

## 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 September 2017,  
commencing at 5:00 p.m.

### Members:

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

### Officers:

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

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

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**1. OPENING OF MEETING AND PRAYER**

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

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

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

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

**Amen**

**2. ACKNOWLEDGEMENT TO COUNTRY**

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

**3. RECORDING OF MEETING**

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

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

**4. PRESENT****5. APOLOGIES****6. CONFIRMATION OF MINUTES****6.1 Ordinary Meeting of Council – Wednesday 2 August 2017**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 2 August 2017.**

## 7. DISCLOSURE OF CONFLICT OF INTEREST

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

Definitions of the class of the interest are:

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

### Time for Disclosure of Conflicts of Interest

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

Section 79(6) of the Act states:

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

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

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

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

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

## 8. PUBLIC QUESTION TIME

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

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

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

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

A Councillor or Council officer may:

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

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

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

## 9. PETITIONS

### 9.1 Holts Lane, Darley – Changes to roadworks and signage

Council has received a petition containing 11 signatures, predominantly from residents of Holts Lane, Darley.

Their petition is:

*“We the undersigned humbly request that you make the following changes to accommodate the undersigned’s concern on safe ingress/egress from properties arising as a result of the developments between Halletts Way and Cunningham Court.*

*To alleviate our concerns regarding safety, we see the following changes to roadworks and signage to be made as follows:*

- *50 km limit from roundabout at Halletts Way instead of 60 as current.*
- *Middle double white line on the blind crest nearby.*
- *Speed hump on each side of the crest*

*We feel these changes are required if the development of 105 Holts Lane and blocks nearby are to proceed.*

The subject of the petition is outside the scope of Planning Application 2017-043 that deals with the development of 105 Holts Lane and so cannot be considered as a submission to that planning matter.

The petition meets Council’s Local Law No. 9, Meeting Procedure Local Law, Part 6 - Clause 6.7.

#### **Recommendation:**

**That the petition containing 11 signatures in relation to Holts Lane, Darley be received by Council and that a report be prepared by officers for Council’s consideration.**



# Attachment - Item 9.1

4 July 2017

PETITION REGARDING: <sup>043</sup>  
DEVELOPMENT PA 2017/403 Lot 61 PS641299s  
105 Holts Lane, Darley. VIC 3340

MOORABOOL SHIRE COUNCIL  
CENTRAL RECORDS

- 6 JUL 2017

Attention: Tom Tomkins Moorroobool Council

File No. <sup>043</sup>  
~~2017-403~~  
1123

We the undersigned humbly request that you make the following changes to accommodate the undersigned's concern on safe ingress/egress from properties arising as a result of the developments between Halletts Way and Cunningham Court.

To alleviate our concerns regarding safety, we see the following changes to roadworks and signage to be made as follows:

- 50 km limit from roundabout at Halletts Way instead of 60 as current.
- Middle double white line on the blind crest nearby.
- Speed hump on each side of the crest

We feel these changes are required if the development of 105 Holts Lane and blocks nearby are to proceed.

Full Name	Address	Signature
SHARON MOORE	98 HOLTS LANE, DARLEY	Sharon Moore
Katlyn Pryse	96 Holts lane,	Katlyn Pryse
Jordan Oix	107 Holts Lane	Jordan Oix
Sharon Hall	102 Holts Lane	Sharon Hall
Cathy Minto	104 Holts Lane	Cathy Minto
JIM MINTO	104 HOLTS LANE	Jim Minto
TERRIE AHERN	110 HOLTS LANE	Terrie Ahern
ANDREW SAMSON	114 Holts Lane	Andrew Samson
PARA THOMPSON	108 HOLTS LANE	Para Thompson
Brendan O'Rourke	2 Meridie Way	Brendan O'Rourke
BARANAUSKAS	108 HOLTS LANE	Baranauskas

## 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 Adoption "in principle" of the 2016/17 Financial Statements for Submission to the Victorian Auditor-General for Certification

##### Introduction

File No.: 02/02/002  
Author: Steven Ivelja  
General Manager: Phil Jeffrey

##### Background

The following report presents the 2016/17 Financial Statements for adoption "in principle" by Council, for submission to the Auditor-General for certification.

The Local Government Act 1989 requires that Council complete the following at the end of each financial year with respect to producing an Annual Report.

#### S. 131 Annual report

- (1) A Council must prepare an annual report in respect of each financial year
- (2) An annual report must contain the following, in respect of the financial year reported on—
  - (a) a report of operations of the Council;
  - (b) an audited performance statement;
  - (c) audited financial statements;
  - (d) a copy of the auditor's report on the performance statement, prepared under section 132;
  - (e) a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994;
  - (f) any other matter required by the regulations.
- (5) The financial statements in the annual report must—
  - (a) include any other information required by the regulations; and
  - (b) be prepared in accordance with the regulations.

#### S. 132 Annual Report - Preparation

- (1) A Council must submit the performance statement and financial statements in their finalised form to the auditor for auditing as soon as possible after the end of the financial year.

- (2) The Council, after passing a resolution giving its approval in principle to the performance statement and financial statements, must submit the statements to the auditor for reporting on the audit.
- (3) The auditor must prepare a report on the performance statement.

Note: The auditor is required under Part 3 of the Audit Act 1994 to prepare a report on the financial statements.

- (4) The auditor must not sign a report under subsection (3) or under Part 3 of the Audit Act 1994 unless the performance statement or the financial statements (as applicable) have been certified under subsection (5).
- (5) The Council must ensure that the performance statement and financial statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by—
  - (a) 2 Councillors authorised by the Council for the purposes of this subsection; and
  - (b) any other prescribed persons.
- (6) The auditor must provide the Minister and the Council with a copy of the report on the performance statement as soon as is reasonably practicable.

### **Proposal**

The 2016/17 Financial Statements have been prepared in accordance with the requirements of the Local Government Act, Local Government (Planning and Reporting) Regulations 2014 and Australian Accounting Standards.

In accordance with Council's Governance protocols, the reports will be presented to Council's Audit Committee for review and recommendation to Council for adoption "in principle" and authorisation of two Councillors, being the Councillor members of the Audit Committee, to sign the audited statements.

In summary, the statements indicate the following results for 2016/17:

1. Financial Statements: reflect the comparative performance to the previous financial year.
  - Comprehensive Income Statement – The result reflects a total comprehensive gain of \$14.823 million. Included within this result are the following significant items:
    - \$6.340 million increase in 'Grants – Operating' mainly due to the early payment of Financial Assistance grants as advised by Local Government Victoria in May 2017.
    - \$3.686 million increase in 'Grants – Capital' due to funding received for major projects such as Halletts Way Southern Extension and Darley Early Years Hub.

- \$2.227 million increase in 'Materials and Services' which relates mainly to costs incurred for the Flood/Storm damage in September 2016.
- \$1.064 million decrease in 'Contributions – Monetary' due to the 2015/16 financial year containing a large amount of Developer Contributions.
- Balance Sheet – The movement in net assets reflects the total operating gain of \$14.823 million. Included within this result are the following significant items:
  - A \$1.499 million increase in 'Other Assets' which relates to the accrual for costs to be reimbursed for the Flood/Storm Events in September 2016.
  - An increase in 'Property, Infrastructure, Plant and Equipment' mainly due to a large Capital Improvement Program (\$22.674 million) containing major projects for Darley Early Years Hub and Halletts Way Extension.
  - A net \$1.431 million decrease in 'Interest-Bearing Loans and Borrowings' which reflects principal repayments in 2016/17, and the deferral of new borrowings to the 2017/18 financial year.
- Cash Flow Statement – The movement in cash held at the end of the year is a decrease of \$1.377 million. Included within this result are the following significant items:
  - Net cash flows from operating activities increased by \$11.057 million from last year to \$22.290 million. This is mainly due to Council receiving half of the 2017/18 Grants Commission allocation in the 2016/17 financial year. Also, there were a number of large capital grants received. These include; Halletts Way Southern Extension and Darley Early Years Hub.
  - Net cash used in investing activities has increased by \$8.203 million to \$21.445 million. This is due to the continuation of major capital works projects such as Darley Children's Hub and Hallett's Way Southern Extension. There was also the completion of various other projects carried forward from 2015/16.
  - Net cash used for financing activities was \$4.509 million less than last year. This is due primarily to the deferral of new borrowings approved in the 2016/17 budget to the 2017/18 financial year.
- Statement of Capital Works – In comparison to the 2015/16 year, overall capital expenditure for 2016/17 is \$9.067 million higher than the previous year made up of the following items;
  - Capital Expenditure on Road Infrastructure in 2016/17 was \$8.358 million greater than the comparative year primarily due to the continuation of the Halletts Way Southern Connection Project.
  - Expenditure on Buildings was \$1.661 million greater than 2015/16 mainly due to the completion of the Darley Early Years Hub.

- Expenditure on Footpaths was \$0.417 million less than 2015/16 mainly due to the prior year containing two larger projects being; Main Street, Bacchus Marsh and Hallett's Way, Darley.

### **Policy Implications**

The 2017–21 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance & Leadership

**Context 1C:** Our Business & Systems

The 2016/17 financial statements are consistent with the 2017-21 Council Plan.

### **Financial Implications**

The financial statements detail Council's financial performance and position for 2016/17. They demonstrate that over time Council has steadily improved its financial position, but indicates that there are still numerous financial challenges that lay ahead which will require responsible fiscal stewardship.

### **Communications Strategy**

The Annual Financial Statements and Performance Statements are reported to Council to adopt "in principle" for submission to the Auditor-General for certification. Audited Statements are then incorporated into Council's Annual Report, which is completed by Council by 30 September each year.

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Steven Ivelja*

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



## Conclusion

The attached Financial Statements for 2016/17 have been prepared in accordance with the requirements of the *Local Government Act*.

At the time of printing this document, Council's Financial Statements were included on the Agenda for consideration at the Audit and Risk Committee Meeting on Tuesday 5 September 2017, with a recommendation that the Audit and Risk Committee recommend that Council adopts the statement "in principle".

Following a resolution, the Financial Statements will then be submitted to the Auditor-General for certification. Council is also required to authorise two Councillors to sign the statements on behalf of Council, as required under the *Local Government Act 1989*.

It is practice for the Councillor members of the Audit Committee to sign the certified statements on behalf of Council.

## Recommendation:

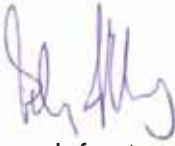
**That Council, in accordance with S. 132 of the Local Government Act 1989:**

1. **adopts 'in principle' the 2016/17 Financial Statements and submits the Financial Statements to the Victorian Auditor-General for certification; and**
2. **authorises the Council's Audit and Risk Committee Representatives, Cr. Dudzik and Cr. Tatchell, to certify the 2016/17 Financial Statements in its final form, after any changes recommended, or agreed to by the Auditor, have been made.**

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## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday, 17 August 2017



# Attachment - Item 11.1.1

MOORABOOL SHIRE COUNCIL  
ANNUAL FINANCIAL REPORT

*For the Year Ended 30 June 2017*

Moorabool Shire Council  
2016/2017 Financial Report  
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Independent Auditor's Report

## Comprehensive Income Statement For the Year Ended 30 June 2017

	Note	2017 \$'000	2016 \$'000
<b>Income</b>			
Rates and charges	3	30,987	29,331
Statutory fees and fines	4	618	448
User fees	5	2,035	1,918
Grants - operating	6	12,858	6,518
Grants - capital	6	8,385	4,699
Contributions - monetary	7	190	1,254
Contributions - non-monetary	7	4,978	5,481
Other income	9	3,942	2,612
<b>Total Income</b>		<b>63,992</b>	<b>52,261</b>
<b>Expenses</b>			
Employee costs	10	(17,602)	(17,729)
Materials and services	11	(18,081)	(15,854)
Bad and doubtful debts	12	(5)	(58)
Depreciation and amortisation	13	(8,209)	(7,398)
Borrowing costs	14	(790)	(724)
Loss on disposal of property, infrastructure, plant and equipment and investment properties	8	(3,866)	(1,682)
Loss on revaluation		-	(324)
Other expenses	15	(616)	(667)
<b>Total Expenses</b>		<b>(49,169)</b>	<b>(44,436)</b>
<b>Surplus/(deficit) for the year</b>		<b>14,823</b>	<b>7,825</b>
<b>Other comprehensive income</b>			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	27(a)	-	15,707
<b>Total comprehensive Result</b>		<b>14,823</b>	<b>23,532</b>

