Interest and Costs	>\$500 and <\$1,000	Finance Manager			1	\$722.99	\$722.99	\$0.00	
Waiver of Interest and Costs	>\$1,000	General Manager - Corporate Services			2	\$1,320.00	\$116.35	\$1,203.65	
Waiver of Rates and Charges	All applications	Council via resolution (Closed Session)			0	\$0.00	\$0.00		
Deferral of Rates, Charges & Interest	All applications	Council via resolution (Closed Session)			NIL				
Application for Financial Hardship	All applications	Council via resolution (Closed Session)			2	\$5,448.30	\$1,522.30		
Appeal of Decision	All appeals	Council via resolution (Closed Session)			NIL				
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)			9		\$99,467.93		Progressing
Applications for partial Waiver - Cultural and Recreational Land	50% General Rate	Revenue Service Co-ordinator/Finance Manager			4		\$23,469.65		
Other General Revenue Statistics		Summary of Outstanding Rates							
Function	Year To Date	Rate Category	Current	1 Year	2 Years	3 Years	Over 3 Years	Total	
Percentage of Rates Collected	35.50%	General	9,864,176.20	457,938.82	190,742.78	102,602.95	165,460.29	10,780,921.04	
Land Information Certificates	552								
Value of Supplementary Rates Levied	\$291,377	Commercial/Industrial	934,914.82	37,906.85	9,528.65	5,976.85	18,945.24	1,007,272.41	
		Vacant Land Commercial/Industrial	118,496.75	2,979.70	2,687.04	263.15	0.00	124,426.64	
		Commercial - Liquor License	84,994.57	1,448.05	0.00	0.00	0.00	86,442.62	
Objections Lodged (Closing Date 5 November 2012)	64	Extractive Industry	207,254.65	113.30	0.00	0.00	0.00	207,367.95	
Under Review	58								
Recommendation Notices	5	Farm	2,293,406.98	56,496.89	10,619.64	5,978.22	5,333.80	2,371,835.53	
Disallowance Notices	1								
Total Objections	64	Vacant Land General	596,797.11	40,018.04	21,622.90	10,761.80	59,627.84	728,827.69	
		Vacant Land FZ or RCZ	419,936.22	20,854.34	9,477.72	6,399.18	47,039.12	503,706.58	
		Vacant Land R1Z or R2Z	835,467.51	56,591.02	33,419.80	25,037.14	57,980.00	1,008,495.47	
Pension Rebates		Garbage Service Only	8,882.47	471.25	144.61	0.00	0.00	9,498.33	
Total Pensioners as at end of last quarter	2,061								
Changes	70								
Closing Balance	2,131								
		Grand Total Rates Outstanding	15,364,327.28	674,818.26	278,243.14	157,019.29	354,386.29	16,828,794.26	
Sundry Debtor Overview		Penalty Infringement Overview							
Sundry Debtors	Balance	% Outstanding	Infringement Status @ December Audit	# Infringements	\$ Infringements				
Current	13,213.77	2.8%	Too old to escalate						
30 Days	36,660.90	7.7%	Infringement Court	660	132,750.70				
60 Days	31,770.91	6.7%	Infringement Court - Expired - Write Off						
90 Days	93,998.08	19.7%	Debt Collection Agency - LOD Issued	30	15,291.60				
120+ Days	300,459.17	63.1%	Infringements Requiring Write Off	226	88,297.85				
			MSC Arrangements	8	1,484.70				
Total Outstanding	476,092.83	100.0%	MSC Arrangement Not Maintained - To escalate	5	1,124.90				
			MSC Objection	6	3,632.60				
			MSC Hold - VicRoad Search - No Result						
			Within payment timeframes	121	26,237.40				
			Grand Total of Infringement Trial Balance	1,046	268,819.75				

6 Financial Statements as at 31 December 2012

Income Statement

	Last Year	Budget	Year to Date			Annual			
	\$'000		\$'000	Actual	Variance	Budget	Forecast	Variance	
			\$'000	\$'000	%	\$'000	\$'000	\$'000	%
Revenues									
Rates and charges	22,643	24,079	24,128	49	0%	24,079	24,079	0	0%
Operating grants	13,087	4,659	3,456	(1,203)	-26%	9,225	6,468	(2,757)	-30%
Capital grants and contributions	8,551	1,610	1,624	14	1%	6,051	8,010	1,959	32%
User fees and charges	1,614	688	605	(83)	-12%	1,579	1,579	0	0%
Statutory fees and charges	552	279	297	18	6%	490	504	14	3%
Other revenue	1,338	581	580	(1)	0%	1,094	1,074	(20)	-2%
Interest received	786	187	190	3	2%	497	527	30	6%
Total Revenues	48,571	32,082	30,879	(1,203)	-4%	43,015	42,241	(774)	-2%
Expenses									
Employee costs	16,828	7,881	7,835	46	1%	15,290	15,539	(249)	-2%
Materials and consumables	16,857	7,528	7,173	355	5%	14,878	17,783	(2,905)	-20%
Depreciation	7,816	4,381	4,381	0	0%	8,762	8,762	0	0%
Borrowing costs	983	479	467	12	3%	928	902	26	3%
Other expenses	738	235	181	54	23%	419	459	(40)	-10%
Total Expenses	43,221	20,503	20,037	466	2%	40,277	43,445	(3,168)	-8%
Net gain (loss) on disposal of property, infrastructure, plant and equipment and land held for sale	(4,010)	200	222	22	11%	(209)	(209)	0	0%
Share of net profits (losses) of associates and joint ventures accounted for by the equity method	(225)	0	0	0	0%	0	0	0	0%
Surplus (Deficit) prior to contributed assets	1,115	11,778	11,064	(714)	-6%	2,530	(1,413)	(3,943)	-156%
Contributed assets	3,511	0	0	0	0%	4,500	4,500	0	0%
Surplus (deficit) for the period	4,626	11,778	11,064	(714)	-6%	7,030	3,087	(3,943)	-56%

Balance Sheet

	Last Year \$'000	Year to Date				Annual			
		Last Year \$'000	Current \$'000	Change \$'000	%	Budget \$'000	Forecast \$'000	Variance \$'000	%
Assets									
Current Assets									
Cash assets	13,840	7,906	7,872	(34)	0%	4,147	3,222	(925)	-22%
Receivables	4,581	17,231	18,025	794	5%	4,984	4,701	(283)	-6%
Non-current assets classified as held for sale	1,053	1,236	1,053	(183)	-15%	1,236	1,053	(183)	-15%
Other assets	262	3	34	31	1143%	288	262	(26)	-9%
Total current assets	19,736	26,376	26,984	608	2%	10,654	9,238	(1,416)	-13%
Non-current assets									
Receivables	126	121	127	6	5%	120	126	6	5%
Investments in associates	0	538	0	(538)	-100%	538	0	(538)	-100%
Other non-current assets	56	0	56	56	0%	0	56	56	0%
Property, infrastructure, plant and equipment	276,490	285,196	276,570	(8,626)	-3%	301,091	288,534	(12,557)	-4%
Total non-current assets	276,671	285,856	276,753	(9,103)	-3%	301,749	288,715	(13,034)	-4%
Total Assets	296,407	312,231	303,737	(8,494)	-3%	312,403	297,953	(14,450)	-5%
Liabilities									
Current liabilities									
Payables	2,982	290	7	(283)	-98%	4,218	2,982	(1,236)	-29%
Trust funds	1,434	1,158	1,060	(98)	-8%	1,028	1,434	406	39%
Provisions	3,244	3,030	3,606	576	19%	2,783	3,244	461	17%
Interest-bearing liabilities	2,340	1,540	1,611	71	5%	1,571	1,576	5	0%
Total current liabilities	10,001	6,019	6,284	265	4%	9,600	9,237	(363)	-4%
Non-current liabilities									
Provisions	477	430	458	28	7%	478	477	(1)	0%
Interest-bearing liabilities	10,538	11,098	10,538	(560)	-5%	9,763	9,762	(1)	0%
Other non-current liabilities	2,395	0	2,395	2,395	0%	0	2,395	2,395	0%
Total non-current liabilities	13,410	11,529	13,391	1,862	16%	10,241	12,634	2,393	23%
Total Liabilities	23,411	17,547	19,675	2,128	12%	19,841	21,871	2,030	10%
Net Assets	272,996	294,684	284,062	(10,622)	-4%	292,563	276,083	(16,480)	-6%
Represented by:									
Accumulated surplus	115,098	128,073	125,966	(2,107)	-2%	125,952	118,184	(7,768)	-6%
Asset revaluation reserve	155,331	165,254	155,529	(9,725)	-6%	165,254	155,331	(9,923)	-6%
Statutory and other reserves	2,567	1,357	2,567	1,210	89%	1,357	2,567	1,210	89%
Total Equity	272,996	294,684	284,062	(10,622)	-4%	292,563	276,083	(16,480)	-6%

Cash Flow Statement

	Last Year \$'000	Budget \$'000	Year to Date			Annual			
			Actual \$'000	Variance \$'000	%	Budget \$'000	Forecast \$'000	Variance \$'000	%
Cash flows from operating activities									
Receipts									
Rates and charges	22,310	9,258	9,288	30	0%	23,959	23,959	0	0%
Operating grants	13,496	4,659	4,850	191	4%	9,225	6,468	(2,757)	-30%
Capital grants and contributions	8,927	1,610	1,624	14	1%	6,051	8,010	1,959	32%
User fees and charges	1,804	688	605	(83)	-12%	1,579	1,579	0	0%
Statutory fees and charges	552	279	297	18	6%	490	504	14	3%
Other revenue	1,338	581	580	(1)	0%	1,094	1,074	(20)	-2%
Interest received	786	187	285	98	52%	497	527	30	6%
Net GST refund/payment	2,681	0	0	0	0%	0	0	0	0%
	51,894	17,261	17,529	268	2%	42,895	42,121	(774)	-2%
Payments									
Employee costs	(14,318)	(8,153)	(7,493)	660	-8%	(15,290)	(15,539)	(249)	2%
Materials and consumables	(20,128)	(9,366)	(9,200)	166	-2%	(14,878)	(17,783)	(2,905)	20%
Other expenses	(738)	(235)	(216)	19	-8%	(419)	(459)	(40)	10%
	(35,185)	(17,753)	(16,909)	844	-5%	(30,586)	(33,782)	(3,196)	10%
Net cash provided by (used in) operating activities	16,709	(492)	620	1,112	-226%	12,308	8,339	(3,969)	-32%
Cash flows from investing activities									
Proceeds from sale of property, plant and equipment, infrastructure	1,503	200	222	22	11%	1,157	1,157	0	0%
Payments for property, plant and equipment, infrastructure	(16,056)	(5,141)	(5,621)	(480)	9%	(11,428)	(17,672)	(6,244)	55%
Net cash provided by (used in) investing activities	(14,553)	(4,941)	(5,399)	(458)	9%	(10,271)	(16,515)	(6,244)	61%
Cash flows from financing activities									
Borrowing costs	(983)	(479)	(467)	12	-3%	(928)	(902)	26	-3%
Proceeds from interest bearing liabilities	935	800	0	(800)	-100%	800	800	0	0%
Repayment of interest bearing liabilities	(1,449)	(1,582)	(722)	860	-54%	(2,361)	(2,340)	21	-1%
Net cash provided by (used in) financing activities	(1,497)	(1,262)	(1,189)	73	-6%	(2,490)	(2,442)	48	-2%
Net increase (decrease) in cash and cash equivalents	660	(6,695)	(5,968)	727	-11%	(452)	(10,618)	(10,166)	2247%
Cash and cash equivalents at the beginning of the financial year	13,181	4,599	13,840	9,241	201%	4,599	13,840	9,241	201%
Cash and cash equivalents at the end of the financial year	13,840	(2,096)	7,872	9,968	-476%	4,147	3,222	(925)	-22%

Capital Works Statement

	Last Year \$'000	Budget \$'000	Year to Date			Annual			
			Actual \$'000	Variance \$'000	%	Budget \$'000	Forecast \$'000	Variance \$'000	%
Capital Works Expenses									
Sealed Roads	3,254	1,336	917	419	31%	3,206	5,598	(2,392)	-75%
Unsealed Roads	6,224	309	1,258	(949)	-307%	2,795	1,785	1,010	36%
Footpaths, Kerb & Channel, and Other	1,714	484	1,126	(642)	-133%	766	3,722	(2,956)	-386%
Stormwater and Drainage	260	45	205	(160)	-356%	88	1,090	(1,002)	-1145%
Community Land and Facilities	2,845	1,856	479	1,377	74%	3,473	3,942	(469)	-14%
Corporate Land and Facilities	1,039	38	73	(35)	-93%	140	160	(20)	-14%
Plant and Equipment	719	547	404	143	26%	960	1,374	(414)	-43%
Total Capital Works	16,056	4,615	4,462	153	3%	11,428	17,672	(6,244)	-55%
Represented by:									
Renewal of Infrastructure	13,208	4,361	4,160	201	5%	10,459	16,288	(5,829)	-56%
New Assets	2,848	253	302	(49)	-19%	969	1,385	(416)	-43%
Total Capital Works	16,056	4,615	4,462	153	3%	11,428	17,672	(6,244)	-55%

11.1.2 December Quarterly Report – 2012/13 Council Plan Actions

Introduction

File No.: 02/02/002
Author: Shane Marr
Chief Executive Officer: Rob Croxford

Background

The 2009-2013 Council Plan was developed and adopted by Council in June 2009. As part of the development of the framework of the Council Plan, Council determines appropriate actions which will support the framework, delivering agreed outcomes for the Community. The Council Plan is reviewed annually.

All Council activities can be linked back to the Council Plan and at the Ordinary Meeting of Council on Wednesday 14 June 2012 Council identified 19 new actions which are indicative of its success in achieving the strategic direction of the Council Plan.

Discussion

The following table indicates each of the actions and the progress comments for the 2012/13 Financial Year

ACTION	PROGRESS
Conduct of Council Election October 2012.	The Victorian Electoral Commission (VEC) conducted the election on behalf of Council on 27 October 2012. COMPLETE
Conduct Induction of New Councillors.	Councillor Induction program was undertaken by the new Council during November/December 2013. The development of a survey to collate responses pertaining to the election and induction process is currently underway and due for release early January. COMPLETE
Review of the following policies in line with Council's Policy Framework: - Investment Attraction Policy; - Risk Management Policy - Film Policy	These policies will be reviewed and presented to Council during the first half of 2013.
Provide support to volunteer groups, organisations and individuals.	Ongoing support is provided to Section 86 Committees representatives around the implementation of the Appointments and Delegations Policy. One on one meetings arranged upon request. Community Training and Skills Development Program delivered from June to October 2012. A total of 8 training sessions were offered to the community in Ballan and Bacchus Marsh. Sessions included Grant Writing, Fundraising, Social Media and Community Planning. Officers are collecting feedback from attendees, community groups and organisations to identify needs for the 2013 program. A Community Group Conference is planned for delivery on 20 th April 2013.

ACTION	PROGRESS
Implement Mobile Library Strategy.	<p>A total of 802 visits were recorded for the service in October and 747 visits recorded for November. Issue/Loads rates have remained steady with 1378 for October and 1381 recorded for November. Approximately 95% of attendance and borrowings are being experienced by the Ballan Library.</p> <p>Ongoing advertising and marketing is in place to continue to promote and raise awareness of the Rural Library Services.</p>
Preparation of the 2013-2017 Public Health and Wellbeing Plan.	<p>A project plan has been developed. Scope and Methodology were presented to Council on 19 December 2012. Officers developing Community Engagement Plan for implementation late January 2013. Central Highlands Primary Care Partnership has agreed to provide support to Council around the development of the Public and Health and Wellbeing Plan.</p>
Establish Bacchus Marsh Racecourse Reserve Committee of Management.	<p>Recreation Development Unit providing ongoing support and governance assistance as per Appointment and Delegation Policy.</p> <p>License agreements for users being finalised for sign off in partnership with the Department of Sustainability and Environment (DSE), the Reserve Committee of Management (CoM) and users.</p>
Develop Bacchus Marsh Traffic Study.	<p>Confirmation of VicRoads commitment to fund 50% of the project has been received. A draft brief for the engagement of a consultant is in progress, along with a community engagement strategy. The project will not be procured until the Woolpack Road/eastern interchange issue is resolved, as it will have a major bearing on the outcomes of the study.</p>

<p>Comply with 2010 Standards for tree clearances near power lines.</p>	<p>Although there continues to be ongoing negotiations between the Municipal Association of Victoria (MAV) and Energy Safe Victoria (ESV) in relation to Electric Line Clearance, Moorabool has completed an electrical Line Clearance Management Plan that conforms with the 2010 Regulations and completed clearance works in the declared area of Bacchus Marsh in 2011/12 to the 2010 Regulations, making council compliant with those Regulations. A new contract for Electric Line Clearance is currently being developed and is scheduled to be in place by December 2012. In addition, ongoing discussions are occurring between officers and Powercor in relation to the impacts of Ballan and other small towns.</p> <p>A new 3 year Electrical Line Clearance tender/contract report and recommendation is with the CEO for signature.</p> <p>Powercor are responsible for the clearance of trees under electrical conductors in non-declared areas of our municipality. They propose a 3 year clearance cycle which will have devastating effects on the amenity of some of our street trees.</p> <p>Discussions are continuing with Powercor representatives in relation to the impact on street trees within Ballan and other small towns.</p>
<p>Rural Zones Review.</p>	<p>The Rural Zones Review was finalised as at 5 September 2012, and has been included as part of the Moorabool 2041 initiative. COMPLETED</p>
<p>Develop a long term Urban Growth Strategy.</p>	<p>Work on the Urban Growth Strategy and Rural Strategy is also underway as part of Moorabool 2041.</p>
<p>Develop a Rural Strategy.</p>	<p>Moorabool 2041 Phase 1 is complete and Phase 2 is underway.</p> <p>Section 86 Committee Meeting set down for end January 2013.</p>

<p>Develop Recreation and Social Infrastructure Planning.</p>	<p>Framework for Social and Community Infrastructure Needs Analysis developed and agreed. Working Group established. Literature Review completed. Community Infrastructure Planning Principles developed and agreed. Audit of current Social and Community Infrastructure completed. Audit of existing community services currently being undertaken. Demographic trends and profiling drafted.</p>
<p>Implementation of Asset Management System.</p>	<p>The implementation of the new Asset Management System will occur over the period 2012-2014. The initial phase of procuring an asset system was completed in September 2012. The purchase of a Maintenance Management System was deferred pending further investigation. The next phase involves loading of road, bridge and footpath data into the system which is scheduled for completion by June 2013. Other asset classes will be loaded progressively for mid 2013 to end 2014.</p>
<p>Implement Council's Business Excellence Program.</p>	<p>Business Excellence implementation plan developed. Training and coaching regarding principles, process and tools of Business Excellence Framework. Gantt chart with dates and times for delivery prepared. Activities, evaluations and outcomes calendered for Business Excellence Continuous Improvement. Draft version of Systems View at Level 1 (Organisation) and Level 2 (Directorate) drafted. Template for Service Unit Systems View (Operational Plan) created. Level 3 (Service Unit) Systems View being developed. Systems View of Risk Management and Fire completed. Promapp purchased to simplify the creation and development of processes across the organisation, and to maintain a central repository of all processes, policies and documents. PDSA 9 step improvement process training developed to commence in third quarter. Organisational culture also being addressed as part of Business Excellence implementation.</p>

<p>Implement Council's Information Systems Strategy.</p>	<p>An annual implementation plan for the IT Strategy is being developed by the IT Steering Committee which was finalised at the November meeting. Projects such as the Desktop replacement and Asset Management System are already underway for completion in 2012/13.</p>
<p>Implement Council's Service Delivery Model, including implementation of online opportunities available through the National Broadband Network (NBN)</p>	<p>Council is still waiting on the outcome of the Department of Broadband, Communications and the Digital Economy Digital Local Government Program grant funding. Once this funding is finalised the program will be implemented, which will include video conferencing, providing information spatially to the community and updates to Council's website.</p>
<p>Review of Council's Customer Service Strategy.</p>	<p>An implementation plan has been developed and presented to leadership for Council's Customer Service Strategy and policy which includes customer focussed organisation, benchmarking, review of Council's customer service charter, communications and training.</p>
<p>Development of 2013-17 Council Plan.</p>	<p>Preparation of a framework for the development of the 2013/17 Council Plan is in progress. A planning meeting will be held on 23 January.</p>

Proposal

This report is to inform Council and the community on the progress of key Council Plan actions for 2012/13

Policy Implications

The 2009–2013 Council Plan provides as follows:

Key Result Area	Continuous Improvement in Council Services
Objective	Effective strategic and business planning for a growing community
Strategy	Develop, implement and maintain relevant strategic and business plans

Financial Implications

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

Risk & Occupational Health & Safety Issues

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

Communications Strategy

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

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 – Shane Marr

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

Conclusion

Council continues to make progress in all areas of the Council Plan. Three of the 19 actions considered within this report are now complete, with the remaining actions progressing as expected.

Recommendation:

That Council receives the 2012/13 Council Plan Actions Second Quarter Progress Report.

Report Authorisation

Authorised by:



Name: Shane Marr
Title: General Manager Corporate Services
Date: Friday 25 January 2013

11.1.3 Capital Improvement Program Quarterly Report - December 2012

Introduction

File No.: 16/01/001
Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

The delivery of the Capital Improvement Program is an important function of Council's operations and represents a significant portion of Council's overall expenditure. Accordingly, the status of the overall program is reported to Council every quarter.

Proposal

This quarterly report provides Council with an overview of the progress of Council's 2012/2013 Capital Improvement Program to 31 December 2012.

Implementation of the 2012/2013 Capital Improvement Program

The 2012/2013 Capital Improvement Program currently consists of 86 projects. This list incorporates projects from various sources including but not limited to the following:

- Projects carried forward from 2011/2012 program
- 2012/2013 Council budgeted projects
- Grant funded projects

Also for simplicity sake the reseal, final seal, gravel road resheet and shoulder resheet programs have been listed as 4 projects in total rather than listing each individual road under each respective program.

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 31 December 2012:

CIP Program Delivery Stage	Actual as of 31 December 2012	
	No. of Projects	%
Not Commenced	21	24.4
Documentation/Design Preparation	11	12.8
Tender/Quote Stage	6	7.0
Project Awarded – Waiting Commencement	14	16.3
In Progress/Under Construction	21	24.4
Complete	13	15.1
TOTAL	86	100.00

The attached report details the proposed timeframe and progress of each individual project. In addition the report also provides specific comments in relation to each project and its status.

Program Status

At this stage of the financial year the program is generally tracking well. 13% of the program is complete with a majority of projects in the 'documentation/design preparation' and 'project awarded' phases. Of the 21 projects that have not yet commenced, 9 are subject to external funding and cannot commence until successful matching grants most likely due in 2013. These are listed below;

Project Name	Project Description
Elaine Public Hall	Upgrade to kitchen facilities
Baptist Church, Holts Lane	Community Arts Garden
Yendon Recreation Reserve Development	Shelter, playground facilities and lighting
Mt. Egerton Hall and Recreation Reserve	Play equipment, shade structure and walking trail
Myrniong Recreation Reserve	Walking and cycling trail
Ballan Men's Shed	Construction of new facility
Darley Park Recreation Reserve	Lighting to existing tennis/netball courts
Navigators Public Hall	Construction of new rotunda and BBQ (advice of successful funding received since end of quarter).
Avenue of Honour, Bacchus Marsh	Walking trail feasibility study

Further to the advice provided in the September quarterly report regarding Lal Lal Clarendon Road path, further assessment of the removal of native vegetation has taken place. A planning permit is required for its removal and offsets will be required. The exact dollar figure of offsets is currently being scrutinised and there is currently a risk that a reduced scope of work will be required along with delays associated with planning approval. There should be a better understanding of these components by end of February.

The Eyrie Court, Hopetoun Park footpath project is also facing potential difficulties associated with ground conditions, drainage and native vegetation that could impact the delivery of the project. These issues are currently being investigated and further time is required to assess the impact on timelines and possible budget implication if the scope requires modification.

With the exception of Clarendon-Lal Lal Road, Eyrie Court and the externally funded projects, the successful delivery of all other projects is progressing as expected.

Policy Implications

The 2009–2013 Council Plan provides as follows:

Key Result Area	Enhanced Natural and Built Environment
Objective	Long Term Asset Management
Strategy	Develop long term strategic asset management plan for all Council Assets to manage current and future asset needs.

The Capital Improvement Program reporting is consistent with the 2009-2013 Council Plan.

Financial Implications

Reporting of the Capital Improvement Program has been resourced as part of Council's budget; accordingly there are no additional financial implications. At this point in time, the program is within budget parameters.

Risk & Occupational Health & Safety Issues

There are no irregular Risk and Occupational Health and Safety issues identified in this report. Specific risk elements are analysed and dealt with as part of the delivery of each individual project.

Communications Strategy

The Capital Improvement Program report is currently presented quarterly to Council. Specific projects are communicated to the community and affected residents as required through a range of methods including but not limited to advertisements, mail outs and letter drops. In addition to this, the progress of significant projects is reported monthly in the Councillor Information Bulletin.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Sam Romaszko

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

Conclusion

This report provides a summary of the progress of the Capital Improvement Program for the second quarter of the 2012/2013 period for the information of Councillors.