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

## Balance Sheet As at 30 June 2017

	Note	2017 \$'000	2016 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	16	11,075	12,452
Other financial assets	17	-	-
Trade and other receivables	18	5,521	4,978
Inventories	19	24	21
Non-current assets classified as held for sale	20	-	991
Other assets	21	2,911	1,412
<b>Total current assets</b>		<b>19,530</b>	<b>19,854</b>
<b>Non-current assets</b>			
Trade and other receivables	18	133	126
Property, infrastructure, plant and equipment	22	478,226	463,135
<b>Total non-current assets</b>		<b>478,359</b>	<b>463,261</b>
<b>Total assets</b>		<b>497,890</b>	<b>483,115</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	23	5,674	3,795
Trust funds and deposits	24	736	781
Provisions	25	4,165	4,164
Interest-bearing loans and borrowings	26	1,364	1,431
<b>Total current liabilities</b>		<b>11,939</b>	<b>10,171</b>
<b>Non-current liabilities</b>			
Provisions	25	457	909
Interest-bearing loans and borrowings	26	12,247	13,611
<b>Total non-current liabilities</b>		<b>12,705</b>	<b>14,520</b>
<b>Total liabilities</b>		<b>24,644</b>	<b>24,692</b>
<b>Net assets</b>		<b>473,246</b>	<b>458,423</b>
<b>Equity</b>			
Accumulated surplus		151,333	138,035
Reserves	27	321,913	320,388
<b>Total Equity</b>		<b>473,246</b>	<b>458,423</b>

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

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

2017	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		458,423	138,035	314,680	5,708
Surplus/(deficit) for the year	27a	14,823	14,823	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	27b	-	(2,036)	-	2,036
Transfers from other reserves	27b	-	512	-	(512)
Balance at end of the financial year		473,246	151,333	314,680	7,232

2016	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		434,891	131,611	298,973	4,307
Surplus/(deficit) for the year	27a	7,825	7,825	-	-
Net asset revaluation increment/(decrement)		15,707	-	15,707	-
Transfers to other reserves	27b	-	(2,455)	-	2,455
Transfers from other reserves	27b	-	1,055	-	(1,055)
Balance at end of the financial year		458,423	138,035	314,680	5,708

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

## Statement of Cash Flows For the Year Ended 30 June 2017

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

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

## Statement of Capital Works For the Year Ended 30 June 2017

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

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



#### Introduction

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

#### Statement of Compliance

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

### Note 1 Significant accounting policies

#### (a) Basis of accounting

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

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

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

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

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

#### (b) Change in accounting policies

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

#### (c) Committees of management

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

#### (d) Revenue recognition

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

##### Rates and charges

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

##### Statutory fees and fines

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

##### User fees

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

##### Grants

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

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

Note 1 Significant accounting policies (cont.)

(d) Revenue recognition (cont.)

Contributions

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

Sale of property, infrastructure, plant and equipment

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

Interest

Interest is recognised as it is earned.

Dividends

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

Other Income

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

(e) Fair value measurement

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

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

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

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

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

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

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

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

(f) Cash and cash equivalents

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

(g) Trade and other receivables

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

(h) Other financial assets

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

(i) Inventories

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

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

Note 1 Significant accounting policies (cont.)

(j) Non-current assets classified as held for sale

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

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

*Acquisition*

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

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

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

*Revaluation*

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

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 22 Property, infrastructure, plant and equipment, and infrastructure.

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

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

*Land under roads*

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

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

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

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

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

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

Note 1 Significant accounting policies (cont.)

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

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

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

(m) Repairs and maintenance

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

(n) Investment property

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

(o) Impairment of assets

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

(p) Trust funds and deposits

Amounts received as deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to note 24).

Note 1 Significant accounting policies (cont.)

(q) Borrowings

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

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

**Borrowing costs**

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

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

(r) Employee costs and benefits

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

**Wages and salaries and annual leave**

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

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

**Long service leave**

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

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

The components of this current liability are measured at :

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

**Classification of employee costs**

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

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

**Retirement Gratuity**

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

(s) Quarry rehabilitation provision

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

(t) Leases

**Operating leases**

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

Note 1 Significant accounting policies (cont.)

(u) Goods and services tax (GST)

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

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

(v) Financial guarantees

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that that right will be exercised. Details of guarantees that Council has provided, that are not recognised in the balance sheet are disclosed at Note 33 Contingent Liabilities and Contingent Assets.

(w) Contingent assets and contingent liabilities and commitments

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

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

(x) Pending accounting standards

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

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

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

Leases (AASB 16) (applies 2019/20)

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

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

(y) Rounding

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

Note 2 Budget Comparison

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

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

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

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

Note 2 Budget Comparison (cont.)

(i) Explanation of material variations

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



Note 2 Budget Comparison (cont.)

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

(i) Explanation of material variations

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

2017  
\$'000

2016  
\$'000

**Note 3 Rates and charges**

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

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

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

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

**Note 4 Statutory fees and fines**

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

**Note 5 User fees**

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

**Note 6 Grants**

Grants were received in respect of the following :

Summary of grants		
Commonwealth funded grants	12,944	5,573
State funded grants	8,101	5,085
Others	198	559
<b>Total</b>	<b>21,243</b>	<b>11,217</b>

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

	2017	2016
	\$'000	\$'000
<b>Note 6</b>	<b>Grants (cont.)</b>	
Unspent grants received on condition that they be spent in a specific manner		
Balance at start of year	306	665
Received during the financial year and remain unspent at balance date	1,011	612
Received in prior years and spent during the financial year	(1,218)	(970)
Balance at year end	<u>100</u>	<u>306</u>

<b>Note 7</b>	<b>Contributions</b>	
Monetary	190	1,254
Non-monetary	4,978	5,481
Total contributions	<u>5,168</u>	<u>6,735</u>

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

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

<b>Note 8</b>	<b>Loss on disposal of property, infrastructure, plant and equipment</b>	
Proceeds of sale	1,229	364
Written down value of assets disposed	(5,095)	(2,046)
Loss on disposal of property, infrastructure, plant and equipment	<u>(3,866)</u>	<u>(1,682)</u>

The loss on disposal of assets primarily relates to the value of road infrastructure written off as a result of its capital renewal

<b>Note 9</b>	<b>Other income</b>	
Interest	402	431
Reimbursements, rebates and recoveries*	2,620	1,396
Recycling income	143	124
Other rent	151	219
Royalties	55	55
Peri-Urban contributions	90	90
Insurance claims	6	5
Sales	66	71
Other	409	221
Total other income	<u>3,942</u>	<u>2,612</u>

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

<b>Note 10 (a)</b>	<b>Employee costs</b>	
Wages and salaries	15,277	15,167
WorkCover	230	384
Casual staff	595	719
Superannuation	1,440	1,415
Fringe Benefits Tax	60	45
Total employee costs	<u>17,602</u>	<u>17,729</u>

	2017 \$'000	2016 \$'000
<b>Note 10 (b) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined benefits fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super) at 9.5%	99	157
Employer contributions payable at reporting date	-	-
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super) at 9.5%	935	1,267
Employer contributions to other funds at 9.5%	488	582
	<u>1,423</u>	<u>1,849</u>
Employer contributions payable at reporting date	3	146
Refer to note 32 for further information relating to Council's super obligations.		

<b>Note 11 Materials and services</b>		
Materials and services	2,914	2,163
Contract payments	8,990	7,850
Building maintenance	528	506
General maintenance	820	795
Utilities	522	483
Office administration	620	626
Information technology	887	837
Insurance	491	502
Consultants	851	1,074
Agency staff	381	320
Community grants and advances	1,076	699
Total materials and services	<u>18,081</u>	<u>15,854</u>

<b>Note 12 Bad and doubtful debts</b>		
Parking fine debtors	1	-
Other debtors	4	58
Total bad and doubtful debts	<u>5</u>	<u>58</u>

<b>Note 13 Depreciation and amortisation</b>		
Property	757	723
Plant and equipment	925	902
Infrastructure	6,527	5,774
Total depreciation and amortisation	<u>8,209</u>	<u>7,399</u>
Refer to note 22 for a more detailed breakdown of depreciation and amortisation charges		

<b>Note 14 Borrowing costs</b>		
Interest - Borrowings	790	724
Total borrowing costs	<u>790</u>	<u>724</u>

2017  
\$'000

2016  
\$'000

**Note 15 Other expenses**

Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	50	43
Auditors' remuneration - Internal	57	32
Councillors' allowances	225	250
Operating lease rentals	195	257
Bank fees	55	55
Other	34	31
<b>Total other expenses</b>	<b>616</b>	<b>667</b>

**Note 16 Cash and cash equivalents**

Cash on hand	3	2
Cash at bank	7,072	6,450
Term deposits	4,000	6,000
<b>Total cash and cash equivalents</b>	<b>11,075</b>	<b>12,452</b>

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

- Trust funds and deposits (Note 24)	736	781
- Statutory reserves (Note 27 (b))	1,974	1,984
<b>Total restricted funds</b>	<b>2,710</b>	<b>2,765</b>
<b>Total unrestricted cash and cash equivalents</b>	<b>8,365</b>	<b>9,687</b>

**Intended allocations**

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

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

Refer also to Note 17 for details of other financial assets held by

	2017	2016
	\$'000	\$'000
<b>Note 17</b>		
<b>Other financial assets</b>		
Term deposits	-	-
Managed funds	-	-
<b>Total other financial assets</b>	<u>-</u>	<u>-</u>

<b>Note 18</b>		
<b>Trade and other receivables</b>		
<i>Current</i>		
Statutory receivables		
Rates debtors	3,169	2,814
Special rate assessment	43	44
Infringement debtors	317	240
Provision for doubtful debts - infringements	(8)	-
Non-statutory receivables		
Net GST receivable	547	370
Other debtors	1,495	1,566
Provision for doubtful debts - other debtors	(43)	(57)
<b>Total current trade and other receivables</b>	<u>5,521</u>	<u>4,978</u>
<i>Non-current</i>		
Statutory receivables		
Special rate assessment	133	126
<b>Total non-current trade and other receivables</b>	<u>133</u>	<u>126</u>
<b>Total trade and other receivables</b>	<u>5,654</u>	<u>5,104</u>

(a) Ageing of receivables

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

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

(b) Movement in provisions for doubtful debts

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

	2017	2016
	\$'000	\$'000

**Note 18 Trade and other receivables (cont.)**

(c) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$50,884 (2016: \$56,585) were impaired. The amount of the provision raised against these debtors was \$50,884 (2016: \$56,585). They have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 60 days	-	-
Past due between 61 and 90 days	-	-
Past due by more than 90 days	51	57
<b>Total Trade &amp; Other Receivables</b>	<u>51</u>	<u>57</u>

**Note 19 Inventories**

Inventories held for distribution	24	21
Inventories held for sale	-	-
<b>Total inventories</b>	<u>24</u>	<u>21</u>

**Note 20 Non-current assets classified as held for sale**

Balance at beginning of financial year	991	991
Disposals	991	-
<b>Balance at end of financial year</b>	<u>-</u>	<u>991</u>

**Note 21 Other assets**

Prepayments	232	158
Accrued income*	2,679	1,254
<b>Total other assets</b>	<u>2,911</u>	<u>1,412</u>



Note 22 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

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

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

Note 22 Property, infrastructure, plant and equipment (cont.)

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

Note 22 Property, infrastructure, plant and equipment (cont.)

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

Note 22 Property, infrastructure, plant and equipment (cont.)

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

Note 22 Property, infrastructure, plant and equipment (cont.)

Valuation of land and buildings

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

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

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

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

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

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

Valuation of infrastructure

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

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

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

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

Description of significant unobservable inputs into level 3 valuations

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

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

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

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

	2017 \$'000	2016 \$'000
<b>Note 23 Trade and other payables</b>		
Trade payables	1,697	414
Accrued expenses	3,977	3,381
<b>Total trade and other payables</b>	<b>5,674</b>	<b>3,795</b>

<b>Note 24 Trust funds and deposits</b>		
Refundable building deposits	590	594
Refundable contract deposits	12	26
Refundable civic facilities deposits	13	13
Retention amounts	68	74
Fire Services Levy	45	66
Other refundable deposits	8	7
<b>Total trust funds and deposits</b>	<b>736</b>	<b>781</b>

**Purpose and nature of items**

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

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

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

**Note 25 Provisions**

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

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

Note 25 Provisions (cont.)

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

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

Note 26 Interest-bearing loans and borrowings

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

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

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

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

Note 27 Reserves

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

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



Note 27 Reserves (cont.)

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

Car park reserve

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

Recreation facilities reserve

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

Development works reserve

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

Social Infrastructure reserve

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

Storm water management reserve

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

Closed landfill reserve

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

Defined benefits reserve

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

Capital works seed funding reserve

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

Capital works contributions reserve

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

Note 27 Reserves (cont.)

Developer contribution reserve

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

Essence Estate Playground

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

LGFV loan repayment reserve

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

	2017 \$'000	2016 \$'000
<b>Note 28 Reconciliation of cash flows from operating activities to surplus/(deficit)</b>		
Surplus/(deficit) for the year	14,823	7,825
Depreciation/amortisation	8,209	7,398
(Profit)/loss on disposal of property, infrastructure, plant and equipment	3,866	1,682
Impairment losses		
Contributions - non-monetary assets	(4,978)	(5,481)
Interest expense	790	724
Movement in receivables relating to asset sales	-	-
Loss on revaluation of assets	-	324
Work in progress from previous year expensed	247	18
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(550)	(605)
(Increase)/decrease in prepayments	(74)	(19)
(Increase)/decrease in accrued income	(1,425)	(1,087)
Increase/(decrease) in trade and other payables	1,834	121
(Increase)/decrease in inventories	(2)	(1)
Increase/(decrease) in provisions	(451)	334
Net cash provided by/(used in) operating activities	22,290	11,233

Note 29 Financing arrangements

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

Note 30 Commitments

The Council has entered into the following commitments

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

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

Note 31 Operating leases

	2017	2016
	\$'000	\$'000

(a) Operating lease commitments

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

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

(b) Operating lease receivables

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

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

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

Note 32 Superannuation

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

**Accumulation**

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

**Defined Benefit**

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

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

**Funding arrangements**

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

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

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

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

**Employer contributions**

**Regular contributions**

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

**Funding calls**

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

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

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

**2016 Interim actuarial investigation surplus amounts**

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

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

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

**2017 Full triennial**

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

Note 32 Superannuation (cont.)