Recommendation:

That Council receives the Capital Improvement Program quarterly report to 31 December 2012.

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday 24 January 2013

Attachment – Item 11.1.3




MOORABOOL SHIRE COUNCIL

*Out in the Country...
Close to the World*



2012/13 Capital Improvement Program Quarterly Report December 2012

BUDGET LEGEND

-  - Currently on or under budget
-  - Currently within 10% of allocated budget
-  - In excess of 10% of budget allocation

Sealed Roads Program

Yendon-Lal Lal Road, Yendon

Budget: \$470,000

Task	Start Date	End Date	% Completed	Budget Status
Road rehabilitation – Ch 0 to 1.4	01/01/2013	28/3/2013	0	

This project is being delivered by our Works Department and is scheduled to commence in January 2013.

Yendon-Egerton Road, Yendon

Budget: \$350,000

Task	Start Date	End Date	% Completed	Budget Status
Road rehabilitation – Ch 0 to 0.95	01/01/2013	28/03/2013	0	

This project will be carried out by our Works Department and scheduled to commence in January 2013.

Ballan-Meredith Road, Morrisons

Budget: \$353,200

Task	Start Date	End Date	% Completed	Budget Status
Road rehabilitation – Ch 7109 to 8140	01/11/2012	31/01/2013	95	

This project has been awarded to Bitu-Mill Pty Ltd and construction works commenced in November 2012, with practical completion scheduled in January 2013. This council contribution will complement flood recovery funds.

Egerton-Ballark Road, Morrisons

Budget: \$230,000

Task	Start Date	End Date	% Completed	Budget Status
Road reconstruction – various locations	01/12/2012	29/02/2013	0	

This contract has been awarded to Downer EDI and scheduled to commence in January 2013. This council budget allocation will complement flood recovery funds.

Glenmore Road, Rowsley

Budget: \$321,300

Task	Start Date	End Date	% Completed	Budget Status
Road widening – Ch 1.15 to 2.98	01/8/2012	30/6/2013	100	

This project was delivered by our Works Department and completed in December 2012.


Gordon-Egerton Road, Mt Egerton (preplanning)

Budget: \$25,000

Task	Start Date	End Date	% Completed	Budget Status
Survey & Design	01/8/2012	30/6/2013	45	

Preplanning has been awarded to Tech Roads Pty Ltd and is currently in progress.

Blakeville Road, Ballan (preplanning)**Budget: \$25,000**

Task	Start Date	End Date	% Completed	Budget Status
Survey & Design	01/8/2012	30/6/2013	65	


Preplanning has been awarded to Tech Roads Pty Ltd and is currently in progress.

Bacchus Marsh-Balliang Road, Bacchus Marsh (preplanning)**Budget: \$25,000**

Task	Start Date	End Date	% Completed	Budget Status
Survey & Design	01/8/2012	30/6/2013	65	


Preplanning has been awarded to Tech Roads Pty Ltd and is currently in progress.

Halletts Way Extension (pre-planning)**Budget: \$75,000**

Task	Start Date	End Date	% Completed	Budget Status
New bridge over Werribee River (western route)	01/8/2012	30/6/2013	0	


Preliminary functional design has been prepared by developers and is currently under review. Following review, bridge functional design can progress.

Bennetts Lane, Coimadai**Budget: \$65,000**

Task	Start Date	End Date	% Completed	Budget Status
Road widening	01/8/2012	30/11/2012	100	

This project was delivered by our Works Department and completed in November 2012.

Yendon No 1 Road, Yendon**Budget: \$150,000**

Task	Start Date	End Date	% Completed	Budget Status
Road rehabilitation	01/01/2013	31/03/2013	0	

Tender evaluation is currently underway, with approval anticipated in January 2013.

Reseal Program

Reseal Contract, Various Locations

Budget: \$569,115

Task	Start Date	End Date	% Completed	Budget Status
Reseal works on various roads	01/10/2012	31/03/2013	55	

The Reseal contract consists of 52 locations covering 26.9 km and has been awarded to Boral Resources (Vic) Pty Ltd. The reseal program is currently in progress and scheduled for completion in March 2013.

Asphalt Works, Various Locations

Budget: \$83,600

Task	Start Date	End Date	% Completed	Budget Status
New asphalt works on various roads	01/11/2012	31/12/2013	100	

Asphalt works in Taverner St, Dugdale St, and Dickson St, Bacchus Marsh were completed in August 2012.

Final Seals, Various Locations

Budget: \$152,945

Task	Start Date	End Date	% Completed	Budget Status
Final Seal works on various roads	01/10/2012	31/03/2013	25	

Final seals are included in the current reseal contract that has been awarded to Boral Resources (Vic) Pty Ltd, The program consists of 4 projects covering 5.9 km of road.

Shoulder Resheet Program

Shoulder Resheeting Program

Budget: \$466,300

Task	Start Date	End Date	% Completed	Budget Status
Construction	01/09/2012	30/04/2013	30	

This program consists of 12 roads covering 15.1 km of shoulders throughout the Shire. Our Works Department are delivering this program, with an anticipated completion date of April 2013.

Unsealed Roads Program

Gravel Road Resheeting Program

Budget: \$816,250


Task	Start Date	End Date	% Completed	Budget Status
Construction	01/09/2012	30/04/2013	55	

This program consists of 21 roads covering 20.6 km throughout the Shire. Our Works Department are delivering this program, with an anticipated completion date of April 2013.

Bridges & Culverts

Egerton-Bungeeltap Road, Bungal


Budget: \$35,000

Task	Start Date	End Date	% Completed	Budget Status
Widening of box culvert	01/02/2013	28/02/2013	0	

This program involves widening of an existing box culvert and is scheduled to be undertaken by our Works Department in February 2013.

Ballan-Greendale Road, Greendale


Budget: \$17,000

Task	Start Date	End Date	% Completed	Budget Status
Guardrail replacement works	01/03/2013	31/03/2013	0	

This project involves guardrail replacement and minor bridge maintenance works and is scheduled to commence in March 2013.

Cartons Road, Gordon


Budget: \$17,500

Task	Start Date	End Date	% Completed	Budget Status
Deck repair and guardrail replacement works	01/03/2013	31/03/2013	0	

This project involves guardrail replacement and minor bridge maintenance works and is scheduled to commence in March 2013.

Ballan-Meredith Road, Morrisons


Budget: \$17,500

Task	Start Date	End Date	% Completed	Budget Status
Painting of steel deck and shoulder sealing	01/03/2013	31/03/2013	0	

This project involves sealing of shoulders and minor bridge maintenance works and is scheduled to commence in early 2013.

Morrisons-Elaine Road, Morrisons


Budget: \$19,000

Task	Start Date	End Date	% Completed	Budget Status
Painting of Steel Columns	01/03/2013	31/03/2013	0	

This project involves guardrail replacement and minor bridge maintenance works and is scheduled to commence in March 2013.

Clarendon-Bluebridge Road, Clarendon

Budget: \$15,500


Task	Start Date	End Date	% Completed	Budget Status
Painting of Steel Deck and Beams	01/03/2013	31/03/2013	0	

This project involves guardrail replacement and minor bridge maintenance works scheduled to commence in March 2013.

Pathways Program

Sarino Park, Maddingley

Budget: \$30,000

Task	Start Date	End Date	% Completed	Budget Status
Footpath replacement – various locations	01/02/2013	31/03/2013	0	

This project involves replacement of damaged footpath bays. This project has been awarded to G&B Boyd Pty Ltd and is scheduled to commence in February 2013.

Davison Court, Maddingley

Budget: \$7,500

Task	Start Date	End Date	% Completed	Budget Status
Footpath replacement – various locations	01/02/2013	28/02/2013	0	

This project involves replacement of damaged footpath bays and is scheduled for commencement by our Works Department in February 2013.

Leahy Street, Maddingley


Budget: \$7,500

Task	Start Date	End Date	% Completed	Budget Status
Footpath replacement – various locations	01/01/2013	31/01/2013	100	

This project involves replacement of damaged footpath bays and was delivered by our Works Department in October 2012.

Main Street, Gordon

Budget: \$12,500

Task	Start Date	End Date	% Completed	Budget Status
Construction of new footpath	01/01/2013	31/01/2013	0	

This project involves the construction of a footpath from the hall to general store (north side) and will be scheduled for commencement by our Works Department in January 2013.

Wilson Place, Bacchus Marsh


Budget: \$10,500

Task	Start Date	End Date	% Completed	Budget Status
Footpath replacement – various locations	01/03/2013	31/03/2013	0	

This project involves replacement of damaged footpath bays and is scheduled for commencement by our Works Department in March 2013.


George Street, Bacchus Marsh

Budget: \$13,500

Task	Start Date	End Date	% Completed	Budget Status
Footpath replacement – various locations	01/03/2013	31/03/2013	0	


This project involves replacement of damaged footpath bays and is scheduled for commencement by our Works Department in March 2013.

Rosehill Drive, Bacchus Marsh**Budget: \$9,120**

Task	Start Date	End Date	% Completed	Budget Status
Footpath replacement – various locations	01/03/2013	31/03/2013	0	


This project involves replacement of damaged footpath bays and is scheduled for commencement by our Works Department in March 2013.

DDA Upgrade Program**Budget: \$20,000**

Task	Start Date	End Date	% Completed	Budget Status
Upgrade pedestrian crossings	01/02/2013	28/02/2013	0	


This project includes DDA upgrades to existing pedestrian crossings and is scheduled for commencement by our Works Department in February 2013.

Dicker Street, Gordon**Budget: \$30,750**

Task	Start Date	End Date	% Completed	Budget Status
Construction of new footpath	01/04/2013	30/04/2013	0	


This project includes the construction of a new footpath and is scheduled for commencement by our Works Department in April 2013.

Careys Road, Gordon**Budget: \$20,000**

Task	Start Date	End Date	% Completed	Budget Status
Construction of new footpath	01/01/2013	31/03/2013	0	


This project includes the construction of a new footpath and is scheduled for commencement by our Works Department in January 2013.

Old Melbourne Road, Gordon**Budget: \$11,000**

Task	Start Date	End Date	% Completed	Budget Status
Construction of new footpath	01/01/2013	31/03/2013	0	

This project includes the construction of a new footpath and is scheduled for commencement by our Works Department in January 2013.

Grey Street, Darley**Budget: \$32,000**

Task	Start Date	End Date	% Completed	Budget Status
Construction of new footpath	01/01/2013	31/01/2013	0	


This project involves the construction of a footpath from Dundas Street to Nelson Street (north side) and is scheduled to commence in January 2013.

Inglis Street, Ballan - Footpath**Budget: \$13,000**

Task	Start Date	End Date	% Completed	Budget Status
Construction of new footpath	01/01/2013	31/03/2013	0	


This project will be delivered by our Works Department and is scheduled for commencement in early 2013.

Eyrie Court, Hopetoun Park - Footpath**Budget: \$16,950**

Task	Start Date	End Date	% Completed	Budget Status
Construction of new footpath	01/01/2013	31/03/2013	0	


This project will be delivered by our Works Department and is scheduled for commencement in early 2013.

Avenue of Honour, Bacchus Marsh**Budget: \$565,000**

Task	Start Date	End Date	% Completed	Budget Status
Feasibility Study	(on hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

Clarendon-Lal Lal Road, Lal Lal - Footpath**Budget: \$70,000**

Task	Start Date	End Date	% Completed	Budget Status
Extension of existing pathway	01/01/2013	30/06/2013	0	


Preplanning has commenced with native vegetation identified triggering need for planning permit. Further investigation regarding time and budget impact is required.

DDA Upgrade Program – Vic Roads**Budget: \$7,000**

Task	Start Date	End Date	% Completed	Budget Status
Upgrade Pedestrian Crossings	01/02/2013	28/02/2013	0	


This project will be delivered by our Works Department and is scheduled for commencement in February 2013.

Main Street, Bacchus Marsh**Budget: \$400,000**

Task	Start Date	End Date	% Completed	Budget Status
Streetscape Improvements – Stage 3	01/10/2012	30/06/2013	0	

Design and tender documentation is currently being prepared.

Pound Works, Bacchus Marsh (preplanning)**Budget: \$14,500**

Task	Start Date	End Date	% Completed	Budget Status
Preplanning works	01/01/2013	30/06/2013	0	

A design brief is currently being prepared for distribution in February 2013.

Kerb and Channel Program

Clarinda Street, Bacchus Marsh

Budget: \$260,000

Task	Start Date	End Date	% Completed	Budget Status
Kerb and channel construction including carpark	01/01/2013	29/4/2013	80	

This project has been awarded to Corrib Drainage Pty Ltd and is currently under construction, with anticipated completion in February 2013.