Future superannuation contributions

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

Note 33 Contingent liabilities and contingent assets

Contingent liabilities

- Council has a bank guarantee to the value of \$15,000 in favour of the Department of Environment and Primary Industries. This guarantee is for an extractive mining licence in relation to the Allen's Gravel Pit.
- Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 32. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

Contingent assets

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

Note 34 Financial instruments

(a) Objectives and policies

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

(b) Market risk

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

*Interest rate risk*

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

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

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

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

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

(c) Credit risk

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

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

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

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

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in note 33.

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

(d) Liquidity risk

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

To help reduce these risks Council:

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

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 33, and is deemed insignificant based on prior periods' data and current assessment of risk.

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

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 26.

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

Note 34 Financial instruments (cont.)

e) Fair value

Fair value hierarchy

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

(f) Sensitivity disclosure analysis

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

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

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

Note 35 Related party transactions

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

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

Councillors

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

Chief Executive Officer and other Key Management Personnel

- Robert Croxford
- Philip Jeffrey
- Danny Colgan
- Satwinder Singh Sandhu

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

(ii)	Remuneration of Key Management Personnel	2017 \$'000	2016 \$'000
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Total remuneration of key management personnel was as follows:

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

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

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

(iii)	Transactions with related parties
-------	-----------------------------------

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

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

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



Note 35 Related party transactions (cont.)

- (iv) Outstanding balances with related parties  
There was no outstanding balance with related parties at balance date.
- (vi) Loans to/from related parties  
No loans have been made, guaranteed or secured by the Council to a Responsible Person during the reporting year.
- (vii) Commitments to/from related parties  
There was no commitments in existence at balance date that have been made, guaranteed or secured by the council to/from a related party.
- (viii) Senior Officer Remuneration  
A Senior Officer is an officer of Council, other than Key Management Personnel, who:  
a) has management responsibilities and reports directly to the Chief Executive; or  
b) whose total annual remuneration exceeds \$142,000 (2016 - \$139,000)

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

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

Note 36 Events occurring after balance date

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

## Certification of the Financial Statements 2016/17

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

*Steven Ivelja CPA*  
**Principal Accounting Officer**

**Dated:** 6 September 2017

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

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

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

*Tonia Dudzik*  
**Councillor**

**Dated:** 6 September 2017

*David Edwards*  
**Councillor**

**Dated:** 6 September 2017

*Rob Croxford*  
**Chief Executive Officer**

**Dated:** 6 September 2017

### 11.1.2 Adoption “in principle” of the 2016/17 Performance Statement for submission to the Victorian Auditor-General for certification

#### Introduction

File No.: 02/02/002  
Author: John Whitfield  
General Manager: Danny Colgan

#### Background

The 2016/17 Performance Statement has been prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* for adoption “in principle” by Council for submission to the Auditor-General for certification.

Legislation was introduced in early 2014 which set up the requirement for Councils to report on their performance through their annual report to their community.

Pursuant to Section 131(4) of the *Local Government Act 1989*, the performance statement in the annual report must—

- (a) contain the following—
  - (i) for the services funded in the budget for the financial year reported on, the prescribed indicators of service performance required by the regulations to be reported against in the performance statement and the prescribed measures relating to those indicators;
  - (ii) the prescribed indicators of financial performance and the prescribed measures relating to those indicators;
  - (iii) the prescribed indicators of sustainable capacity performance and the prescribed measures relating to those indicators;
  - (iv) results achieved for that financial year in relation to those performance indicators and measures referred to in subparagraphs (i), (ii) and (iii);
  - (v) any other information required by the regulations; and
- (b) be prepared in accordance with the regulations.

#### Proposal

In accordance with Council's governance protocols, the Performance Statement as attached to this report was presented to Council's Audit and Risk Committee on Tuesday 5 September 2017 for review and recommendation to Council for adoption “in principle” and authorisation for two Councillors, being the Councillor members of the Audit Committee, and the Chief Executive Officer to sign the audited statements.

The Performance Statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results for the 2016/17 year.

Overall there are 30 performance indicators that have been mandated for an independent audit. Of these indicators six (6) relate to sustainable capacity, twelve (12) relate to service performance and twelve (12) relate to financial performance.

The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. This is the third year of reporting under the new framework. As such, the performance indicator results for 2016/17 will be compared to the results for the previous two financial years.

The forecast figures included in the performance statement are those adopted by Council in its Strategic Resource Plan on 5 July 2017 and which forms part of the 2017/18 Annual Budget and the Council Plan 2017-2021. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term.

In relation to the Financial Performance Indicators, some of the major trends include;

- E1 Revenue Level – In 2016/17, average residential rates per residential property assessments amounted to \$1,512.85. The forward outlook for future years will be impacted by rate capping, and the calculation basis used for calculating rate revenue in future years.
- L1 Working Capital – In the 2016/17 year, Council's working capital ratio of 163.58% was lower compared to previous years due to being unfavourably impacted by timing delays. Council decided to defer \$2.790m in loan borrowings until the 2017/18 year (as a result of receiving an early payment of Financial Assistance Grants in 2016/17). In addition to this, the construction of Halletts Way in 2016/17 was budgeted to be funded partly from Developer Contributions. As at 30 June 2017, an estimated \$2.385m in Developer Contributions were yet to be received.
- L2 Unrestricted cash – Unrestricted cash levels are at 37.46% as at 30 June 2017, which is low but still an improvement from 2016. The result would have been better if not for a few timing variances. This included \$0.972m in overpayments made to the SRO relating to the Fire Services Property Levy (this amount was subsequently repaid to Moorabool Shire in early July 2017). In addition to this, Council had \$1.606m in Flood Recovery payments owing that were not received by 30 June. Also, Council decided to defer \$2.790m in loan borrowings from the 2016/17 year to the 2017/18 year (as a result of receiving early payment of Financial Assistance Grants in 2016/17). Lastly, the construction of Halletts Way in 2016/17 was budgeted to be funded partly from Developer Contributions. As at 30 June 2017, an estimated \$2.385m in Developer Contributions were yet to be received.
- O2 Loans and Borrowings – As at 30 June 2017, loans and borrowings were 43.93% of rate revenue. This is a decrease from 2015/16 due to the deferral of \$2.790m in loan borrowings to the 2017/18 financial year.

- OP1 Adjusted Underlying Result – The adjusted underlying surplus for 2016/17 is 7.44%. This positive result is skewed due to the early payment of Financial Assistance Grants which inflated recurrent revenues by \$3.045m in the 2016/17 reporting year. If the impact of the early payment of Financial Assistance Grants is removed, Moorabool Shire would have generated an underlying surplus of 1.30% which still represents an overall positive trend movement.

### Policy Implications

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business and Systems

The proposal to present the 2016/17 Performance Statement to Council is consistent with the Council Plan 2017-2021.

### Financial Implications

There are no financial implications from this report. The preparation and presentation of the 2016/17 Performance Statement has been performed within the allocated budget.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Inadequate performance by Council	Inability to meet attainable levels of performance	Medium	Systems, processes and measures to provide comprehensive performance information that meets the needs of a number of audiences

### Communications Strategy

The Performance Statement will be presented to the Victorian Auditor General's Office for review and certification. The Performance Statement will form part of the Council's Annual Report which will be lodged with the Minister for Local Government prior to 30 September 2017. The Annual Report will be made publically available on Council's website and at all office locations early in October 2017.

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – John Whitfield*

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

### **Conclusion**

The 2016/17 Performance Statement has been prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* for adoption “in principle” by Council for submission to the Auditor-General for certification.

At the time of printing this document, Council’s Performance Statement was included on the Agenda for consideration at the Audit and Risk Committee Meeting on Tuesday 5 September 2017, with a recommendation that the Audit and Risk Committee recommend that Council adopts the statement “in principle”.

Following a resolution, the Performance Statement will then be submitted to the Auditor-General for certification. Council is also required to authorise two Councillors to sign the Performance Statement on behalf of Council, as required under the *Local Government Act 1989*.

It is practice for the Councillor members of the Audit and Risk Committee to sign the certified statements on behalf of Council.

**Recommendation:**

**That Council, in accordance with S. 132 of the *Local Government Act 1989*:**

- 1. adopts 'in principle' the 2016/17 Performance Statement and submits the Performance Statement, subject to no material change, to the Victorian Auditor-General for certification; and**
- 2. authorises the Council's Audit and Risk Committee Representatives, Cr. Dudzik and Cr. Tatchell, to certify the 2016/17 Performance Statement in its final form, after any changes recommended, or agreed to by the Auditor, have been made.**

---

**Report Authorisation**

**Authorised by**

**Name:**

**Title:**

**Date:**

Danny Colgan

General Manager Social & Organisational Development

Wednesday, 30 August 2017

# Attachment - Item 11.1.2



# 2016-17 Performance Statement

## Description of municipality

Moorabool Shire is a fast growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong.

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

The population of Moorabool Shire in 2016 is 32,311. More than half the population lives in Bacchus Marsh and surrounds (18,535). The Shire's second largest population can be found in and around Ballan (3,010). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire.

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

## Sustainable Capacity Indicators - for the year ended 30 June 2017

LGV Ref	Indicator / measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
C1	Population Expenses per head of municipal population [Total expenses / Municipal population]	\$1,352.32	\$1,410.85	\$1,400.93	No Material Variations
C2	Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$12,782.93	\$14,704.57	\$13,417.99	No Material Variations
C3	Population density per length of road [Municipal population / Kilometres of local roads]	21.48	21.97	22.48	No material variation
C4	Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$903.51	\$1,089.31	\$1,042.59	No Material Variations
C5	Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$431.03	\$268.03	\$445.23	The early payment of Financial Assistance Grants in the 2016/17 year is the primary reason for the increase in this ratio.
C6	Disadvantage Relative Socio-Economic Disadvantage [Index of Relative Socio-Economic Disadvantage by decile]	7.00	7.00	7.00	No Material Variations

# 2016-17 Performance Statement

## Sustainable Capacity Indicators – Definitions

"Adjusted underlying revenue" means total income other than:

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

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

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

"Population" means the resident population estimated by council

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

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

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

"Unrestricted cash" means all cash and cash equivalents other than restricted cash.

# 2016-17 Performance Statement

## Service Performance Indicators - for the year ended 30 June 2017

LGV Ref	Service / indicator / measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
AF6	<p>Aquatic Facilities Utilisation</p> <p>Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]</p>	0.28	0.23	0.26	Bacchus Marsh and Ballan Pool had a small decrease in their utilisation compared to the previous year. This was largely due to the pools not being open on cooler days (below 25 degrees) resulting in lower attendances.
AM4	<p>Animal Management Health and safety</p> <p>Animal management prosecutions [Number of successful animal management prosecutions]</p>	0.00	0.00	2.00	Prosecutions are undertaken as a last resort, our process is to work with offenders to comply with legislation. There were however 2 animal management prosecutions for the reporting
FS4	<p>Food Safety Health and safety</p> <p>Critical and major non-compliance outcome notifications</p> <p>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</p>	89.00%	83.33%	94.74%	From 1 July 2016, 'Critical and major non-compliance outcome notifications' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year.
G5	<p>Governance Satisfaction</p> <p>Satisfaction with council decisions</p> <p>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p>	50.00	48.00	49.00	No Material Variations
HC6	<p>Home and Community Care (HACC) Participation</p> <p>Participation in ACC service</p> <p>[Number of people that received a HACC service / Municipal target population for HACC services] x100</p>	30.24%	32.67%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
HC7	<p>Participation</p> <p>Participation in ACC service by CALD people</p> <p>[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100</p>	12.98%	18.97%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs

## 2016-17 Performance Statement

LGV Ref	Service / indicator / measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
LB4	Libraries Participation Active library members [Number of active library members / Municipal population] x100	12.00%	9.24%	9.18%	No Material Variations
MC4	Maternal and Child Health (MCH) Participation Participation in the C service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	82.00%	76.86%	77.28%	No Material Variations
MC5	Participation Participation in the C service by Aboriginal children  [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	78.00%	71.79%	71.79%	These figures are provided by the Municipal Association of Victoria from their Child Development Information System (CDIS)
R5	Roads Satisfaction Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	43.00	47.00	43.00	No Material Variations
SP4	Statutory Planning Decision making Council planning decisions upheld at VCA [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	89.00%	27.27%	33.33%	There were fewer contentions applications in the current reporting period, leading to a greater number of Council decisions being upheld over the previous period
WC5	Waste Collection Waste diversion Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	33.00%	35.07%	36.91%	No Material Variations

# 2016-17 Performance Statement

## Service Performance Indicators - Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"Active library member" means a member of a library who has borrowed a book from the library

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

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

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

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

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

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

"Food premises" has the same meaning as in the Food Act 1984

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

"HACC service" means home help, personal care or community respite provided under the HACC program

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

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

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

"Population" means the resident population estimated by council

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

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

# 2016-17 Performance Statement

## Financial Performance Indicators - for the year ended 30 June 2017

LGV Ref	Dimension / indicator / measure	Results	Results	Results	Forecasts				Material Variations and Comments
		2015	2016	2017	2018	2019	2020	2021	
E1	Efficiency Revenue level Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$1,392.85	\$1,460.85	\$1,512.85	\$1,543.16	\$1,574.08	\$1,605.54	\$1,637.65	No Material Variations
	E2	Expenditure level E expenses per property assessment [Total expenses / Number of property assessments]	\$2,665.52	\$2,677.65	\$2,798.23	\$2,731.44	\$2,779.64	\$2,939.64	
E3	Workforce turnover Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	8.89%	9.91%	14.98%	8.99%	8.79%	8.73%	8.65%	A number of long-serving staff retired or left Council during the 2016/17 year.
L1	Liquidity Working capital Current assets compared to current liabilities [Current assets / Current liabilities] x100	183.45%	195.20%	163.58%	221.80%	242.49%	264.42%	210.68%	This ratio was unfavorably impacted by timing delays. Council decided to defer \$2.790m in loan borrowings until the 2017/18 year (as a result of receiving an early payment of Financial Assistance Grants in 2016/17). In addition to this, the construction of Halletts Way in 2016/17 was budgeted to be funded partly from Developer Contributions. As at 30 June 2017, an estimated \$2.385m in Developer Contributions were yet to be received.

## 2016-17 Performance Statement

LGV		Results	Results	Results	Forecasts				Material Variations and Comments
Ref	Dimension / indicator / measure	2015	2016	2017	2018	2019	2020	2021	
L2	Unrestricted cash Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	42.66%	33.65%	37.46%	111.92%	170.66%	194.63%	160.04%	Unrestricted cash levels were low due a number of timing related issues. This included \$0.972m in overpayments made to the SRO relating to the Fire Services Property Levy (this amount was subsequently repaid to Moorabool Shire in early July 2017). In addition to this, Council had \$1.606m in Flood Recovery payments owing that were not received by 30 June. Also, Council decided to defer \$2.790m in loan borrowings from the 2016/17 year to the 2017/18 year (as a result of receiving early payment of Financial Assistance Grants in 2016/17). Lastly, the construction of Halletts Way in 2016/17 was budgeted to be funded partly from Developer Contributions. As at 30 June 2017, an estimated \$2.385m in Developer Contributions were yet to be received.
O1	Obligations Asset renewal Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100	99.79%	118.98%	104.74%	112.38%	101.48%	93.72%	139.89%	Asset renewal expenditure for the 2017 Actual was greater than anticipated due in large part to the receipt of additional Blackspot funding. Over the long term, asset renewal expenditure is expected to progressively increase. This is due to an increase in Councils capacity to internally fund asset renewal with a reduced reliance on government grants to fund future programs.
O2	Loans and borrowings Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	43.54%	51.28%	43.93%	47.95%	53.23%	53.97%	51.51%	Decreased due to a deferral of \$2.790m in loan borrowings to the 2017/18 financial year
O3	Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	8.84%	7.46%	7.17%	6.72%	5.85%	5.67%	4.25%	No aterial Variations

## 2016-17 Performance Statement

LGV Ref	Dimension / indicator / measure	Results 2015	Results 2016	Results 2017	Forecasts				Material Variations and Comments
					2018	2019	2020	2021	
O4	<p>Indebtedness</p> <p>Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100</p>	41.11%	44.51%	37.68%	44.95%	49.68%	51.36%	38.89%	Decreased due to a deferral of \$2.790m in loan borrowings to the 2017/18 financial year. In addition to this, a number of long-serving staff retired or left Council during the 2016/17 year resulting in a reduction in the value of non-current employee entitlements.
OP1	<p>Operating position</p> <p>Adjusted underlying result</p> <p>Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</p>	-0.43%	-2.64%	7.44%	1.68%	2.45%	-0.64%	2.28%	The underlying result is skewed due to the early payment of Financial Assistance Grants which inflated recurrent revenues by \$3.045m in the 2016/17 reporting year. If the impact of early payment of Financial Assistance Grants is removed, Moorabool Shire would have generated an underlying surplus of 1.30% which represents an overall positive trend movement.
S1	<p>Stability</p> <p>Rates concentration</p> <p>Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100</p>	66.36%	70.41%	63.31%	70.28%	69.89%	69.54%	69.21%	The early payment of Financial Assistance Grants in the 2016/17 year is the primary reason for the reduction in this ratio.
S2	<p>Rates effort</p> <p>Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100</p>	0.48%	0.50%	0.49%	0.49%	0.50%	0.50%	0.50%	No Material Variations



# 2016-17 Performance Statement

## Financial Performance Indicators – Definitions

"Adjusted underlying revenue" means total income other than:

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

"Adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

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

"Current assets" has the same meaning as in the AAS

"Current liabilities" has the same meaning as in the AAS

"Non-current assets" means all assets other than current assets

"Non-current liabilities" means all liabilities other than current liabilities

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

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

"Population "means the resident population estimated by council

"Rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"Recurrent grant "means a grant other than a non-recurrent grant

"Residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

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

"Unrestricted cash" means all cash and cash equivalents other than restricted cash.

# 2016-17 Performance Statement

## Other Information - Basis of preparation

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

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

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

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

DRAFT

# 2016-17 Performance Statement

## Certification of the performance statement

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

**Steven Ivelja CPA**  
**Principal Accounting Officer**  
**Dated:** 6 September 2017

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

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

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

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

**Cr. Tonia Dudzik**  
**Councillor**  
**Dated:** 6 September 2017

**Cr. Paul Tatchell**  
**Councillor**  
**Dated:** 6 September 2017

**Rob Croxford**  
**Chief Executive Officer**  
**Dated:** 6 September 2017

# 2016-17 Performance Statement

## Independent Auditor's Report

To be provided

DRAFT

### 11.1.3 2017 Governance and Management Checklist

#### Introduction

File No.: 02/06/011  
Author: John Whitfield  
General Manager: Danny Colgan

#### Background

The 2017 Governance and Management Checklist (Checklist) is a component of the relatively new Local Government Performance Reporting Framework (LGPRF) and is a requirement of Section 131(3) of the *Local Government Act 1989* and Regulation 12 of the *Local Government (Planning and Reporting) Regulations 2014*.

Section 131(3)(ii) provides that Council must contain in its report of operations the results, in the prescribed form, of the Council's assessment against the prescribed governance and management checklist and indicators. The checklist is then certified by the Mayor and Chief Executive Officer.

#### Proposal

The Governance and Management Checklist as attached to this report contains 24 items relating to Council plans, policies, strategies, frameworks and reporting. This checklist is reviewed by the Chief Executive Officer and presented to both the Audit and Risk Committee and Council for adoption prior to its incorporation into Council's 2016/17 Annual Report. It is also submitted to Local Government Victoria and published on the 'Know Your Council' website.

Overall, from the 24 listed items on the Checklist, 23 items are established and in operation, with the remaining item in progress. The item currently in progress relate is a Disaster Recovery Plan with this plan expected to be finalised early in the 2017/18 financial year.

#### Policy Implications

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business and Systems

The Governance and Management Checklist is consistent with the Council Plan 2017-2021.

#### Financial Implications

There are no financial implications relating to the 2017 Governance and Management Checklist.

## **Communications Strategy**

The Governance and Management Checklist will be published in Council's Annual Report and available for review on the Local Government Victoria "Know Your Council" website.

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – John Whitfield*

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

## **Conclusion**

The 2017 Governance and Management Checklist has been prepared and certified by the Mayor and Chief Executive Officer in accordance with *Local Government Act 1989*.

At the time of printing this document, Council's Governance and Management Checklist was included on the Agenda for consideration at the Audit and Risk Committee Meeting on Tuesday 5 September 2017, with a recommendation that the Audit and Risk Committee recommend that Council adopts the Checklist prior to its inclusion to the 2016/17 Annual Report and submission to Local Government Victoria for publication on the "Know Your Council" website.

**Recommendation:**

**That Council adopts the 2017 Governance and Management Checklist for inclusion in the 2016/17 Annual Report and submission to Local Government Victoria for publication on the “Know Your Council” website.**

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**Report Authorisation**



**Authorised by**

**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday, 15 August 2017

# Attachment - Item 11.1.3



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

Column 1 Governance and Management Items	Column 2 Assessment
1 <b>Community engagement policy</b> (policy outlining council's commitment to engaging with the community on matters of public interest)	Policy <input checked="" type="checkbox"/> Date of operation of current policy: 2/03/2016
2 <b>Community engagement guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	Guidelines <input checked="" type="checkbox"/> Date of Operation of current guidelines: 2/03/2016
3 <b>Strategic Resource Plan</b> (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act <input checked="" type="checkbox"/> Date of adoption: 05/07/2017
4 <b>Annual budget</b> (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act <input checked="" type="checkbox"/> Date of adoption: 05/07/2017
5 <b>Asset management plans</b> (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans <input checked="" type="checkbox"/> Date of operation of current plans: Road Asset Management Plan - 5/06/2013 Buildings & Structures Asset Management Plan - 3/12/2014 Drainage Asset Management Plan - 3/12/2014 Recreation & Open Space Asset Management Plan - 3/12/2014

Column 1 Governance and Management Items	Column 2 Assessment
6 <b>Rating strategy</b> (strategy setting out the rating structure of Council to levy rates and charges)	Strategy <input checked="" type="checkbox"/> Date of operation of current strategy: 04/05/2016
7 <b>Risk policy</b> (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy <input checked="" type="checkbox"/> Date of operation of current policy: 12/12/2013
8 <b>Fraud policy</b> (policy outlining council's commitment and approach to minimising the risk of fraud)	Policy <input checked="" type="checkbox"/> Date of operation of current policy: 24/10/2016
9 <b>Municipal emergency management plan</b> (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> <input checked="" type="checkbox"/> Date of preparation: 3/05/2017
10 <b>Procurement policy</b> (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act 1989</i> <input checked="" type="checkbox"/> Date of approval: 7/12/2016
11 <b>Business continuity plan</b> (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Plan <input checked="" type="checkbox"/> Date of adoption: 23/06/2016
12 <b>Disaster recovery plan</b> (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	No current plan in operation <input checked="" type="checkbox"/> Reason: A Disaster Recovery Plan is currently being developed, and procedures are in place for recovery of business systems and data in the event of disaster.

Column 1 Governance and Management Items	Column 2 Assessment
13 <b>Risk management framework</b> (framework outlining council's approach to managing risks to the Council's operations)	Framework Date of operation of current framework: 25/03/2015 <input checked="" type="checkbox"/>
14 <b>Audit Committee</b> (advisory committee of council under section 139 of the Act whose role is to oversee the integrity of a council's financial reporting, processes to manage risks to the council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act <input checked="" type="checkbox"/> Date of establishment: 23/03/2004
15 <b>Internal audit</b> (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)	Engaged <input checked="" type="checkbox"/> Date of engagement: 5/08/2015
16 <b>Performance reporting framework</b> (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Framework <input checked="" type="checkbox"/> Date of operation of current framework: 1/07/2014
17 <b>Council Plan reporting</b> (report reviewing the performance of the council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Current Reports <input checked="" type="checkbox"/> Date reports presented: Quarter 1 - 7/11/2016 Quarter 2 - 1/02/2017 Quarter 3 - 3/05/2017 Quarter 4 - 2/08/2017
18 <b>Financial reporting</b> (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to council in accordance with section 138(1) of the Act <input checked="" type="checkbox"/> Date statements presented: Quarter 1 - 7/11/2016 Quarter 2 - 1/02/2017 Quarter 3 - 3/05/2017 Quarter 4 - 6/09/2017



Column 1 Governance and Management Items	Column 2 Assessment
19 <b>Risk reporting</b> (six-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Six-monthly Reports <input checked="" type="checkbox"/> Date of reports: Half year (Q2) - 8/02/2017 Full year (Q4) - 9/08/2017
20 <b>Performance reporting</b> (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Six-monthly Reports <input checked="" type="checkbox"/> Date of reports: Half year (Q2) - 8/02/2017 Full year (Q4) - 5/09/2017
21 <b>Annual report</b> (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Report presented to Council <input checked="" type="checkbox"/> Date statements presented: 5/10/2016
22 <b>Councillor Code of Conduct</b> (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act <input checked="" type="checkbox"/> Date reviewed: 8/02/2017
23 <b>Delegations</b> (a document setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with section 98(6) of the Act <input checked="" type="checkbox"/> Date of reviews: 5/07/2017, 4/09/2013
24 <b>Meeting procedures</b> (a local law governing the conduct of meetings of council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act <input checked="" type="checkbox"/> Date local law made: 29/06/2016

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



**Rob Croxford**

Chief Executive Officer

Dated: 26/07/2017.