Franklin Street, Bacchus Marsh (preplanning)

Budget: \$15,000

Task	Start Date	End Date	% Completed	Budget Status
Kerb and channel	01/01/2013	29/4/2013	10	

This project involves preplanning of kerb and channel from Labilliere Street to Griffith Street and is currently underway.

Lerderberg Street, Bacchus Marsh

Budget: \$270,000

Task	Start Date	End Date	% Completed	Budget Status
Kerb and channel replacement works	01/07/2012	30/10/2012	95	

This project was delivered by our Works Department and commenced in August 2012, with all major works complete in December 2012. Minor clean up works remain and scheduled for completion in early 2013.

Road Safety Program

Intersection of Labilliere and Grant Street

Budget: \$120,000

Task	Start Date	End Date	% Completed	Budget Status
Construction	01/04/2013	17/06/2013	0	

Final design plans are complete. Construction has been postponed due to developer negotiations.


Ingliston-Settlement Road, Ballan

Budget: \$15,000

Task	Start Date	End Date	% Completed	Budget Status
Intersection Sealing	01/12/2012	31/12/2012	100	


This project was delivered by our Works Department and completed in December 2012.

Lyndhurst Street, Gordon**Budget: \$15,000**

Task	Start Date	End Date	% Completed	Budget Status
Intersection Sealing	01/12/2012	31/12/2012	100	


This project was delivered by our Works Department and completed in December 2012.

Springbank Road, Gordon**Budget: \$35,000**

Task	Start Date	End Date	% Completed	Budget Status
Pavement widening on crests and curves	01/12/2012	31/01/2013	90	


This project is being delivered by our Works Department and is currently in progress and scheduled for completion in January 2013.

Ormond Road, Bolwarrah**Budget: \$38,000**

Task	Start Date	End Date	% Completed	Budget Status
Pavement widening on crests and curves	01/02/2013	28/02/2013	0	

This project will be delivered by our Works Department and is scheduled for commencement in February 2013.

O'Connells Rd/Wells Rd, Darley (preplanning)**Budget: \$17,500**

Task	Start Date	End Date	% Completed	Budget Status
Intersection and drainage improvement works	01/01/2013	30/06/2013	40	


This project includes intersection and drainage design to improve intersection safety. Preplanning has been awarded to Tech Roads Pty Ltd and is currently in progress.

Street Lighting Program**Budget: \$4,500**

Task	Start Date	End Date	% Completed	Budget Status
New Light Installations	01/01/2013	30/06/2013	75	


This project includes the installation of new street lighting throughout the shire and is currently in progress.

Urban Drainage Program**Grey Street, Darley****Budget: \$15,000**

Task	Start Date	End Date	%Completed	Budget Status
Drainage replacement works	01/04/2013	30/04/2013	0	

This project includes drainage replacement works and is scheduled to commence April 2013.

Vance Court, Darley**Budget: \$30,000**


Task	Start Date	End Date	%Completed	Budget Status
Easement drain rectification works	01/04/2013	30/04/2013	0	

This project includes easement drain rectification works and is scheduled to commence April 2013.

Rural Drainage Program

Mclvor Road, Wallace


Budget: \$20,000

Task	Start Date	End Date	%Completed	Budget Status
Table drain improvements	01/03/2013	31/03/2013	0	

This project includes table drain improvements. Preplanning is currently being undertaken and works scheduled to commence in March 2013.

Rural Drainage Improvements

Budget: \$80,000


Task	Start Date	End Date	% Completed	Budget Status
Pavement drainage improvements	01/07/2012	30/06/2013	30	

This project includes improvements to drainage on various roads throughout the shire.

Flood Mitigation

Station Street, Bacchus Marsh (preplanning)

Budget: \$22,500


Task	Start Date	End Date	%Completed	Budget Status
Drainage investigation works (preplanning)	01/04/2013	30/06/2013	0	

This project includes drainage investigation works. A design brief is currently being prepared.

Community Land Program

Masons Lane Reserve, Bacchus Marsh


Budget: \$150,000

Task	Start Date	End Date	% Completed	Budget Status
Formalisation of ovals and building works	01/07/2012	31/03/2013	30	

This project includes shelter relocation, fencing and pavilion extension works. Preplanning for building works are underway, with construction to commence April 2013.

Dunnstown Recreation Reserve, Dunnstown


Budget: \$87,500

Task	Start Date	End Date	% Completed	Budget Status
New Irrigation System	01/07/2012	30/09/2012	100	

This project was awarded to Advanced Irrigation Pty Ltd and completed in September 2012.

Elaine Recreation Reserve


Budget: \$120,000

Task	Start Date	End Date	% Completed	Budget Status
Tennis Court Reconstruction	01/03/2013	30/04/2013	0	

This project involves the reconstruction of existing tennis courts, including fencing and drainage improvements. Final design investigation is underway and scheduled for construction in March 2013.

Navigators Rotunda and BBQ

Budget: \$54,670

Task	Start Date	End Date	% Completed	Budget Status
Construction of rotunda and BBQ	(On hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

Bacchus Marsh Indoor Aquatic Centre Preplanning


Budget: \$160,000

Task	Start Date	End Date	% Completed	Budget Status
Preplanning for new aquatic facility	01/07/2012	30/06/2013	70	

Schematic design is almost complete. Design development to progress in line with funding applications.

Wallace Recreation Reserve


Budget: \$46,800

Task	Start Date	End Date	% Completed	Budget Status
Resurfacing of Tennis Courts	01/10/2012	30/03/2013	0	

This project involves the resurfacing of existing tennis courts. Final design plans are currently in progress and scheduled to commence in late February 2013.

Masons Lane Reserve, Bacchus Marsh (preplanning)


Budget: \$20,000

Task	Start Date	End Date	% Completed	Budget Status
Formalisation of car parking areas (preplanning)	01/10/2012	29/04/2013	5	

This preplanning project involves the formalisation of car parking areas at the reserve. This project is currently in progress.

Darley Park Recreation Reserve


Budget: \$76,800

Task	Start Date	End Date	% Completed	Budget Status
Lighting to existing tennis/netball courts	(on hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

Maddingley Park

Budget: \$120,000

Task	Start Date	End Date	% Completed	Budget Status
Tennis Court resurfacing	01/03/2013	30/04/2013	0	

This project has been awarded to Grass Sports Australia Pty Ltd and scheduled to commence in late March 2013.

Maddingley Park**Budget: \$30,000**

Task	Start Date	End Date	% Completed	Budget Status
Pumphouse – Change / Toilet	(On hold)		0	

Scope of work and business case being finalised prior to commencement of works.

Bacchus Marsh Racecourse Reserve**Budget: \$200,000**

Task	Start Date	End Date	% Completed	Budget Status
NoM General Allocation	(On hold)		0	

Project on hold pending technical assessment and report back to Council as per resolution.

Community Buildings Program**Bungaree Recreation Reserve****Budget: \$2,250,000**

Task	Start Date	End Date	% Completed	Budget Status
Construction of Community Facility	01/08/2012	29/04/2013	35	

This project was awarded to Searle Bros and is currently in progress with completion scheduled in April 2013.

Ballan Mens Shed**Budget: \$124,000**

Task	Start Date	End Date	% Completed	Budget Status
Construction of Mens Shed	(on hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

Navigators Public Hall / Community Centre**Budget: \$25,000**

Task	Start Date	End Date	% Completed	Budget Status
Roof replacement	01/01/2013	31/03/2013	100	

This project included roof replacement works and was completed in September 2012.

Bacchus Marsh Leisure Centre**Budget: \$13,000**

Task	Start Date	End Date	% Completed	Budget Status
Hot water service replacement	01/07/2012	30/06/2013	100	

This project included the replacement of hot water services and was completed in September 2012.

Cargerie Bore**Budget: \$40,000**

Task	Start Date	End Date	% Completed	Budget Status
Bore Replacement	01/07/2012	30/06/2013	90	

This project has been awarded to Lake and Land Pty Ltd and commenced in November 2012.

Balliang East Bore**Budget: \$65,000**

Task	Start Date	End Date	% Completed	Budget Status
Bore Replacement	01/07/2012	30/06/2013	30	

This project has been awarded to Lake and Land Pty Ltd and commenced in November 2012.

Bacchus Marsh Civic and Community Hub – Building E refurbishment**Budget: \$150,000**

Task	Start Date	End Date	% Completed	Budget Status
Public toilet and change room amenities	(On Hold)		0	

Project on hold pending technical assessment and report back to Council as per resolution.

Bacchus Marsh Civic and Community Hub Pavilion (preplanning)**Budget: \$50,000**

Task	Start Date	End Date	% Completed	Budget Status
Feasibility works to investigate sporting facilities	01/01/2013	30/06/2013	0	

A project brief is currently being prepared to assess options.

Corporate Land**Steiglitz Street Hardstand Car Park – Stage 2****Budget: \$85,000**

Task	Start Date	End Date	% Completed	Budget Status
Installation	01/07/2012	30/06/2013	85	

This project will be delivered by Council's Works Department and scheduled for completion in February 2013.

Bus Shelters Program**Bus Shelter / Bus Route Development Program****Budget: \$20,000**

Task	Start Date	End Date	% Completed	Budget Status
Installation	01/07/2012	30/06/2013	20	

This project includes the construction of bus shelters throughout the shire. This project is currently in progress.

Corporate Buildings Program

Ballan Depot Relocation (preplanning)

Budget: \$75,000

Task	Start Date	End Date	% Completed	Budget Status
Preplanning	17/01/2013	31/05/2013	0	

Project brief is currently being prepared.

Non Council Land / Buildings Program

Lal Lal Falls, Lal Lal

Budget: \$5,000

Task	Start Date	End Date	% Completed	Budget Status
Master Plan	(on hold)			

This project includes the development of a masterplan for the reserve and is pending matching funds.

Elaine Public Hall Kitchen upgrade

Budget: \$31,700

Task	Start Date	End Date	% Completed	Budget Status
Upgrade to kitchen facilities	(on hold)			

Project on hold pending external funding that is currently being sourced for this project.

Community Arts Garden at Baptist Church

Budget: \$90,000

Task	Start Date	End Date	% Completed	Budget Status
Construction of Community Garden	(on hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

Yendon Recreation Reserve Development Project

Budget: \$81,350

Task	Start Date	End Date	% Completed	Budget Status
Construction of Shelter, Playground and Lighting to the tennis courts and car park areas	(on hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

Mt Egerton Hall and Recreation Reserve


Budget: \$90,000

Task	Start Date	End Date	% Completed	Budget Status
Installation of Play Equipment, Shade Structure and trails to link the primary school, hall and recreation reserve	(on hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

Myrniong Recreation Reserve

Budget: 70,000

Task	Start Date	End Date	% Completed	Budget Status
Construction of Walking and Cycling Trails around the recreation reserve	(on hold)		0	

Project on hold pending external funding that is currently being sourced for this project.

11.2 GROWTH AND DEVELOPMENT

No reports for this meeting

11.3 COMMUNITY SERVICES

No reports for this meeting

11.4 INFRASTRUCTURE SERVICES

11.4.1 Flood Recovery Program Quarterly Report - December 2012

Introduction

File No.: 02/13/023
Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

During 2010 and early 2011 various severe weather events were experienced across the Shire resulting in widespread flood damage to Council's infrastructure including roads, drains, bridges, walking trails, recreation reserves and buildings. The most dangerous and necessary damaged assets were attended to by Council's Works Department and Contractors during or shortly after the events for public safety and amenity.

Subsequently a series of significant tasks on multiple occasions were undertaken to inspect, assess and estimate costs for flood damage on all Council's roads and other infrastructure across the Shire. Each event has triggered submission of damage estimates to the Department of Treasury and Finance for Natural Disaster Financial Assistance now totalling approximately \$19.7 million. Council is currently in the process of delivering the works associated with those grants.

Proposal

This quarterly report provides Council with an overview of the progress of the Flood Recovery Works Program to 31 December 2012.

Implementation of the Flood Recovery Program

The number of individual projects in the Flood Recovery Program is currently 720. Significant emergency repairs were implemented at the time of each event and Council officers have grouped remaining like projects and simplified the list for reporting purposes. As a result the reportable number of projects associated with the Flood Recovery Program consists of 46 projects.

To be consistent with the capital program reporting, the Engineering Services Unit has used the 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 31 December 2012:

Flood Recovery Works Program Delivery Stage	Actual as at 31 December 2012	
	No. of Projects	%
Not Commenced	0	0.0
Documentation/Design Preparation	14	30.4
Tender/Quote Stage	2	4.3
Project Awarded – Waiting Commencement	2	4.3
In Progress/Under Construction	4	8.7
Complete	24	52.2
TOTAL	46	100.0

The attached report details the progress of each individual project. In addition the report also provides specific comments in relation to each project and its status.