**Cr David Edwards**

Mayor

Dated: 1 AUG 17

## 11.2 GROWTH AND DEVELOPMENT

### 11.2.1 Planning Permit Application PA2016-311 – Crown Allotment 5A, Section 10, Parish of Kerrit Bareet, Lyndhurst Street, Gordon; Three (3) Lot Subdivision.

<b>Application Summary:</b>	
Permit No:	PA2016-311
Lodgement Date:	15 December 2016
Planning Officer:	Tom Tonkin
Address of the land:	Crown Allotment 5A, Section 10, Parish of Kerrit Bareet Lyndhurst Street, Gordon 3345
Proposal:	Three (3) Lot Subdivision
Lot size:	2449sq m
Why is a permit required:	Clause 32.09-2 – Neighbourhood Residential Zone – subdivision Clause 42.01-2 – Environmental Significance Overlay – subdivision Clause 43.02-3 – Design and Development Overlay – subdivision
Restrictions registered on title:	None
<b>Public Consultation:</b>	
Was the application advertised?	The application was advertised due to the proposal's potential to cause material detriment.
Notices on site:	Two (2)
Notice in Moorabool Newspaper:	None
Number of Objections:	10
Consultation meeting:	Yes, held 20 March 2017 and attended by the applicant and several objectors. There were no subsequent changes made to the application.
<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Natural and Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building control.

<p><b>Strategy</b></p>	<p>Implement high quality, responsive, and efficient processing systems for planning and building applications</p> <p>Ensure that development is sustainable, resilient to change and respects the existing character.</p>
<p><b>Victorian Charter of Human Rights and Responsibilities Act 2006</b></p>	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
<p><b>Officer's Declaration of Conflict of Interests</b></p>	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Robert Fillisch</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Tom Tonkin</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
<p><b>Executive Summary:</b></p>	
<p>Application Referred?</p> <p>Any issues raised in referral responses?</p> <p>Preliminary Concerns?</p> <p>Any discussions with applicant regarding concerns</p> <p>Any changes made to the application since being lodged?</p> <p>VCAT history?</p> <p>Previous applications for the site?</p>	<p>Referred to external authorities and within Council.</p> <p>No</p> <p>No</p> <p>Not applicable</p> <p>No</p> <p>None</p> <p>None</p>

General summary	<p>The application is for a three (3) lot subdivision of the site, creating two 809sq m lots and an 831sq m lot. All lots would front Lyndhurst Street, be roughly rectangular in shape and have frontage widths of 18.44m to 23m.</p> <p>Objections to the proposal generally relate to neighbourhood character, the number of lots, pollution, traffic and infrastructure, and inconsistency with the Gordon Structure Plan.</p> <p>The proposal meets some of the relevant objectives of State and local planning policy and most ResCode requirements, subject to conditions. However, the proposal does not adequately respond to the site features and neighbourhood character of the area and is inconsistent with the purpose of the Neighbourhood Residential Zone and Design and Development Overlay, Schedule 5.</p> <p>Overall, the proposal is not site responsive, is an overdevelopment of the site and would detract from the amenity of the area.</p>
<b>Summary Recommendation:</b>	
<p>That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Refusal to Grant a Permit for this application in accordance with Section 61 of the <i>Planning and Environment Act 1987</i>, on the grounds detailed at the end of this report.</p>	

## Background

At its Ordinary Meeting of Council on 7 June 2017, Council resolved in relation to this application:

*“That the matter be deferred until the application in relation to Corbetts Road Gordon is determined by VCAT on 6 July 2017.”*

The application referred to in the resolution was for the eight (8) lot subdivision of 40 Corbetts Road under application PA2012-158. Council had resolved at the November 2016 OMC to refuse PA2012-158, following which the landowner appealed to VCAT for a review of Council's decision. Council's grounds of refusal were identical to the grounds recommended in this report.

Following the VCAT hearing on 6 July 2017, VCAT issued an order on 31 July 2017 affirming Council's decision and ordering that a permit not be granted for PA2012-158.

## Public Notice

Notice of the application was given to adjoining and nearby landowners by mail on 17 January 2017 and a sign erected on site from 27 January until 13 February 2017. 10 objections were received.

## Summary of Objections

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

Objection	Any relevant requirements
Does not meet the purpose of the zone.	Clause 32.09
<b>Officer's response -</b> This objection is addressed below.	
Increased air pollution created by more wood heaters given there is no gas supply.	Clause 65.01
<b>Officer's response -</b> The Responsible Authority must assess the application's effect on the amenity of the area, however there is no specific requirement for consideration of air quality. Issues regarding smoke from wood heaters would be dealt with by Council's Environmental Health officer as they arise under the Public Health and Wellbeing Act 2008.	
Increased traffic and associated noise and road damage	Clause 65.01
<b>Officer's response -</b> Approval of the application would include conditions requiring upgrades to the roads adjoining the site by the developer. The surrounding road network is considered capable of absorbing traffic associated with future dwellings facilitated by the proposal, and Council's Infrastructure unit consent to the application subject to conditions. Traffic associated with the proposal would not be considered unreasonable.	
Negative impact on visual amenity	Clause 43.02, Schedule 5
<b>Officer's response -</b> See discussion below.	
Negative impact on the village and rural character	Clauses 21.09-1, 32.09, 43.02 and 56.03-5
<b>Officer's response -</b> See discussion below.	
Lot sizes are too small to enable development which fits with the village character.	Clauses 21.09-1, 32.09, 43.02 and 56.03-5
<b>Officer's response -</b> See below for discussion of proposed lot sizes.	
Negative impact on neighbourhood character	Clauses 21.09-1, 32.09, 43.02 and 56.03-5



<b>Officer's response -</b> See below for discussion of proposed lot sizes.	
The proposal does not accord with the intent or the subdivision objectives of the Design and Development Overlay, Schedule 5.	Clause 43.02, Schedule 5
<b>Officer's response -</b> See discussion below.	
The proposal does not accord with surrounding landscape or environmental values.	Clauses 21.09-1 and 43.02, Schedule 5
<b>Officer's response -</b> See discussion below.	
Inappropriate subdivision density for Gordon township.	Clauses 21.09-1, 32.09, 43.02 and 56.03-5
<b>Officer's response -</b> See discussion below.	
The minimum lot size in Gordon is a minimum not an objective.	Clauses 32.09, Schedule 1 and 43.02, Schedule 5
<b>Officer's response -</b> See discussion below.	
Not in accordance with Gordon Structure Plan.	Clauses 32.09, Schedule 1 and 43.02, Schedule 5
<b>Officer's response -</b> See discussion below.	
Proximity to Paddock Creek	Clause 43.02, Schedule 5
<b>Officer's response -</b> See discussion below.	
Two lots would be acceptable	Clauses 32.09, Schedule 1 and 43.02, Schedule 5
<b>Officer's response -</b> Noted	

### Proposal

It is proposed to develop the site for a three (3) lot subdivision. Each lot would be roughly rectangular in shape, with frontages to Lyndhurst Street. Lot 1 would be 831sq m and Lots 2 and 3 each 809sq m. Frontage widths would be, respectively, 18.44m, 20.12m and 23.0m.

The proposed plan of subdivision and a survey plan are provided in **Attachment 11.2.1**.

## Site Description

The site is identified as Crown Allotment 5A, Section 10, Parish of Kerit Bareet and known as Lyndhurst Street, Gordon. The site has an area of 2449sq m and is a trapezoid shape, with the following dimensions:

- 34.6m north boundary to Corbetts Road
- 61.56m east boundary to Lyndhurst Street
- 46.49m south boundary
- 60.4m west boundary.

The site is on the southwest corner of Corbetts Road and Lyndhurst Street and currently vacant. The site falls from the northwest to the southeast by approximately 6.8m and is predominantly cleared apart from two medium sized exotic trees near the northeast corner. There is currently no constructed vehicle access to the site. The site is not encumbered by any easements.

Lyndhurst Street and Corbetts Road are unsealed, the former with swale drains.

The site is towards the northern periphery of the Gordon township in the Neighbourhood Residential Zone. Lot sizes in the area vary significantly, reflecting varied zoning, old irregular subdivisions and more recent residential subdivisions. Recent nearby subdivisions have created lots greater than 1200sq m, although in and around Main Street there have been recent subdivisions creating smaller lots. Whilst many lots in this part of Gordon are developed with dwellings, the typically generous lot sizes, established trees, undulating and hilly topography and low scale of development contribute to a distinctly semi-rural character. This is further enhanced by nearby patches of forested land and cleared grazing and horticultural land.

To the north of the site, across Corbetts Road, is a residential agricultural landholding of approximately 7.5ha.

To the west is a vacant lot of approximately 2650sq m fronting Corbetts Road. To the south is an old Crown allotment of approximately 930sq m occupied by a shed, beyond which is Paddock Creek reserve.

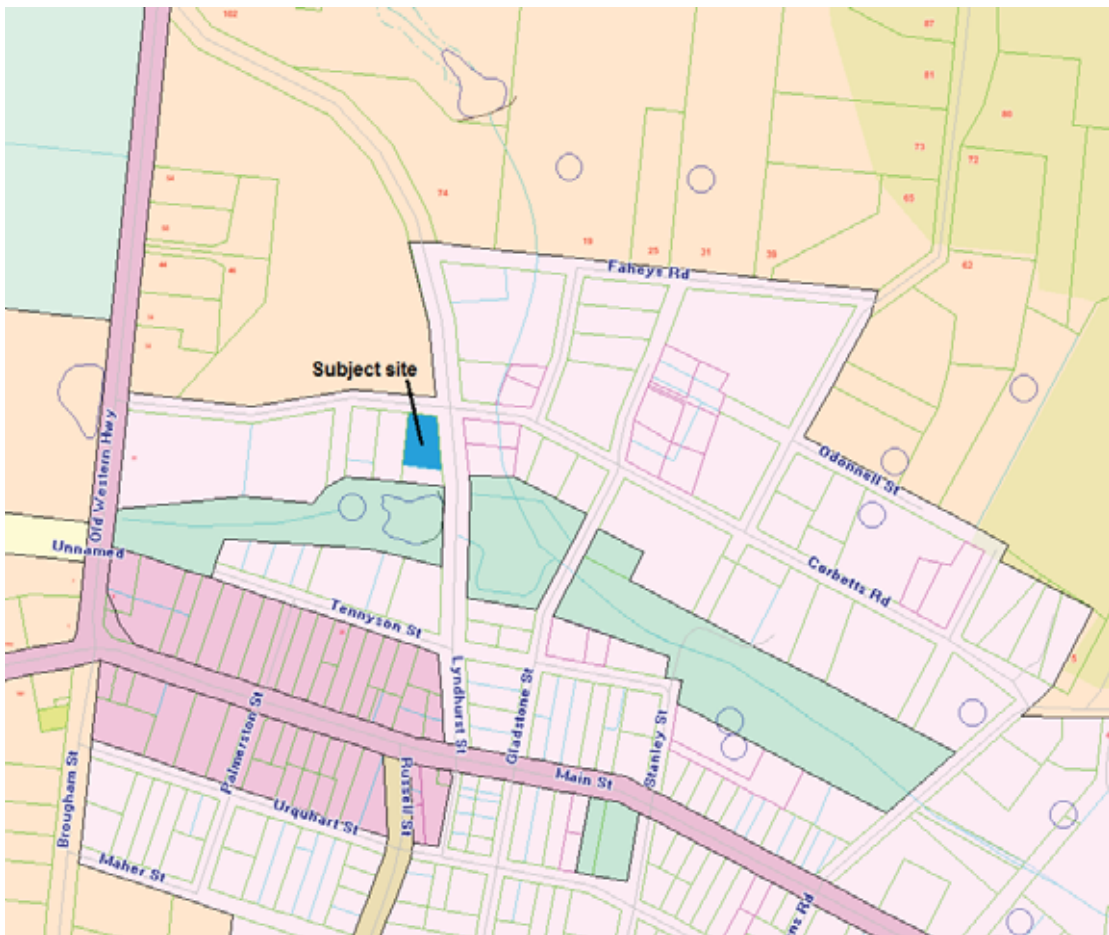
To the east, across Lyndhurst Street are lots of 1792sq m and 1912sq m, the latter containing a dwelling and ancillary outbuildings.

Diagonally opposite to the northeast, on the corner of Lyndhurst Street and Corbetts Road is a lot of approximately 2400sq m containing a dwelling and ancillary outbuildings.



### Locality Map

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



## Planning Scheme Provisions

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

The relevant clauses are:

- 11.07-2 Peri-urban areas
- 11.08 Central Highlands
- 12.04-2 Landscapes
- 14.02 Water
- 15.01-3 Neighbourhood and subdivision design
- 15.01-5 Cultural identity and Neighbourhood character
- 16.01-1 Integrated housing
- 16.01-2 Location of residential development
- 21.02-.3 Water and Catchment Management
- 21.03-2 Urban Growth Management
- 21.03-3 Residential Development
- 21.03-4 Landscape and Neighbourhood Character
- 21.09-1 Gordon
- 22.02 Special Water Supply Catchments.

The proposal does not properly satisfy all relevant sections of the SPPF and LPPF, particularly regarding neighbourhood character and the protection of landscape values.

SPPF	Title	Response
Clause 11.07-2	Peri-urban areas	Moorabool is a peri-urban shire. The proposed development does not adequately respond to the character and amenity of this area of Gordon.
Clause 15.01-3	Neighbourhood and subdivision design	The proposal does not respond positively to the character of the area.
Clause 15.01-5	Cultural identity and neighbourhood character	The proposal does not respond positively to the character of the area.
LPPF		
Clause 21.03-4	Landscape and neighbourhood character	The proposal does not respond positively to the character of the area.

## Zone

The subject site is in the Neighbourhood Residential Zone, Schedule 1.

The purpose of the Zone is:

- *To implement the SPPF and the LPPD, including the Municipal Strategic Statement and local planning policies.*
- *To recognise areas of predominantly single and double storey residential development.*
- *To limit opportunities for increased residential development.*



- *To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.*
- *To implement neighbourhood character policy and adopted neighbourhood character guidelines.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Under Clause 32.09-3 a permit is required to subdivide land. An application to subdivide land must meet the relevant requirements of Clause 56 for residential subdivision.

Overall, the proposed subdivision is inconsistent with the Neighbourhood Residential Zone provisions.

**Overlays**

The site is affected by Environmental Significance Overlay, Schedule 1 (ESO1), Design and Development Overlay, Schedules 2 and 5 (DDO2 & 5) and Significant Landscape Overlay, Schedule 2 (SLO2).

The ESO1 applies to land in a Special Water Supply Catchment. Under Clause 42.01-2 a permit is required to subdivide land. Reticulated sewer is available, and subject to conditions the proposal would meet the requirements of this overlay.

The DDO5 applies to the Gordon township and rural surrounds. Under Clause 43.02-3 a permit is required to subdivide land. Overall, the proposal is inconsistent with the DDO5 provisions.

The DDO2 applies to development using reflective exterior cladding and is not relevant to this proposal.

Under the SLO2 there is no permit requirement for subdivision.

**Particular Provisions**

Clause 52.01 Public Open Space Contribution and Subdivision

Under Clause 52.01 the proponent must pay a contribution to Council for public open space, being a percentage of the site value. If a permit were to be granted it is recommended that a condition require payment of a 5% contribution.

Clause 56 Residential Subdivision

Subject to standard permit conditions, the proposal would comply with the relevant ResCode (Clause 56) provisions, except for the following:

ResCode Clause	Title	Response
56.03-5	Neighbourhood character objective	The proposed subdivision does not support the development of the site in a manner consistent with the surrounding neighbourhood character.

## Discussion

The Central Highlands Regional Growth Plan (Victorian Government 2014) identifies Gordon as a small town in the Ballarat hinterland. The proposal would facilitate consolidated growth within the existing township and take advantage of existing infrastructure, in particular reticulated sewer. The proposed lot sizes would contribute to lot diversity and housing choice in Gordon. However, growth must be balanced with the need for new development to respect the existing neighbourhood character and integrate with the surrounding environment.

The subject site and surrounding land is in the Neighbourhood Residential Zone, Schedule 1 (NRZ1). The purpose of the NRZ includes the following:

- *To implement the SPPF and the LPPF, including the Municipal Strategic Statement and local planning policies.*
- *To recognise areas of predominantly single and double storey residential development.*
- *To limit opportunities for increased residential development.*
- *To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.*

The purpose of the NRZ indicates that a balance must be achieved in responding to the range of applicable policies, but importantly growth must be site responsive.

Gordon is in a Special Water Supply Catchment, and under the Environmental Significance Overlay a permit is required to subdivide land. Reticulated sewer is available and a condition of any approval would require all lots to be connected to sewer.

The application was referred to the relevant water authorities who consent to the proposal, and it is considered that, subject to conditions, the proposal does not present an unreasonable threat to drinking water quality.

Subject to conditions, the proposal complies with the relevant requirements of Clause 56 for residential subdivision, with the exception of neighbourhood character, as discussed below. All relevant referral authorities consent, subject to conditions.

Design and Development Overlay, Schedule 5 (DDO5) applies to the wider Gordon township, and provides design objectives for development and subdivision, including the following which are relevant to this application:

- *To protect the village character of the township.*
- *To protect the spacious character of the township by maintaining larger lot sizes.*

Pursuant to Clause 3.0 of DDO5 a permit is required to subdivide land, with a requirement for a minimum lot size of 800sq m to retain the spacious nature of the township. Clause 3.0 also states that:

- *Subdivision design should respond to existing site features and vegetation.*

- *Subdivision design is to respond to the pattern of development and the character of the township.*

Proposed lot sizes of 809sq m – 831sq m comply with the minimum lot size. However, the proposal is not considered to be sufficiently site responsive given the surrounding lot sizes and pattern of development, and landscape features including topography and vegetation, which all strongly contribute to the character of the area.

Pursuant to Clause 43.02-5 and 5.0 of DDO5 the following decision guidelines are relevant to this application, noting that references to development are also applicable to subdivision:

- *Whether subdivision will result in development which is not in keeping with the character and appearance of adjacent buildings, the streetscape or the area.*
- *Whether the development responds to the design objectives of the overlay.*
- *The contribution that the development makes to the preferred character of the area.*
- *The impact of the development on visual amenity both from adjoining properties and from within the township of Gordon.*
- *The impact of the landscaping and scale of new development, particularly in open areas and locations on exposed hill tops and slopes.*

As previously described, this part of Gordon has a distinctly semi-rural character, with a sense of spaciousness created by the lot sizes and spacing of dwellings, vegetation cover and hilly topography which allows for views across parts of Gordon including to and from the subject site. The proposed subdivision of the site to create three lots represents a relatively intensive scale of development given the character of the area.

The future development of each lot for a single dwelling would in no way be in keeping with the character of nearby development, the streetscape or the area more generally. Nearby lots developed with dwellings typically have not only comparatively wide frontages but also larger areas allowing for spacious boundary setbacks and space for tree plantings and outbuildings. The proposed subdivision would provide limited scope for future development to positively contribute to the character of the area as described above.

Rather, the proposal would introduce a distinctly urban character at odds with the village character of Gordon, and in particular the semi-rural character of this neighbourhood. Furthermore, the site is in a relatively exposed location when viewed from the southeast at least 250 metres away. This would exacerbate the appearance of future development and detract from the visual amenity of the area.

The site slopes generally from north to south, towards Paddock Creek. It is considered that the future development of a dwelling on each proposed lot would require earthworks which, given the relatively compact nature of the lots, would adversely affect the landscape character of the site and surrounds.

The proposed three lot subdivision does not satisfy the relevant provisions of the Moorabool Planning Scheme.

## General Provisions

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

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

## Referrals

The following referrals were made pursuant to s.55 of the Planning and Environment Act 1987 and Council's Infrastructure unit was provided with an opportunity to comment on the proposal.

Authority	Response
Barwon Water	Consent with conditions
Central Highlands Water	Consent with conditions
Powercor	Consent with conditions
Downer	Consent
Infrastructure	Consent with conditions

## Financial Implications

The recommendation of refusal of this application would not represent any financial implications for Council.

## Risk and Occupational Health and Safety Issues

The recommendation of refusal of this application does not implicate any risk or OH & S issues to Council

## Communications Strategy

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

## Options

An alternative recommendation would be to approve the application subject to conditions.

Approving the application may result in any of the objectors lodging an application for review of Council's decision with VCAT.

## Conclusion

The proposal does not adequately satisfy the relevant provisions of the Moorabool Planning Scheme, particularly regarding State and local planning policy for neighbourhood character, and the relevant zone and overlay provisions for the development of land in Gordon.



The proposed three lot subdivision is not considered to be adequately site responsive, with regard to the character and appearance of the area, and does not integrate appropriately with the surrounding area or enhance the amenity of the area.

Subdivision of the site may be appropriate, but the current application does not respond appropriately to the features of the site and surrounds and is an overdevelopment of the site.

**Recommendation:**

**That, having considered all matters as prescribed by the Planning and Environment Act, Council issues a Refusal to Grant a Permit for PA2016-311 for a three (3) lot subdivision at Crown Allotment 5A, Section 10, Parish of Kerrit Bareet, Lyndhurst Street, Gordon, on the following grounds:**

- 1. The subdivision does not meet the purpose of Clause 32.09 (Neighbourhood Residential Zone) of the Moorabool Planning Scheme.**
- 2. The subdivision does not meet the relevant design objectives, requirements and decision guidelines under Clause 43.02 (Design and Development Overlay, including Schedule 5) of the Moorabool Planning Scheme.**
- 3. The subdivision does not satisfy the relevant State Planning Policy Framework and Local Planning Policy Framework policies in the Moorabool Planning Scheme for neighbourhood character and landscape values.**
- 4. The subdivision does not meet the objective or standard of Clause 56.03-5 of the Moorabool Planning Scheme.**

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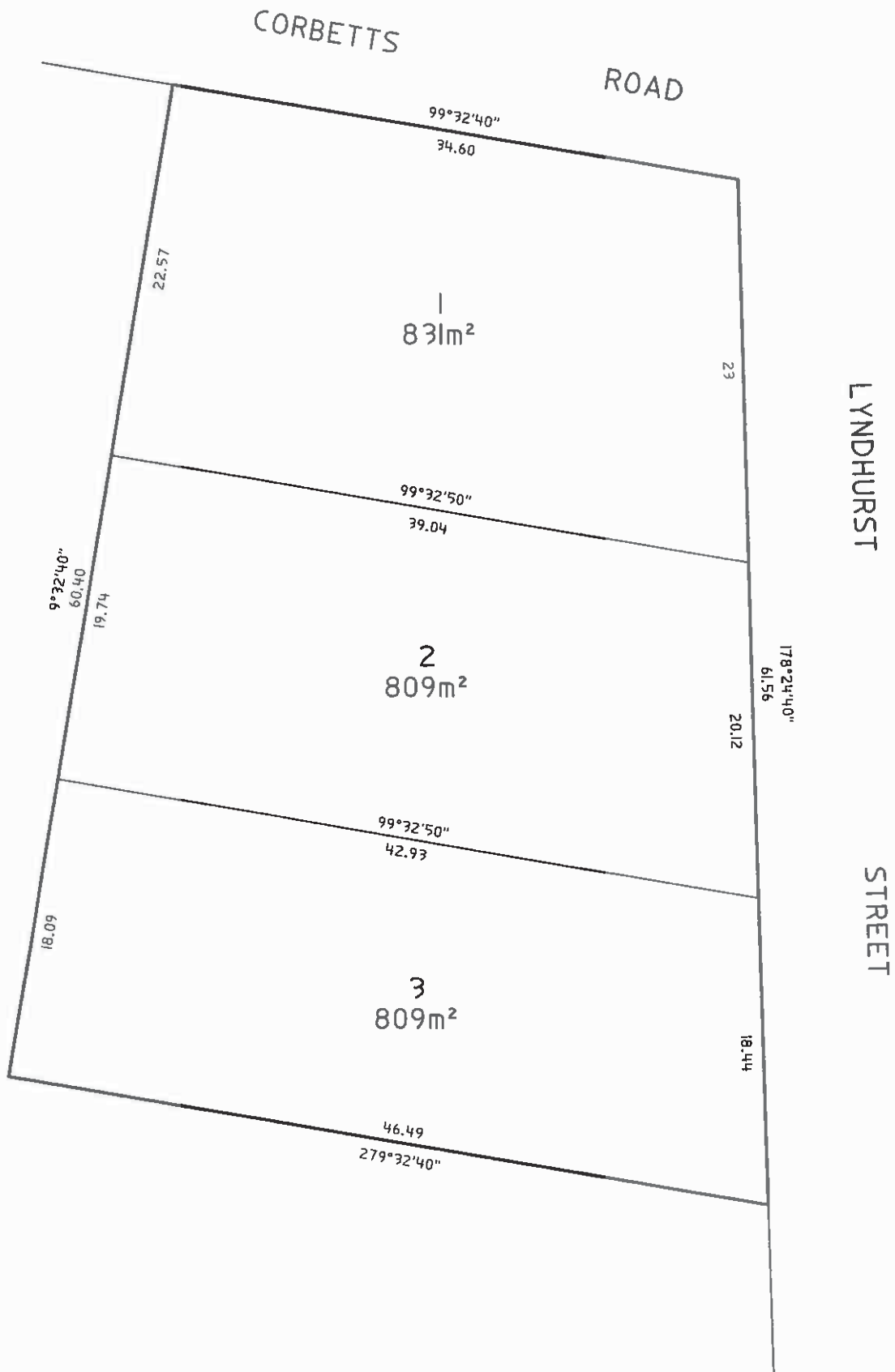
**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** 15 August 2017



# Attachment - Item 11.2.1



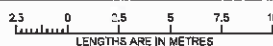
MGA94  
ZONE 54

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IAN A. BENT / VERSION No.1

## 11.2.2 West Moorabool Heritage Study Stage 2a

### Introduction

File No.: 13/01/001  
Author: Joe Morgan-Payler  
General Manager: Satwinder Sandhu

### Background

To facilitate the undertaking of the West Moorabool Heritage Study Stage 2A, Council applied for and received funding from Heritage Victoria to the value of \$100,000. Work on the study began in November 2013, in line with the various conditions of the funding agreement, and was completed in 2016.