Significant Projects

There has been significant progress to date with approximately \$14.35M worth of works committed, in progress or complete. Recent large projects underway include;

- Gargans Road, Meredith - bridge replacement is now complete and open to traffic.
- Connor Street, Bacchus Marsh - drainage outfall rectification is now complete.
- Ballan-Meredith Road, Morrisons – road reconstruction is now complete.
- Sealed road repairs throughout the shire – major patching contracts almost complete.
- Golden Point Road, Blackwood – major culvert replacement works commenced in November 2012 and scheduled for completion in February 2013.

Further to the list above, a number of significant projects have been procured and awaiting commencement.

- Egerton-Ballark Road, Morrisons (stages 1 & 2) – reconstruction works are scheduled to commence in January 2013.
- Mount Wallace-Ballark Road, Mount Wallace - reconstruction works are scheduled to commence in March 2013.
- Elaine-Egerton Road / Elaine-Morrison Road intersection reconstruction scheduled to commence in February 2013.
- Purcells Lane, Myrning reconstruction works scheduled to commence in March 2013.

Contractor Issue

Council has been advised that liquidators have been appointed as the liquidators for one of its contractors. This has an effect on two projects and alternate arrangements for completion are currently being investigated.

Estimated damage and timing of repairs

Council's current damage estimates submitted to the Department of Treasury and Finance (DTF) for Natural Disaster Financial Assistance total \$19.7 million. This will be adjusted and reimbursement for actual costs will inform the final damage amount.

All works and acquittal of expenditure related to flood recovery works are due for completion by June 2013. A request for extension of time has been submitted to DTF for a further year, with the Flood Recovery program proposed to conclude in June 2014. To date, no response has been received. Completion of some projects may be at risk if this extension is not granted, including the restoration of walking tracks due to complexities around river water levels and authority requirements associated with relocation. Urgent meetings with Melbourne Water are being scheduled to try to expedite the approval process.

All other major projects identified for delivery are currently in the preplanning or procurement phase, with all major projects scheduled for completion by June 2013.

A final inspection of Council's assets is in progress to document any further works that may have been missed previously due to the volume of information that has been gathered.

Policy Implications

The 2009–2013 Council Plan provides as follows:

Key Result Area	Enhanced Natural and Built Environment
Objective	Effective and safe transport networks
Strategy	Maintain and develop roads, bridges and footpaths at appropriate standards.

The proposed Flood Recovery Works is consistent with the 2009-2013 Council Plan.

Financial Implications

Reporting of the Flood Recovery Program has been resourced as part of the financial assistance claims from state government; accordingly there are no additional financial implications. At this point in time, the program is within overall budget parameters although Council will be reimbursed for actual expenditure.

Risk & Occupational Health & Safety Issues

There are no irregular Risk and Occupational Health and Safety issues identified in this report. Specific risk elements are analysed and dealt with as part of the delivery of each individual project.

Communications Strategy

Progress on the Flood Recovery program will be reported in the following formats:

- Infrastructure Update Weekly
- Councillor Information Bulletin Monthly
- Moorabool Matters Bi Monthly
- Moorabool News Updates on Significant Progress
- Capital Improvement Program Quarterly

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

This report provides a summary of the progress of the Flood Recovery Program for the second quarter of the 2012/2013 period for the information of Councillors.

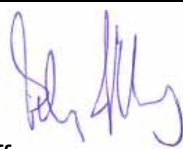
Recommendation:

That Council receive the Flood Recovery Program Quarterly Report to 31 December 2012.

Report Authorisation

Authorised by:

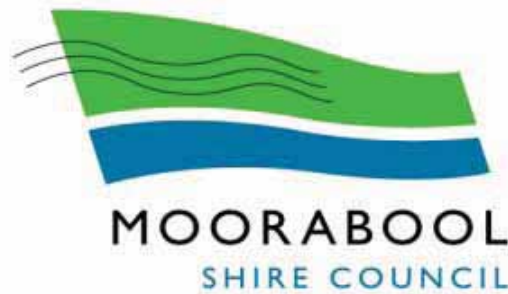
Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday 24 January 2013



Attachment – Item 11.4.1




MOORABOOL SHIRE COUNCIL

*Out in the Country...
Close to the World*



2012/13 Flood Recovery Program Quarterly Report December 2012

BUDGET LEGEND

-  - Currently on or under budget
-  - Currently within 10% of allocated budget
-  - In excess of 10% of budget allocation

Drainage restoration works

Leila Court, Bacchus Marsh

Budget: \$562,960

Task	Start Date	End Date	% Completed	Budget Status
Drainage outfall rectification	01/08/2012	30/06/2013	0	

Preplanning is well advanced and is scheduled for completion end February 2013. Construction of the outfall will then follow.

Connor Street, Bacchus Marsh

Budget: \$130,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage outfall rectification	01/07/2012	31/03/2013	100	

Contract was awarded to Patten Pavement Services Pty Ltd and works were completed in December 2012.

Hopetoun Park Estate

Budget: \$40,000

Task	Start Date	End Date	% Completed	Budget Status
Various repair works to drainage easements	01/01/2013	31/03/2013	100	

Contract has been awarded to PG Carey Contracting Pty Ltd and was completed in November 2012.

Tramway Lane, Bacchus Marsh

Budget: \$75,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage rectification works	01/10/2012	30/06/2013	40	

Stage 1 works have been awarded to Enoch Civil Pty Ltd and was completed in November 2012. Preplanning on further stages is currently underway.

McLeod Drive, Darley

Budget: \$30,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage works	01/07/2012	31/03/2013	0	

Drainage improvement design has been awarded to Driscoll Engineering Services Pty Ltd. Contract has been award to Butler Excavations Pty Ltd and scheduled to commence in February 2013.

Lewis Street, Darley

Budget: \$35,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage restoration works	05/03/2011	26/03/2011	100	

This project was awarded to ABS Building Services and completed in March 2011.

Bacchus Marsh Pipe Cleaning

Budget: \$27,000

Task	Start Date	End Date	% Completed	Budget Status
Clean silt from underground drainage pipes	27/06/2011	19/08/2011	100	

Works are now complete for all known silt problems.

Bacchus Marsh & Ballan Minor Pipe Repair

Budget: \$38,000

Task	Start Date	End Date	% Completed	Budget Status
Repair/replace minor drainage issues	18/07/2011	30/10/2011	100	

*This project was completed in December 2011.***Lewis Street Drainage into McLeod Street**

Budget: \$80,000

Task	Start Date	End Date	% Completed	Budget Status
Replace drainage & flood path.	24/10/2011	30/09/2012	100	

*This project was awarded to Butler Excavations and completed in June 2012.***Recreation Reserves and Buildings****Recreation Reserves – Repair Surface Damage**

Budget: \$130,000

Task	Start Date	End Date	% Completed	Budget Status
Repair pavements & surface drains.	1/08/2011	16/12/2011	100	

*These works were completed February 2012.***Buildings – Minor Repairs**

Budget: \$10,000

Task	Start Date	End Date	% Completed	Budget Status
Repair of minor building damage.	09/01/2012	24/02/2012	100	

*Repair works to Lerderderg Children's Centre were completed early 2011.***Walking Trails****Caledonian Park – Sth of River – Walking Path**

Budget: \$53,000

Task	Start Date	End Date	% Completed	Budget Status
Repair pavements & surface drains.	15/08/2011	14/10/2011	100	

*This project was completed in December 2011.***Caledonian Park – Nth of River – Walking Path**

Budget: \$64,000

Task	Start Date	End Date	% Completed	Budget Status
Repair pavements & surface drains.	06/02/2012	30/03/2012	100	

This project was completed in March 2012.

Caledonian Park – Bank Street outfall drainage repair**Budget: \$20,000**

Task	Start Date	End Date	% Completed	Budget Status
Replace drainage.	01/02/2011	16/03/2011	100	

This project was completed in March 2012.

Lerderderg River Walking Trail – West of Gisborne Rd**Budget: \$365,000**

Task	Start Date	End Date	% Completed	Budget Status
Rebuild the trail from Gisborne Rd to Links Rd	01/07/2012	30/06/2013	0	

A design contract has been awarded to GHD Pty Ltd with an options report received taking into account path location and river flood levels. Negotiations with Melbourne Water are also in progress

Lerderderg River Walking Trail – East of Gisborne Rd**Budget: \$97,000**

Task	Start Date	End Date	% Completed	Budget Status
Rebuild the trail from Gisborne Rd to Western Fwy	01/07/2012	30/06/2013	0	

A design contract has been awarded to GHD Pty Ltd with an options report received taking into account path location and river flood levels. Negotiations with Melbourne Water are also in progress

Werribee River Walking Trail – Pepper Tree Park**Budget: \$160,000**

Task	Start Date	End Date	% Completed	Budget Status
Rebuild the trail.	01/07/2012	30/06/2013	0	

A design contract has been awarded to GHD Pty Ltd with an options report received taking into account path location and river flood levels. Negotiations with Melbourne Water are also in progress. Minor maintenance works will be undertaken in February 2013.

Walking trails - various**Budget: \$42,600**

Task	Start Date	End Date	% Completed	Budget Status
Various walking trail repairs	01/07/2012	30/10/2012	100	

Repair works are now complete including Masons Lane Reserve and Longforest Road walking trail.

Bridge rectification works**Bridge Repairs – Throughout Shire****Budget: \$512,781**

Task	Start Date	End Date	% Completed	Budget Status
Maintenance work to repair storm damage.	13/06/2011	23/12/2011	100	

Contract was awarded to Global Contracting Pty Ltd and reached practical completion on 30 April 2012.

North Blackwood Road Bridge Replacement**Budget: \$600,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	05/09/2011	03/03/2012	100	

Contract was awarded to Bridge & Marine Pty Ltd and bridge open to traffic in April 2012.

Martin Street Bridge Replacement**Budget: \$350,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	05/09/2011	03/03/2012	100	

Contract was awarded to Bridge & Marine Pty Ltd and bridge open to traffic in April 2012.

Bungaree Wallace Road Pedestrian Bridge Replacement**Budget: \$40,000**

Task	Start Date	End Date	% Completed	Budget Status
Supply & Construction	01/01/2013	31/03/2013	0	

This contract has been awarded to Carey Contracting Pty Ltd and scheduled to commence in February 2013.

Simmons Reef Road Major Culvert Replacement**Budget: \$420,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	01/07/2012	31/12/2012	65	

Original contract has been taken over by Council with a new contractor to be procured to complete outstanding works. Works will be delayed until a new contractor is secured.

Long Gully Road Major Culvert Replacement**Budget: \$140,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	05/09/2011	03/02/2012	100	

Contract was awarded to P&G Carey Contracting Pty Ltd and open to traffic in May 2012.

Gargans Road Bridge Replacement**Budget: \$360,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	01/07/2012	31/10/2012	100	

This project is complete and open to traffic.

Bacchus Marsh Balliang Road Major Culvert Replacement**Budget: \$48,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	09/01/2012	02/04/2012	100	

This project was delivered by Council's Works Department and was completed in June 2012.

Culvert cleaning & minor repair – Throughout Shire.**Budget: \$20,000**

Task	Start Date	End Date	% Completed	Budget Status
Cleaning & minor repair of culverts including disposal of silt stockpiles	01/07/2012	30/06/2013	20	

Several culverts have been cleaned and repaired across the Shire to date. The removal and disposal of silt stockpiles will occur by June 2013.

S Conroy Road bridge replacement**Budget: \$350,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and construction	01/09/2012	31/03/2013	0	

Original contract has been terminated and a new contractor is required. Some delays to the project will be experienced until a new contractor is sourced.

Golden Point Road culvert replacement**Budget: \$250,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and construction	01/11/2012	31/03/2013	80	

This project has been awarded to Lake & Land Pty Ltd and is scheduled to for completion in February 2013.

Sealed & unsealed roads**Gravel Road and Shoulder Repairs – West Moorabool****Budget: \$560,264**

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	01/02/2012	30/07/2012	100	


Contract has been awarded to Global Contracting Pty Ltd and reached practical completion in August 2012.

Gravel Road and Shoulder Repairs – Woodlands**Budget: \$554,689**

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	01/02/2012	30/07/2012	100	

Contract has been awarded to Global Contracting Pty Ltd and reached practical completion in August 2012


Gravel Road and Shoulder Repairs – Bungal**Budget: \$1,950,860**

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	14/02/2011	28/02/2012	100	

Contract was awarded to Citywide Service Solutions Pty Ltd and reached practical completion in May 2012.

Gravel Road and Shoulder Repairs – East Moorabool


Budget: \$1,572,548

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	14/02/2011	28/02/2012	100	

Contract was awarded to Global Contracting Pty Ltd and reached practical completion in April 2012.