The study is now ready to be progressed into the implementation phase. This report is not seeking a resolution for funding for the amendment process (as this is an adopted budget item in 2017/18), but rather, seeking adoption of the Study and authorisation to move into the amendment phase so that future work can proceed in line with the funding conditions.

#### History:

At the Ordinary Meeting of Council (OMC) in April 2016 it was resolved that the West Moorabool Heritage Study Stage 2a (the Study) be exhibited for a period of three months commencing in May 2016. Thereafter, it was also resolved that, post exhibition, a further report be presented to Council on the next steps including suggested changes to the Heritage Study resulting from submissions received and the next steps in implementing the Study findings.

The Study was publicly exhibited between June and August 2016. A mail out to all parties impacted by the Study, in terms of proposed heritage listings, occurred at the beginning of the consultation phase. Four public information sessions or community drop-ins were held between June and July 2016 at Blackwood, Ballan, Lal Lal and Bungaree. This process gave affected owners and other interested stakeholders an opportunity to gain further information about the study and to seek clarification on specific details. The Study authors and Council staff attended these sessions.

The Study was also available on the 'Have your say' website during the exhibition period.

Seventeen submissions were received and considered. Additional meetings and phone discussions with individual owners and Council staff and/or the consultants were also held during the period. The submissions and actions resulting from these are recorded in the table that is attached to this report (Attachment 11.2.2).

The Study was brought before Council at the December 2016 OMC. Due to the large financial implications of the study and uncertain budget conditions Council opted to receive the Study but not adopt at this time.

This raised some issue in regards to the conditions set out by Heritage Victoria that formed part of the contractual agreement coupled to the funding. The conditions included key time frames which have now been missed as well as a requirement for the Study to be seen through to an amendment in the planning scheme.

Following December's Council resolution, Heritage Victoria wrote to Council reminding Council of its responsibilities and strongly recommending that a solution be sought.

Council has since allocated a budget item to progress the work through the amendment phase in the recently adopted 2017-2018 budget.

Once the study is adopted, future implementation work in the form of amendment to planning scheme will be achieved through the allocated budget item.

### **Area covered by Stage 2a.**

As Stage 2 was to be split due to limited funding, priorities for the first phase of the study were put forward to the Moorabool Heritage Advisory Committee (MHAC). Areas targeted were those most likely to be effected in the shorter term by Moorabool 2041 and also to those settlements that contained unique and rich elements of local heritage. As a result, Stage 2a targeted:

- Heritage precincts (Ballan; Blackwood; Lal Lal).
- Individual heritage places in Blackwood.
- Individual heritage places between Ballan and Ballarat along the Western Freeway corridor.

### **Consultation**

As part of the Study consultation during the exhibition period Council conducted a mail out to the 206 affected landowners, staged four public information sessions, ran the *Have Your Say* website and placed newspaper advertising.

There were 17 submissions. Of these 8 were broadly supportive but wanted minor changes to the listing and/or were requesting or providing further information.

The remaining 9 submissions objected to the listing entirely based on perceived repercussions of a heritage overlay and/or they challenged the heritage significance of the property and therefore the appropriateness of such an overlay.

It is important to note that there will be further opportunity for all parties to make submissions to the draft amendment to implement the study as well as likely Panel hearing (should Council resolve to request one)

The nine submitters will be notified of the next steps in the process.

### **Policy Implications**

The Council Plan 2017 - 2021 provides as follows:

**Strategic Objective 3:** Stimulating economic development

**Context 3A:** Land use planning.

The proposal is consistent with the 2017-2021 Council Plan.

### **Financial Implications**

A financial assistance (\$100,000) has been provided to Council by the State Government to enable the preparation of the Stage 2a study

However, a condition of this assistance was that Council undertake the planning scheme amendment to implement the Study. Council is expected to cover the costs associated with community consultation, preparation of planning scheme amendment documents, costs associated with exhibition, panel and changes prior to adoption of the planning scheme amendment, including the cost of any expert assistance it requires. Funding for the work was secured for 2017/18 budget.

### **Work required to complete following the adoption of the Stage 2a Study.**

- Securing funding for the future amendment stage
- Preparation of planning scheme amendment documents to implement the Study recommendations
- Exhibition and ultimate adoption of a planning scheme amendment to implement the Study.

It is important to note that in adopting the Study any landowner not satisfied with the heritage descriptions attached to their property will have a further opportunity to make comment when the draft amendment is prepared.

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

This Study will improve compliance and reduce financial and reputational risk to Council by identifying Council's statutory obligations in relation to heritage, as well as ways to improve staff understanding of their role in heritage.

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

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

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

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

*General Manager – Satwinder Sandhu*

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

*Author – Joe Morgan-Payler*

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

### **Conclusion**

The West Moorabool Heritage Study Stage 2a is comprehensive and adds considerably to the knowledge of Council and the community on local heritage.

The Study has been exhibited in accordance with Council's previous resolution and the submissions and information during this period have been considered in the revised final study document.

As a result, it is recommended that the document be adopted by Council and proceed into the amendment phase as tabled.

All affected stakeholders will be given further opportunity for consultation as part of any future planning scheme amendment to implement the recommended heritage overlays.

Additionally, it is recommended that during an amendment process the condition, integrity and significance of certain heritage places is confirmed, as appropriate by site visits (with permission from the respective owners) at that time.

### **Recommendation:**

#### **That Council:**

- 1. Adopt the West Moorabool Heritage Study Stage 2A, as tabled in Attachment 11.2.2 and authorises its publication on the Moorabool Shire Council web site.**
- 2. Seek authorisation from the Minister for Planning to prepare a planning scheme amendment to implement the recommendations of the West Moorabool Heritage Study Stage 2A.**
- 3. Request variation to the Heritage Victoria grant, as relevant, to address the timelines determined by funding of the draft amendment.**
- 4. Advise submitters to the West Moorabool Heritage Study of the status of the process and further opportunities for consultation.**

**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu

**Title:** General Manager Growth and Development


**Date:** Tuesday, 29 August 2017






# Attachment - Item 11.2.2

WMHS2A - ATTACHMENT 01: Comments and Actions resulting from Submissions Received

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
<p>01: 13-15 Golden Point Road Heritage Precinct</p> <p>25 Golden Point Road, Blackwood</p>	<ul style="list-style-type: none"> <li>Assessment should be revised as submitters claim the dwelling is an 1870s [?] miner's cottage.</li> </ul>	<ul style="list-style-type: none"> <li>We identified a late 20<sup>th</sup> century dwelling we believed to be located at 25 Golden Point Road as follows:</li> </ul>  <ul style="list-style-type: none"> <li>Aerial imagery supplied by the Shire during the Study did not clearly show dwelling on the property due to it being heavily treed.</li> <li>Figure 3 shown in the precinct report seems to show a cottage at 25 Golden Point Road in 1872 (see following):</li> </ul>	<ul style="list-style-type: none"> <li>Site visit was carried out and located a 19<sup>th</sup> century cottage on the site.</li> <li>Precinct information was updated to reflect the findings of the site visit.</li> </ul>

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
			
<p><b>02:</b> Simmons Reef Road Precinct 6-8 Simmons Reef Road</p>	<ul style="list-style-type: none"> <li>Water race filled in</li> </ul>	<ul style="list-style-type: none"> <li>The rear of the properties were not accessed during fieldwork, given they are private properties.</li> </ul>	<ul style="list-style-type: none"> <li>The Simmons Reef Road Precinct was updated to include that the water race had been filled in.</li> </ul>
<p><b>03:</b> Additional Places</p> <p>322 Bungaree Wallace Rd, Bungaree (Bungaree General Store)</p> <p>Tinney Brothers Shed and Shop locations.</p> <p>Bungaree Football Oval &amp; surrounding complex &amp; site.</p> <p>373 Bungaree Wallace Road (Dwelling and Gardens)</p> <p>20 Lesters Road, Bungaree.</p>	<ul style="list-style-type: none"> <li>322 Bungaree Wallace Rd: considered to have social significance as it has operated as a general store/post office since 1920.</li> <li>Tinney Brothers Shed &amp; Shop (Bottom Shop) locations (no basis for heritage listing given).</li> <li>Bungaree Football Oval: considered to have social significance as an important meeting place for local residents since 1886, the existing complex (built 1965) recently upgraded.</li> <li>373 Bungaree Wallace Rd: considered to have social significance as the location for many wedding photos.</li> <li>20 Lesters Rd: considered to have social significance as it was a local tourist attraction until the late 1990s when the home of local artist Ted Egan.</li> </ul>	<ul style="list-style-type: none"> <li>322 Bungaree Wallace Rd: This shop and dwelling are listed in the Heritage Study database as being substantially altered. The social importance to the local community (and particularly the submitters) is acknowledged. Yet, to meet a local significance threshold, there needs to be sufficient integrity as the social significance is embodied in the physical fabric. The importance of the shop and dwelling has been recognised in the Heritage Study, with inclusion in the Thematic History (volume 2).</li> <li>Tinney Brothers Shed &amp; Shop Locations: No details of surviving fabric have been provided. The importance of the Tinney Brothers and their Chaff Mills are</li> </ul>	<ul style="list-style-type: none"> <li>The acknowledged social importance of the Top Shop, Tinney Brothers and Bungaree sports be confined to the Thematic History in the first instance.</li> <li>322 Bungaree Wallace Rd: this property could be added to the database for review in a future stage of the study, but it is noted that the building has been noticeably altered.</li> <li>Tinney Brothers Shed &amp; Shop Locations: no further assessment recommended.</li> </ul>

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
<p>456 Bungaree Wallace Road, Bungaree.</p> <p>Former Bungaree Railway Station Site.</p> <p>Former Railway Houses near former Bungaree Railway Station site.</p> <p>Pootilla Cemetery (registered as Bungaree Cemetery).</p>	<ul style="list-style-type: none"> <li>• 456 Bungaree Wallace Rd: claimed to be as significant as other farm houses identified in the heritage study. Aesthetic changes to the dwelling were acknowledged.</li> <li>• Former Bungaree Railway Station site (no basis for heritage listing given).</li> <li>• Former Railway Houses (no basis of heritage listing given, other than one dwelling is used by the tramways group for accommodation and storage of various trams).</li> <li>• Pootilla Cemetery (Bungaree Cemetery): considered to have social significance.</li> </ul>	<p>documented in the Thematic History (volume 2).</p> <ul style="list-style-type: none"> <li>• Bungaree Football Oval: Unlike other sports reserves (such as the reserves at Ballan and Blackwood), no fabric was identified during fieldwork and community consultations for the Bungaree Football Oval. Football at Bungaree is briefly mentioned in the Thematic History (volume 2), in addition to other sports including Hurling, Horse Racing, Hay Stacking and Ploughing Matches.</li> <li>• 373 Bungaree Wallace Rd: this property was not identified in the fieldwork during Stage 1, or recommended for assessment during the community consultations.</li> <li>• 20 Lesters Rd: This dwelling has been relocated to its site. Extensive historical research was carried out during Stage 2 of the Heritage Study, but the provenance and sufficient historical details were not uncovered. As agreed at the Project Control Group Meeting for Milestone 7 (August 2015), until further information becomes available, assessment for this and the neighbouring property were reprioritised.</li> <li>• 456 Bungaree Wallace Rd: Given the introduced roof tiles, aluminium framed windows and possibly introduced wall cladding, and based solely on a brief photographic analysis, this dwelling would not appear to meet a local significance threshold to warrant a heritage overlay.</li> </ul>	<ul style="list-style-type: none"> <li>• Bungaree Football Oval &amp; Complex could be added to the database for review in a future stage of the study.</li> <li>• 373 Bungaree Wallace Rd: could be added to the database for review in a future stage of the study.</li> <li>• 20 Lesters Road: this property should remain in the database and an assessment carried out if further information comes to hand during a future stage of the study.</li> <li>• 456 Bungaree Wallace Rd: this place could be added to the database for review in a future stage of the study.</li> </ul>