Sealed Road Repairs – Throughout Shire


Budget: \$170,000

Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement.	09/01/2012	31/12/2012	100	

Various projects including Yankee Flat Road, Egerton-Bungeeltap Road and Torpys Road patching works are now complete.

Sealed Road Repairs – Patching Contract – Sector A


Budget: \$233,158

Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement (north end of West Moorabool Ward)	01/10/2012	31/01/2013	100	

Contract has been awarded to Fulton Hogan Industries Pty Ltd. This contract commenced in November 2012 and reached practical completion in December 2012.

Sealed Road Repairs – Patching Contract – Sector B


Budget: \$435,130

Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement (West Moorabool Ward, northern Bungal Ward, southern Woodlands Ward)	01/10/2012	31/01/2013	80	

Contract has been awarded to Global Contracting Pty Ltd. This contract commenced in November 2012 and scheduled for completion in February 2013.

Sealed Road Repairs – Patching Contract – Sector C

Budget: \$259,587

Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement (East Moorabool Ward, Bungal and southern Woodlands Ward)	01/10/2012	31/01/2013	100	

Contract has been awarded to Chimewood Pty Ltd. This contract commenced in November 2012 and reached practical completion in December 2012.

Ingliston Settlement Road – Landslip repair**Budget: \$28,776**

Task	Start Date	End Date	% Completed	Budget Status
Construction	10/10/2011	30/03/2012	100	

*This project was completed in January 2012.***Egerton-Ballark Road – haul route rectification works****Budget: \$600,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	0	

*Stage 1 – This contract has been awarded to Downer EDI and is scheduled for completion in March 2013.**Stage 2 – This contract has been awarded to Bitu-Mill Pty Ltd and is schedule for completion in March 2013.***Elaine-Morrisons Road – haul route rectification works****Budget: \$500,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	0	

*This project is currently in the design phase, being undertaken by Tech Roads Pty Ltd.***Ballan-Meredith Road – haul route rectification works****Budget: \$300,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/03/2012	28/02/2013	100	

*Contract has been awarded to Bitu-Mill Pty Ltd and **was completed in December 2012.*****Mount Wallace-Ballark Road – haul route rectification works****Budget: \$80,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	0	


*Contract has been awarded to Corrib Drainage Pty Ltd and is scheduled to commence in early March 2013.***Elaine-Egerton Road / Elaine-Morrison Road Intersection
- haul route rectification works****Budget: \$50,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	0	

Contract has been awarded to Corrib Drainage Pty Ltd and is scheduled to commence in early February 2013.

**Ballan-Meredith Road / Elaine-Morrison Road Intersection
- haul route rectification works**


Budget: \$25,000

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	0	

This project is currently in the design phase, being undertaken by CRE Consulting Engineers Pty Ltd.

Purcells Lane, Myrniong – haul route rectification works


Budget: \$100,000

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	0	

Contract has been awarded to Corrib Drainage Pty Ltd and is scheduled to commence in early March 2013.

Various Council Roads – temporary sealing of patching works

Budget: \$53,275

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/03/2012	31/12/2012	100	

Sealing of patching undertaken as a result of haul route rectification works is now complete.

11.5 CORPORATE SERVICES

No reports for this meeting

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 12 December 2012 – Bacchus Marsh Freeway Link Options
- Assembly of Councillors – Wednesday 12 December 2012 – Bushfire Management Overlay
- Assembly of Councillors – Wednesday 19 December 2012 – Statutory Planning Review
- Assembly of Councillors – Wednesday 19 December 2012 – Ballan Structure Plans
- Assembly of Councillors – Wednesday 19 December 2012 – Water Act Review and Potable Water Guidelines
- Assembly of Councillors – Wednesday 19 December 2012 – Bacchus Marsh Freeway Link Options
- Assembly of Councillors – Wednesday 30 January 2013 – Central Highlands Regional Growth Plan
- Assembly of Councillors – Wednesday 30 January 2013 – Bacchus Marsh Freeway Link Options
- Assembly of Councillors – Wednesday 30 January 2013 – Underbank Proposal

Recommendation:

That Council receives the record of Assemblies of Councillors as follows:

- **Assembly of Councillors – Wednesday 12 December 2012 – Bacchus Marsh Freeway Link Options**
- **Assembly of Councillors – Wednesday 12 December 2012 – Bushfire Management Overlay**
- **Assembly of Councillors – Wednesday 19 December 2012 – Statutory Planning Review**
- **Assembly of Councillors – Wednesday 19 December 2012 – Ballan Structure Plans**
- **Assembly of Councillors – Wednesday 19 December 2012 – Water Act Review and Potable Water Guidelines**
- **Assembly of Councillors – Wednesday 19 December 2012 – Bacchus Marsh Freeway Link Options**
- **Assembly of Councillors – Wednesday 30 January 2013 – Central Highlands Regional Growth Plan**
- **Assembly of Councillors – Wednesday 30 January 2013 – Bacchus Marsh Freeway Link Options**
- **Assembly of Councillors – Wednesday 30 January 2013 – Underbank Proposal**

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
Greendale Recreation Reserve Committee of Management	Thursday 13 December 2012	Cr. Toohey
Bacchus Marsh Hall Committee of Management	Thursday 30 August 2012	Cr. Spain
Bacchus Marsh Hall Committee of Management	Wednesday 5 September 2012	Cr. Spain
Bacchus Marsh Hall Committee of Management	Wednesday 12 September 2012	Cr. Spain
Bacchus Marsh Hall Committee of Management	Wednesday 10 October 2012	Cr. Spain
Bacchus Marsh Hall Committee of Management	Wednesday 24 November 2012	Cr. Spain

Recommendation:

That Council receives the reports of the following Section 86 - Delegated Committees of Council:

- **Greendale Recreation Reserve Committee of Management meeting of Thursday 13 December 2012.**
- **Bacchus Marsh Hall Committee of Management meeting of Thursday 30 August 2012**
- **Bacchus Marsh Hall Committee of Management meeting of Wednesday 5 September 2012**
- **Bacchus Marsh Hall Committee of Management meeting of Wednesday 12 September 2012**
- **Bacchus Marsh Hall Committee of Management meeting of Wednesday 10 October 2012**

- **Bacchus Marsh Hall Committee of Management meeting of Wednesday 24 November 2012**

Attachment – Item 12.2a

Meeting Minutes Greendale Reserves Management Committee

Date: Thursday 13th December 2012

Time: 6pm

Venue: Egan's Reserve Greendale

Type of meeting: Ordinary

Note taker: John Speed,

Apologies: Eddy Salwe, Simon Lidgett

Attendees: Tammy Morgan, Nick Myrianthis, Phil O'Keefe, Troy Furlong, Peter Michalik, Paul Hilder, John Speed

Item: B Minutes of Previous Meeting

B.1. Confirmation of Minutes

Discussion:	Action items:	Resp	Due.
The Minutes of the November 2012 meeting moved to be correct by Nick, seconded by Phil.	Carried by the meeting		

Confirmation of quorum yes [] no []

B.2. Matters Arising from Minutes

Discussion:	Action items:	Resp	Due.
1. Underground power to water bore	Completed		
2. Yearly operating grant is insufficient to cover electricity bills.	Nick has invoices and will forward to Talia from MSC.		
3. 16/10/12, D Colgan, MSC – requesting 3 bids for MSC capitol improvement program.	The CoM nominated at Eagan's Reserve: 1. New toilet block& storeroom. 2. Water reticulation around oval 3. Drainage around outside of tennis courts		
4.			
5.			
6.			
7.			
8.			
9.			

Item:C Correspondence Received	Action	
19/11/12,Rob Croxford, MSC – Confirming Greendale Reserves CoM to continue as Section 86 committee for 2013 calendar year.	Minutes to continue to be sent to MSC	
6/12/12, Don Kelly, CFA – seeking in principle approval of alternative site for CFA shed at Egan’s Reserve, 38m south of Brady’s lane	See General Business	
Item: D Treasurers Report		
Item: D.1. Receipts and Expenditures		
No activity. Will report next month.		
Item: E Bookings for Egan’s Reserve		
23/09/12	Pony club	Confirmed
24/11/12 Saturday	Greendale Market	Confirmed
02/12/12 Sunday	Greendale Social Club Xmas function	Confirmed
09/12/12 Sunday	MSC – Blackwood evacuation exercise	Confirmed
15/12/12 Saturday	Rebecca Arthur 0431 702 973 1 st birthday party 11.30am – 4pm	Confirmed
15/04/2013 Sunday	Compass expeditions motorcycle tours – Gathering of past clients	Confirmed

Item: I General Business			
Discussion:	Action items:	Resp	D
<p>Members were asked to vote on the proposed location of the new CFA shed, 38m south of Brady's lane.</p> <p>Options:</p> <ol style="list-style-type: none"> 1. YES at alternative site = 1 2. YES at alternative site with conditions = 1 3. NOT AT ALL = 7 	<p>J Speed to advise that the CoM was not able to provide in principle support for the following reasons:</p> <ul style="list-style-type: none"> • Egan's Reserve is the only public space in Greendale that is flat land centrally located. • The Committee did not feel comfortable approving the sacrifice of public space that may be required in the future. • The CFA does have options for expansion at it's current site. 		
Community Notice Board is now unlocked	J Speed to prepare notice advising contacts for use of Reserve		
Nick suggested CoM should maintain a risk register for Egan's Reserve	Postponed to next meeting		
1-2 Working Bees for garden maintenance need to be timetabled for next year;	Postponed to next meeting		

Item: K Date of Next Meeting			
<p>Next meeting: 21st February 2013</p> <p>VENUE: Greendale CFA shed, 8pm</p> <p>Meeting closed at 8.25pm</p>			

Attachment – Item 12.2b



**Moorabool Shire
Committee of Management Meeting: Public Hall, Bacchus Marsh
Notes of Annual General Meeting
Held in Supper Room, Main Street, Bacchus Marsh
Thursday 30 August 2012, 7:00-7:45 pm**

Present

Cr Russ Hendry (Chair)
Gary Treloar
Jim Catlin
John Spain
Dougal Mayor
Joce Williams
Mia Pendlebury

Apologies

John Ginnane

Absent

Stan Franklin

Vacancies

5 positions (Committee of 12 members)

Opening, Welcome

Cr Russ Hendry declared the meeting open at 7 am, welcomed those present, and conveyed appreciation for contributing to the development of a community asset. While the major purpose of the meeting was to fill vacant office positions, some background to the Hall was offered. The brief of the Hall was maintenance, and the last time this was undertaken in any serious way, was about 10 years ago with Lions and Rotary working on the facility. The Hall runs at a loss (approx. \$27,000 FYE 30 June 2012). A major impediment relates to costs in hire of facilities. These fees are approved by Council on recommendation of the Committee. The potential exists, with good marketing, to increase the use of the Hall by community groups, and thereby have an improved opportunity to attract Government grants.

Nominations: Office Bearers

- Moved Jim Catlin, seconded Gary Treloar, that Dougal Mayor be appointed as Chairman. Carried
- Moved Dougal Mayor, seconded John Spain that Joce Williams be appointed as Minutes Secretary. Carried
- Moved Dougal Mayor, seconded Joce Williams that Gary Treloar be appointed as Treasurer. Carried.
- The position of Bookings Officer was with-held, and it was suggested by Cr Hendry that the Shire maintain this administrative function, based on a management arrangement to keep the Committee informed on bookings. This process was in place for other Committees.
- The priority is to attract more members to the Committee and to fill the 5 vacant positions. One new member has already been approached and expressed interest, and notification to the Shire and formalisation of her appointment is underway.

General Business

General discussion took place, covering a range of issues including:

- Council Committees (eg., Tourism) should be encouraged to use facility
- Chairs of all Shire Hall Committees could seek a joint quarterly meeting with CEO (like Reserves Committees)
- Chairs of all Shire Committees could be useful in promoting use of the Public Hall
- There is a list of a limited number of users. Increasing the number of users was dependent on facilities and services being offered. Not cost, not kitchen – situation.
- There may have been an asset audit in the last few years, but no Master Plan
- Management of keys and the register is to be followed up by Chairman
- The Shire's arrangements for after hours emergency services should be confirmed.
- A phone directory for departments and staff in the Shire Offices is to be provided to the Chair.
- Banking arrangements needs further discussion by Gary Treloar with Shane Marr, Corporate Services
- Acoustics and a public address system are important to use of the Hall
- There is no objection to displays such as historical items, but the Council would need to approve structural change

Future Directions

- For a SWOT analysis or strategic plan to be prepared, the first step is to consider a marketing plan to achieve "X". This gives direction for the Strategic Plan and Facilities Master Plan. The total area is Council owned: a total precinct view was recommended.
- Next meeting: Wednesday 5 September, 3 pm, Shire Hall (to be confirmed)
- Meeting concluded at 7:45 pm, with all thanked for their attendance.

Attachment – Item 12.2c

Present (Quorum of available Committee)

Jim Cattlin
John Spain
Dougal Mayor
Joce Williams

Apologies

John Ginnane
Gary Treloar

Absent

Stan Franklin

Vacancies

5 positions (Committee of 12 members)

Opening, Welcome

Meeting declared open.

Follow Ups from Previous Meetings

- List of current regular users of the Hall confined to 2: Rotary, RSL (both annual)
- Request of Mia Pendlebury for list of users, not necessarily regular users, for last 18 months
- Asset Audit is still underway
- Mia Pendlebury is to provide information on keys (number, distribution)
- Booking system: confirmed by Mia that Shire will continue to manage this service
- Arrangements for After Hours emergencies to be clarified with Shire, preferably using their system
- Membership of the Committee continues to be an expectation of all members. One new member has expressed interest in joining the group, and comes with marketing interest/background.

Agenda Planning

- Draft for the 6 weeks of weekly meetings distributed
- Agreed that this be used

Consumers – local, non-local – Meetings, Functions

- Current consumers- 2 regular bookings. Other bookings/consumers pending Mia
- Potential Local Consumers include: dance groups (4-5 local); drama group (1 local), CWA, U3A, Kindergartens (2) – annual meeting at commencement of year; and schools and other groups for graduation ceremonies
- Potential Non-Local consumers include: biker groups, Ulysses (over 50 yrs motor cycle riders), possibly consumer groups in Melton, Ambulance Victoria
- Venues competing for consumer bookings reviewed
- Requested that Treasurer ascertain find out costs for use of external venues eg., Taylors Lakes Receptions, Werribee Convention Centre, Werribee Community Hall (Watton Street), Gisborne, Ballan Hall, Harness Racing Victoria
- In terms of our appeal and readiness: about 150 plastic chairs (hall), about 50 chairs (supper room).
- In making a start for increased use, not necessarily increased regular users, the following considered.
 - Display by Historical Society
 - Display of senior students' art work
 - Display/Exhibition of photography
 - School Graduations

Follow Ups

- Approaching potential members to join Committee
- Discuss potential exhibition with Historical Society
- Ascertain costs of competitors for meeting/function venues
- Costs for hire of chairs
- Discussion re display of art work from senior students
- Review of IT connections in hall, supper room
- Draft correspondence, incentives for school graduations next term
- Total list of bookings 18 months; asset audit; keys; A/H systems
- Acoustics Assessment, Lighting assessment

All Committee members

John Spain

Gary Treloar

Dougal Mayor

Jim Cattlin

John Spain, Dougal Mayor

Joce Williams

Mia Pendlebury

Dougal Mayor

Next Meeting

Wednesday 12 September, 3 pm, Supper Room. **Agenda is to focus on facilities and grounds per program.**

Attachment – Item 12.2d

Present

Gary Treloar
John Spain
Dougal Mayor
Joce Williams
Lorraine Helminski

In Attendance

Jim Wilson

Apologies

Jim Cattlin

Absent

Stan Franklin
John Ginnane

Vacancies

4 positions (Committee of 12 members)

Photos of Public Hall

Photos by a local newspaper (??) were taken of Committee members at front of Public Hall.

Opening of Meeting

- Meeting declared open at 3:20 pm, Lorraine Helminski welcomed to the Committee

Follow Ups from Previous Meetings

- Interest of Historical Society in providing an exhibition: pending John Spain
- Cost of competing meeting venues: Pending Gary Treloar. (Shane Marr to return to duty Monday 16 Sept)
- Costs for hire of chairs: Pending, Dougal Mayor
- Display of student art works: Pending Jim Cattlin
- Review of IT facilities: Thursday 13 September: Dougal Mayor, John Spain
- Draft correspondence to schools re graduation ceremony bookings: reviewed and adopted.
- List of users of the facilities for 2011 and 2012 distributed. Income from these bookings and distribution of the revenue to be ascertained (Mia Pendlebury)
- Asset Audit : pending Mia Pendlebury (and "Mick")
- Keys to facilities and contents: pending Mia Pendlebury (and "Mick")
- After Hours emergency procedures: Pending Mia Pendlebury (and "Mick")
- Temporary building signage: pending Dougal Mayor
- Acoustics Assessment, Lighting Assessment: Pending suitable contact – to discuss initially with Cr Russ Hendry – pending Dougal Mayor

•

Planning

- General discussion, reviewing notes discussed previous week
- Tour of facilities

General Business

- The concept of a targeted launch as outlined endorsed, with addition of Malcolm Trask, Pauline Madden, Alex from Foodworks. Timeline 6-8 weeks.
- As a matter of urgency, Mia Pendlebury be asked to arrange for current officer responsible for OHS/Public Health to review current kitchen facilities and advise the Committee
- David McDonald, Chino Café, to be invited to Committee meeting (3.30 pm, Wednesday 19 September) to discuss the concept of "commercial kitchen" design
- Masters Retailers: to be invited to attend Committee meeting (3:30 pm, 26 September) to discuss the concept of "commercial kitchen" design
- Leanne Brown, Tourism officer, Moorabool Shire has asked to be provided with Committee minutes. Reciprocal arrangements are to be discussed with her (Dougal mayor) re provision of minutes for Tourism Committee including its 365 day schedule of promotional activities
- Inspection of the facilities by an electrician recommended. No action resolved.
- Concerns expressed regarding base line information needed by the Committee yet to be provided by Shire Officers. Planning and informed decision making hindered by the lack of advice. This matter to be discussed by Dougal Mayor with Dawn Tschujasehenko (Acting Manager: Community Development)

Conclusion: Meeting concluded 4:30 pm

SUGGESTED AGENDA

3:00 **Opening, Welcome, Apologies**

Committee Membership: Filling Vacancies

3:05 **Follow Ups**

- | | | |
|-----|--|--------------------------|
| 1. | Discuss potential exhibition with Historical Society | John Spain |
| 2. | Ascertain costs of competitors for comparable venues | Gary Treloar |
| 3. | Costs for hire of Chairs | Dougal Mayor |
| 4. | Discussion re display of student art works | Jim Cattlin |
| 5. | Review of IT connections in hall, supper room | John Spain, Dougal Mayor |
| 6. | Draft correspondence to schools re graduations | Joce Williams |
| 7. | Total list of books 18 months | Mia Pendlebury |
| 8. | Asset Audit outcomes | Mia Pendlebury |
| 9. | Keys – number, distribution | Mia Pendlebury |
| 10. | After Hours emergencies: Shire arrangements | Mia Pendlebury |
| 11. | Sign on building | Dougal Mayor |
| 12. | Acoustics Assessment, Lighting Assessment | Dougal Mayor/Committee |

3:30 **Planning: Facilities, Grounds**

4:25 **General Business**

1. Concept of a Launch
2. Defrosting of Fridg
3. Use of current kitchen – liability

4:30 **Conclusion: Next Meeting – venue, business**

LAUNCH

- By invitation
- **Targeted** to School Principals, Historical Society, Media, Shire Councillors for East Moorabool riding
- Held in Supper Room
- **Program: 5:00-6:00 pm**
 - review of our brief; preliminary assessment, budget for 2012-2013 & priorities
 - tour of facilities
 - Our business plan
 - Cuppa and go away
- **Outcomes** – media promotion, clarity for targeted consumers on what's offered, what's planned, hopefully some follow up school bookings of Graduation Ceremonies
- **Cost:** - afternoon Tea about \$300

DRAFT

President

Dear Name,

Graduation Ceremonies 2012

This year the newly appointed volunteer Management Committee for the Supper Room and Public Hall, would like to invite local schools to make use of these facilities. On this occasion, we are focusing on the suitability of the Public Hall for School Graduation ceremonies. (However, the Hall and associated Supper Room are well placed to support other school functions).

The following advice is offered for consideration by the School Council.

- Location: we are local to Bacchus Marsh, important to the participation of local family members
- Stage: good lighting, suited to presentations
- Seating: separate, plastic chairs, accommodating an audience size of XXX
- Layout of seating: flexible according to your needs
- Heating: gas heaters appropriate to the size of the Hall, and comfort of participants
- Car Parking: excellent parking facilities adjoining the Hall as well as Main Street sites
- Accessible: being local, families can use local transport, pedestrian access
- Access for the disabled is provided for; car parking sites designated for disabled on Main Street
- Adjoining Supper Room suited to hospitality arrangements, or for assembling students as part of an overall Graduation program

I would be pleased to have a conversation with you as to the needs for your particular program, and to discuss ways in which the Management Committee can assist. At this time, the cost for hire could be resolved.

Our Committee has been advised that at present, no local school makes use of this publicly available facility, an issue of concern to us and one that we are keen to change if possible. It is therefore important for us to communicate – what is your school looking for regarding use of this community asset, and how can we meet these needs?

I can be contacted on 5367 XXXX or on my mobile XXXXXX, and email.

Yours sincerely

DOUGAL MAYOR

Chairman: Committee of Management

LAUNCH

- By invitation
- **Targeted** to School Principals, Historical Society, Media, Shire Councillors for East Moorabool riding
- Held in Supper Room
- **Program: 5:00-6:00 pm**
 - review of our brief; preliminary assessment, budget for 2012-2013 & priorities
 - tour of facilities
 - Our business plan

- Cuppa and go away
- **Outcomes** – media promotion, clarity for targeted consumers on what’s offered, what’s planned, hopefully some follow up school bookings of Graduation Ceremonies
- **Cost:** - afternoon Tea about \$300 using external catering

USE OF KITCHEN

- Concerns relate to management of risk
- Kitchens are subject to supervision of Health Inspector and/or Occupational Health & Safety inspector that maintains a regular review of other kitchen facilities used by community eg., Uniting Church hall.
- We don’t know whether the Shire has reviewed its own facilities, but I believe that it would fail the test on a number of grounds eg., design, functionality and user safety of ovens, refrigerator hygiene, waste disposal, absence of handwashing basin/facilities, floor surface, work flow, and unsure about fire extinguishers and published emergency procedures for use of kitchen facilities
- Crockery is out-of-date and inconsistent with more user-friendly alternatives. Supplies are unknown
- Functionality of dishwasher unknown
- Collection, removal of rubbish unknown
- Provision of kitchen supplies unknown
- As a matter of urgency, it is recommended that:-
 - the Shire’s Health Inspector/OHS Inspector visit the premises and provide advice on date of last assessment, current requirements of the Shire, assessment of current situation
 - Hire of the facilities is with-held until the Committee is informed on risks
 - A supplier of commercial standard kitchens to attend a Committee meeting for briefing of work to be undertaken, and cost estimate for budgeting by Committee

Attachment – Item 12.2e



Committee of Management Meeting: Public Hall, Bacchus Marsh
Notes of Meeting Held in Supper Room, Main Street, Bacchus Marsh
Wednesday 10 October 2012, 3:00-4:00 pm
Website: bacchusmarshpublichall.org.au

Present

Dougal Mayor
John Spain
Joce Williams
Jim Wilson
John Ginnane

Apologies

Lorraine Helminski

Absent

Stan Franklin
Gary Treloar
Jim Cattlin

Vacancies

3 positions (Committee of 12 members)

Opening & Welcome

Meeting declared open at 3 pm, all welcomed, and apologies received.

Previous Meeting

Notes circulated on the day and received.

General Discussion

- Bank account established with Bendigo Bank
- Quote from Masters re kitchen circulated
- Quote from designer re Café Chino due Thursday 11 October
- President Dougal Mayor to meet with Dawn from Shire staff re Committee operations
- Website developed by John Spain received with appreciation. Committee agreed tht stand-alone website but with link to other related sites was preferred option to maintain currency of information presented. Graphic designer, page(s) design/content pending
- Further consultations with Shire staff to be undertaken re costs/income against Public Hall need adjustment and clarification
- Bookings for use of venue to have an updated program to allow analysis on: user contact details, purpose of booking, use of kitchen, date, time, differentiation of hire re Public Hall/Kitchen/Supper Room

Planning Day: Saturday 27 October, James Young Room, 9:00-12:00

- Preferred strategy is for Committee to undertake its planning, and then request meeting with Shire staff to present for year 2012-2013
- Template sample reviewed, business based
- Weekly meetings to be reviewed

Possible Program

9:00 Opening
9:15 Presentation Melton Halls Coordinator
10:00 Morning Break
10:30 Value Proposition
Targets for 2012-2013
Finance System
Grant Submissions: Priorities
11:30 Committee Operations
Portfolios
Sub-Committees
Organisational Chart
12:00 Conclusion

Melton Coordinator

- Council-Committee links
- Committee function, brief
- Strategies for increasing revenue
- Good maintenance contacts
- Budgeting
- Committee operations – expanding community interest
- Good sources of grants
- Advertising, marketing strategies
- Advice to a group starting up

Conclusion

Meeting concluded at 4 pm. Next meeting Saturday 27 October, 9am, James Young Room

Attachment – Item 12.2f

Present Dougal Mayor (President), Gary Treloar, Jim Wilson, John Ginnane, Joce Williams
Apologies: Jim Catlin, Lorraine Helminski
Absent: Stan Franklin
Vacant: 4 positions

9:00 Arrangements had been made for the Committee to review facilities, catering for about 200 guests. Ownership and exclusive users of the facility is the Bowling Club. Facility has been in place for about 12 years.

Food Serving Section:

4 cupboards, pullout drawers, crockery
2 cupboards, pullout drawers, mugs, cutlery, teapots, Pepper & Salt shakers, crockery
4 cupboards, pullout drawers, crockery

Food Clean Up Section (relating directly to servery window)

Bain Marie, 6 drawer, on wheels under bench
Empty space with dishwashing chemicals vacuum serve to dishwasher + **window** to East
Empty space on bench with space below holding all dishwasher trays
Bench with hand-basin sink, below 5 storage cupboards + **window** to East
Bank of drawers: 4: linen, teatowels, aprons, dishwashing cloths
Sink, 4 cupboards storage below + window to East + **window** to East
Oven, 2 deep drawers for large cooking utensils eg., preserving pans, saucepans, baking dishes

Food Preparation Section

Bench, drawers below for serving utensils – ladles, spoons, tongs, carving forks, knives
Bench u-shaped containing sweet dishes, serving trays, cutting boards, electric knives, platters, bowls
Pantry: 3 doors wide, split – top containing supplies, plastic storage tubs; bottom – more large pots, pans
Fridg (recommend double size, glass fronted doors)
Tall Cupboard – split vertically containing mop, small ladder, brooms, cleaning items

Design

Exit door to BBQ, 2 skips (rubbish, recycle)
2 entries from hall space to kitchen, no doors
Servery – pull down aluminium shutters – several to allow control over preparation, serving
Overhead fan
Skylight
3 fluorescent light banks
Floor surface – lino not recommended
Phone point available – emergency, contact with event organisers

Other Issues

- Most local providers have discontinued supply of glassware: recommended that these be purchased and accept that breakages will occur.
- Fire safety an issue.
- Defibrillator in place to deal with emergencies and recommended for all public facilities

10:00 Appreciation conveyed to Glenys Kay, and meeting resumed in hall.

Other kitchens to consider for meetings in new year include

- Bacchus Marsh Grammar (recently established, standard suited for training purposes);
- major commercial facility (eg., St Anne's)
- Public Hall facility (Werribee Convention Centre)

Notes of Previous Meeting

The Committee resumed its meeting, which took place as previously arranged, in the hall of the Bowling Club. Agenda, previously circulated, considered.

- *Record of Planning Day attendance to be amended and show that John Ginnane was an apology*
- *At same time as distributing draft to President, distribute as draft to Committee*
- *President to mail/deliver copy to members without email facilities*
- *Updated contact list under preparation by President*
- *Notes of Planning Day confirmed*
- *Appreciation conveyed for the service of John Spain during his membership of the Committee, an open invitation to maintain his links to it (including copies of meeting notes), and conveying best wishes in his role as Councillor.*

Follow Ups, Subsequent Developments

- *Email addresses established (President, Secretary, Treasurer, others to be added eg., Booking Clerk), the purpose of which is to allow occupants of these positions to change without altering public communication, i.e., the email address is constant. Those listed should set up their computer so that any answers to email correspondence do not show their personal email contact details.*
- *A Calendar has also been established, the purpose of which is to make visible to everyone (Committee, the public, the Shire) booking activity in the supper room and the hall. Only some however will be given access to enter information – presently the Shire manages bookings, so discussions will be held by President re (a) the calendar and (b) the software that will enable the Committee to analyse information for planning purposes.*
- *Adjustments to be made to “HallsforHire.com.au” which at present only shows for Moorabool the Catholic Church facility*
- *Cleaning Gary Treloar had made contact with cleaners presently receiving approx. \$9,000 pa for cleaning the kitchen, cupboard areas, toilets daily. New arrangements developed by the Committee are likely to save in order of \$3,500 pa. Discussions resulted in the following action plan:*
 - *Separation if possible from contract linked to cleaning of library,*
 - *use of out-of-town providers,*
 - *development of cleaning schedule,*
 - *preparation of a tender brief,*
 - *separate arrangements for cleaning of windows and polished floorboards, and*
 - *attracting local providers of cleaning services*
 - *maintaining supervision, accountability, quality of cleaning*
- *Cleanliness of Windows, Foyer: Jim Wilson to organise, co-opt members.*
- *Painting of front façade – Supper Room, Public Hall – to proceed asap to align premises to precinct.*
- *The Action List from Planning Day was reviewed – noting items underway, pending. Decisions taken on the day follow:*
 - *Where’s the money for our bank account? (Gary Treloar)*
 - *Establish a PIN (Secretary, Treasurer, President)*
 - *Finalising Maintenance Agreement (Dougal, Jim Wilson)*
 - *Sample of copied photos, mounted on canvas, suited for display of Historical Association items, to be provided (President)*
 - *Contact with SydSigns re canvas signage to be followed up (Jim Wilson)*
 - *Add “Volunteers Wanted to signage – Jim Wilson, 0417 472 018”*
- *Key List – This is a risk-based issue with unknown others having keys to the premises. John Ginnane pointed out that he has two master copy keys for another facility, no request to return them. The risk is real! To be followed up with Dawn by President.*

General Business

Student Art Displays: Moved Dougal Mayor, seconded Joce Williams that Jim Catlin be authorised to proceed with exhibitions of student art works, each Thursday, Friday, Saturday, Sunday of February (subject to booking considerations). Carried. The dates and rostered duty by Committee members and volunteers to be finalised by Jim.

Historical Association Art and Other Art Displays: Janice Webster, the Historical Society are interested in having works displayed. Jim Wilson has discussed with What Knots provision of display wire/apparatus, Dougal is to bring a sample of a canvas backed reproduction of a photo to provide for Committee review.

Conclusion

The meeting concluded at 11:30 am.

Next meeting is at home of Gary Treloar, Saturday 15 December, 12.30 – 1.00 pm, home of Gary Treloar, John Spain to be invited; Dougal has another commitment and may arrive about 1:30 pm. BYO drink requested.

Notification of meetings, agendas re starting time and locations are needed early by John to make domestic arrangements.

13. NOTICES OF MOTION

**13.1 Cr. Spain: N.O.M. No. 223 – Notice Of Motion – Terms of Reference
Bacchus Marsh Aquatic Centre**

Motion

That Council:

1. adopt the attached updated Terms of Reference for the Bacchus Marsh Indoor Aquatic Centre Community Reference Group established by Council resolution on 19 December 2012
2. henceforth refer to the proposed facility by the name “Bacchus Marsh Indoor Aquatic & Leisure Centre” and the Community Reference Group by the name “Bacchus Marsh Indoor Aquatic & Leisure Centre Community Reference Group”.

Preamble

The Terms of Reference for the Bacchus Marsh Indoor Aquatic Centre Community Reference Group have been updated for the purpose of clarifying the purpose of the Reference Group and specifying clearly any roles and responsibilities that are excluded from the activities of the Reference Group.

The name changes reflect the fact that Council is currently proposing to build more than an indoor aquatic facility. There are significant dry area facilities included in the design.

Attachment – Item 13.1

Mr Rob Croxford
Chief Executive Officer
Moorabool Shire Council
PO Box 18
BALLAN VIC 3342

25 January 2013
Ref:

Dear Rob,

Notice Of Motion – Terms of Reference – Bacchus Marsh Indoor Aquatic Centre

In accordance with the Council's Meeting Procedure Local Law No. 8 Section 28 – Notice of Motion, please accept this Notice of Motion for placement on the agenda of the Ordinary Meeting of Council to be held on 6 February 2013.

Motion

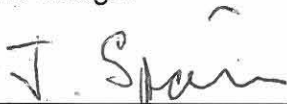
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Preamble

The Terms of Reference for the Bacchus Marsh Indoor Aquatic Centre Community Reference Group have been updated for the purpose of clarifying the purpose of the Reference Group and specifying clearly any roles and responsibilities that are excluded from the activities of the Reference Group.

The name changes reflect the fact that Council is currently proposing to build more than an indoor aquatic facility. There are significant dry area facilities included in the design.



Cr John Spain
East Moorabool Ward



Bacchus Marsh Indoor Aquatic & Leisure Centre Community Reference Group

Terms of Reference

Purpose

The Bacchus Marsh Indoor Aquatic & Leisure Centre Community Reference Group will act as a community advisory group and conduit for the Council's Indoor Aquatic & Leisure Centre Project.

The purpose of the group will be to provide comment and feedback to the Council on the Aquatic & Leisure Centre project during the design and construct phase.

Appointment and term

- Two Councillors will be nominated by resolution at an Ordinary Meeting of Council
- The Bacchus Marsh Community Consortium will be invited to nominate two members to join the reference group
- Five positions will be available for general community members sought through a public advertisement and nomination process
- If a position becomes vacant, it will be re-advertised

Representation

- One of the nominated Councillors will chair the community reference group and the other will be deputy chair
- Representatives from a cross section of people from the municipality including a spread of age groups, gender and locations across the municipality.
- Council staff will provide support to the reference group
- The architect and other consultants for the project will be invited to attend meetings of the reference group when required

Frequency, duration and conduct of meetings

The Community Reference Group will meet bi-monthly or as required for the life of the project. Group members will be notified of the date, time and venue of each meeting two weeks before each meeting. Each meeting will go for a maximum of 90 minutes.

The community reference group will be established for a fixed term and conclude at the end at the construction phase of the project.

A Councillor will chair the Community Reference Group. If the nominated Councillor is unable to attend and/or chair a meeting, the other Councillor will chair the meeting.

Roles and responsibilities

The role of the Community Reference Group is to:

- Provide comments and **feedback** regarding the design and construct phase of the Indoor Aquatic & **Leisure** Centre
- Act as a conduit to the broader community regarding the progress of the project
- **Consider comments and suggestions from the broader community as input to a possible Stage 3 of the project**
- **Consider and provide advice as to how Peppertree Park, adjacent walking tracks and other environs could add value to the Centre and increase patronage of its facilities**

The **Community Reference Group** will have an advisory role only and have no delegated powers of authority.

The Community Reference Group has no role or responsibility in fund raising activities related to the project.

The Community Reference Group has no role or responsibility in project management activities.

Agendas, minutes and meeting preparation

The agenda and accompanying papers will be circulated to Community Reference Group members at least one week prior to each meeting.

Minutes will be recorded at all meetings by the Council support staff and circulated to the committee members within the fortnight following the meeting. Minutes of each meeting will be presented to a Council meeting after each meeting of the Community Reference Group. Venues, catering and any other meeting details will be organised by the Council support staff.

Attendance

Members are expected to regularly attend meetings and participate in discussions. If members are unable to attend a meeting, apologies should be registered with the Council Support Staff at least 1 hour before the commencement of the meeting.

Members who miss three consecutive meetings without a formal apology will forgo their membership of the Community Reference Group.

Dispute resolution mechanism

If there is a dispute between Community Reference Group members, representatives will use their best endeavours to resolve the dispute by negotiation. The rule of group consensus will guide discussion.

If the dispute can not be resolved within and by the Community Reference Group membership, external mediation may be sought.

In the extreme event where no reasonable compromise or outcome can be reached the Council may choose to dissolve the Community Reference Group. Dependent upon the stage of the project a new Community Reference Group may be formed.

Conflict of interest

Community Reference Group members will disclose any conflict of interest in the implementation of the group's activities.

Members of the Community Reference Group must comply with Council's Conflict of Interest Policy.

Confidentiality and privacy

Group members agree that all information obtained from each other, in the course of the work for the Community Reference Group, will be treated as confidential (except as required by law, or to the extent that the information is already publicly available) by all partners and shall not be disclosed to any third party without the prior written consent of the representative who provided the information.

Review Terms of Reference

The Terms of reference and membership of the Community Reference Group will be reviewed at least annually by the Council. At such time, continuance of the group will also be considered by the Council.

14. URGENT BUSINESS

15. CLOSED SESSION OF THE MEETING TO THE PUBLIC

Recommendation:

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;**
- (b) the personal hardship of any resident or ratepayer;**
- (c) industrial matters;**
- (d) contractual matters;**
- (e) proposed developments;**
- (f) legal advice;**
- (g) matters affecting the security of Council property;**
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;**
- (i) a resolution to close the meeting to members of the public**

16. MEETING CLOSURE