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
		<ul style="list-style-type: none"> <li>Former Bungaree Railway Station Site: As outlined in Appendix 7.08 of the draft Moorabool West Heritage Study Report, this site is listed for potential future archaeological assessment.</li> <li>Former Railway Station Houses: these dwellings have been altered. They were identified in the Heritage Study and given Conservation Desirable significance at this stage.</li> <li>Pootilla Cemetery: this cemetery is identified in the Heritage Study database.</li> </ul>	<ul style="list-style-type: none"> <li>Former Bungaree Railway Station site: this site should remain on the list for potential archaeological assessment in the future.</li> <li>Former Railway Station Houses: these were not considered to have sufficient integrity to warrant inclusion as heritage overlays.</li> <li>Pootilla Cemetery: this place is identified for assessment in a future heritage study. Funds did not permit assessment as part of Stage 2A.</li> </ul>
<p><b>04:</b> WAL025 97 Westcotts Rd, Wallace</p>	<ul style="list-style-type: none"> <li>Amend extent of heritage overlay to include dwelling only and not newer sheds at rear.</li> <li>Verandah recently replaced original. Verandah floor boards require replacement.</li> </ul>	<ul style="list-style-type: none"> <li>An Incorporated Document exempting the construction of outbuildings at the rear of rural properties has been recommended to reduce the statutory burden of the heritage overlay. The Incorporated Document could include the demolition of non-significant outbuildings.</li> <li>The proposed heritage overlay boundaries was to ensure sufficient curtilage and setting for the dwelling.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed extent of the heritage overlay was reduced at the rear, to the west of (and therefore excluding) the rear sheds (but not solely the dwelling). Sufficient curtilage is required to ensure the retention of the context and setting of the dwelling is not overwhelmed by immediately adjacent development in the future. The suggested Incorporated Document should assist with reducing the statutory burden for planning permits for works within the reduced rear portion of the heritage overlay.</li> </ul>
<p><b>05:</b> BRE009 Former Bridge Hotel</p>	<ul style="list-style-type: none"> <li>Owners offended by photo showing fire damage to hotel.</li> <li>Hotel was originally a wooden building with a wooden dwelling attached.</li> </ul>	<ul style="list-style-type: none"> <li>The inclusion of the photo showing the fire damage to the hotel was not intended to offend, but to provide an historical record, similar to the historic photos used in the</li> </ul>	<ul style="list-style-type: none"> <li>The photo showing the hotel damaged by fire was removed from the heritage citation, to mitigate any further offence to the owners.</li> </ul>

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
190 Bungaree Wallace Rd, Bungaree	<ul style="list-style-type: none"> <li>• Hotel no longer functioning, now solely a residence.</li> <li>• Owners would have been willing to explain history of the building, including the cyclone that destroyed the original timber hotel in the 1920s.</li> <li>• Several factual inaccuracies in the draft study including: <ul style="list-style-type: none"> <li>- Building extensively damaged by fire in the 1990s.</li> <li>- At the time of the fire the property was under the Buninyong Shire.</li> <li>- As the building was extensively damaged, there are very few original features of the property.</li> <li>- New residence was built after the fire, and all of the rear walls of the front building were rebuilt using a mixture of new and reclaimed bricks.</li> <li>- East-facing walls surround the building have recently had all of the weatherboards replaced and painted.</li> <li>- All of the roof bearers were replaced, together with all of the roof tiles, being a mixture of new and reclaimed tiles.</li> <li>- Colorbond roof to new dwelling at the rear of the property.</li> <li>- Entire frame of each external door, together with each of the external doors, were replaced after the fire with new timber doors (being different to those prior to the fire). The original doors and windows</li> </ul> </li> </ul>	<p>Bungaree History Walk online for the hotel buildings damaged by the cyclone in the 1920s.</p> <ul style="list-style-type: none"> <li>• The heritage citation should be corrected to reflect sole residential use of building today.</li> <li>• The authors did have a discussion with one of the owners outside the former hotel in 2009 (at the time the photo in the citation was taken). The owner's objection to any potential heritage overlay was noted at this time. The destruction of the original timber hotel by a cyclone is noted in the heritage citation.</li> <li>• Damage by fire is noted in the heritage citation and accords with some of the details provided by owner. Details on the replacement of fabric outlined by the owner are not included in the citation.</li> <li>• The extent of the heritage overlay was governed by existing fence lines (based on aerial imagery), following the preferred method of applying a heritage overlay in the PPN01: <i>Applying the Heritage Overlay</i>.</li> <li>• The heritage citation identifies the front portion of the building as having moderate-high integrity, which does not completely accord with the details given by the submitters.</li> <li>• The statement of significance refers to the hotel as the only operating hotel at Bungaree, but it no longer functions as a hotel.</li> <li>• While there is no longer a hotel use for the building, this does not necessarily discount</li> </ul>	<ul style="list-style-type: none"> <li>• Updated photos of the hotel were taken (including a photo from Bungaree Wallace Road) and incorporated into the heritage citation.</li> <li>• The building permit for the repairs after the fire could not be obtained, as a result it was difficult to confirm the extent of replacement fabric.</li> <li>• The description, integrity and statement of significance of the former hotel building was reviewed. From the information provided and an analysis of the front brick portion of the hotel building, it continues to largely reflect its original (interwar) design and character. It would seem that the repairs carried out following the fire, including the roof (and the replacement roof tiles, timber fascias, etc.), reflects conservation principles as advocated in the Australia ICOMOS Burra Charter. Consequently, the former hotel building is still considered to meet a local heritage significance threshold.</li> <li>• The extent of the heritage overlay was reviewed.</li> </ul>

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
	<p>having been damaged by the local fire brigade to gain access to the property.</p> <ul style="list-style-type: none"> <li>- Remaining windows were replaced with recycled aluminium framed window.</li> <li>- All of the external facades, eaves and guttering were re-clad after the fire.</li> <li>- All external timbers (including door and window frames) and concrete render (including porch pillars) recently painted.</li> <li>- Surrounding fencing has been replaced.</li> <li>- All of the trees on the property planted in the last 20 years. Large trees on the west boundary of the property are located on the church land and not part of the hotel property.</li> <li>- Lessees have replaced building features.</li> </ul> <ul style="list-style-type: none"> <li>• Study fails to recognise that the property is currently for sale as a residential dwelling.</li> <li>• No local significance attached to the building.</li> <li>• Social significance disputed.</li> <li>• Excessive extent of proposed heritage overlay.</li> <li>• The heritage study proposes to require no additions to be visible from the Bungaree Wallace Road. Photo used in the study was not taken from the road but the car park at the front of the building, this</li> </ul>	<p>any enduring social heritage value through recognition of its past use (as embodied in the front portion of the building).</p> <ul style="list-style-type: none"> <li>• The Study gives permit exemptions for particular works at the rear that are not visible from Bungaree Wallace Road. Where works might be visible, this does not suggest all alterations and additions would have an adverse affect on the front portion of the former hotel building. However, it would require a planning permit as opposed to being permit exempt. It would appear that the submitters have misinterpreted the recommendations in the heritage citation.</li> <li>• External paint controls are recommended not because the existing paint scheme is original, but because the front portion of the building has face brick wall construction. While planning permits are required to paint previously unpainted external building fabric under the heritage overlay (where no external paint controls apply), it is common practice to recommend external paint controls to face brick buildings as flagging mechanism.</li> <li>• Replacing television antennae on the roof to match existing is permit exempt.</li> <li>• The conservation and retention of historic buildings can also provide for a sustainable outcome. The retention of the building retains embodied energy (all the energy used in the production of the building materials and construction of the building). While the installation of solar</li> </ul>	

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
	<p>therefore having implications on the visibility of the property.</p> <ul style="list-style-type: none"> <li>• Heritage study includes a restriction on external paint controls. No due diligence by the authors of the study as the building is not painted in original colours.</li> <li>• The proposal to keep the Bridge Hotel words on the front of the building is unreasonable. This due to the building being a residence, with no license to serve liquor. A condition is being imposed by the owners in any sale of the property that existing signage is removed.</li> <li>• Unreasonable control on not allowing any services to be installed on the front roof, such as television antennas (such as the existing).</li> <li>• Restriction on the ability to install services on the front roof inhibits the ability to install effective solar panels.</li> <li>• Owners have photos demonstrating that the property is clearly not visible from the Bungaree Wallace Road, but have chosen not to include them at this stage.</li> </ul>	<p>panels on north facing roofs is more ideal, sometimes there are suitable alternatives, such as bracketed north-facing panels on rear roofs, freestanding panels and panels installed on outbuildings (this is not suggesting any of these options would be applicable in this instance).</p>	
<p><b>06:</b> BA093 49 Edols Rd, Ballan</p>	<ul style="list-style-type: none"> <li>• Permit exemptions in the incorporated plan are considered too restrictive and that the incorporated plan is too limiting for options in the future.</li> </ul>	<ul style="list-style-type: none"> <li>• No heritage basis as to any inaccuracies in the heritage citation has been given to reconsider the recommendation for a heritage overlay.</li> </ul>	<ul style="list-style-type: none"> <li>• No changes to the heritage citation are suggested.</li> <li>• If a formal planning scheme amendment proceeds, the Incorporated Document for Permit Exemptions should include covering information that clearly articulates the exemptions are to limit</li> </ul>



PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
			(and not increase) the statutory burden on owners.
<p><b>07:</b> BRE04 447 Bungaree Wallace Rd, Bungaree</p> <p>BRE26 535 Bungaree Wallace Rd, Bungaree</p> <p>BRE27 537 Bungaree Wallace Rd, Bungaree</p>	<ul style="list-style-type: none"> <li>• 447 Bungaree Wallace Rd: Property claimed to be in very poor structural condition internally and externally. Owner has future plans for its removal.</li> <li>• 535 Bungaree Wallace Rd: Owner has plans in the near future for a cool store shed to be build directly behind the property.</li> <li>• 537 Bungaree Wallace Rd: Dwelling relocated to the site and it has been relocated all over Victoria multiple times. It therefore has no significance to the area.</li> </ul>	<ul style="list-style-type: none"> <li>• 447 Bungaree Wallace Rd: No structural engineering assessment has been provided in support of the poor condition of the dwelling. The dwelling would appear to be inhabited, suggesting that it is not ruinous. Photographs provided in 2014 seem to support this. No internal alternation controls are recommended, so upgrades to the interior could be carried out without the need for a planning permit under the heritage overlay.</li> <li>• 535 Bungaree Wallace Rd: The proposed heritage overlay would not prohibit building development behind the dwelling although it is recognised that the mature cypress and palm trees are identified as having significance. Depending on the specific location of the cool store and the scale of the building, there may be opportunities for the proposed development that have no or limited heritage implications.</li> <li>• 537 Bungaree Wallace Rd: The history of relocation is noted in the heritage citation.</li> </ul>	<ul style="list-style-type: none"> <li>• 447 Bungaree Wallace Rd: As this dwelling is a notable example of a Federation house in Bungaree, and for its historical associations with the Tinney family, no change is suggested to the heritage citation. The condition of the dwelling is not ruinous or so poor that it has diminished its integrity to warrant a reconsideration of the proposed heritage overlay.</li> <li>• 535 Bungaree Wallace Rd: No basis for any reconsideration of the significance of the dwelling has been given. No change is suggested to the heritage citation.</li> <li>• 537 Bungaree Wallace Rd: The provenance of this dwelling and its history of relocation is acknowledged in the heritage citation. It is however recognised that this has diminished its integrity. The heritage citation has been modified to distinguish the lower order significance of this dwelling.</li> </ul>
<p><b>08:</b> BA094-097 95 Steiglitz St, Ballan</p>	<ul style="list-style-type: none"> <li>• Numerous alterations and additions made to the dwelling over the years.</li> <li>• Substantial maintenance works required to the property, particularly urgent works to the verandah and fencing.</li> <li>• Property should be removed from the heritage overlay.</li> </ul>	<ul style="list-style-type: none"> <li>• The lower order integrity of this dwelling is noted in the Heritage Study, its significance given as "Conservation Desirable." Page 17 of Volume 1 gives the definition for conservation desirable places: "the place relates to the aesthetic, historic, scientific, social and/or spiritual significance of the precinct, but it has been</li> </ul>	<ul style="list-style-type: none"> <li>• The dwelling should remain as part of the heritage precinct overlay given its central location amongst this grouping of significant Victorian dwelling. The lack of heritage significance provides several opportunities for repairs or demolition and the construction of a new dwelling. The heritage overlay would assist to</li> </ul>

PROPERTY/SUBMISSION	SUMMARY OF SUBMISSION	COMMENTS	ACTIONS
		<p>noticeably altered. Restoration and partial reconstruction may enhance its contribution to the character of the precinct. These places should have no formal significance in the Planning Scheme but there are some redeeming qualities of historic and/or aesthetic interest.”</p> <ul style="list-style-type: none"> <li>Given that the dwelling has been recommended for no formal heritage significance, there would be opportunity for further change or demolition under a heritage overlay. Because the property is centrally located amongst this small grouping of Victorian dwellings in the Steiglitz Street Heritage Precinct, it is important that any changes (including the construction of a new dwelling) have regard to the character and appearance of the neighbouring dwellings.</li> </ul>	<p>ensure that any replacement dwelling/building would not have a negative impact on the neighbouring significant dwellings.</p>
<p><b>09:</b> BA007 55 Inglis St, Ballan</p>	<ul style="list-style-type: none"> <li>The dwelling has undergone extensive external and internal alterations since 1990 that have significantly changed the character of the dwelling.</li> <li>The dwelling no longer reflects its original appearance.</li> <li>The dwelling should be excluded from the heritage overlay.</li> </ul>	<ul style="list-style-type: none"> <li>During the assessment of this dwelling, the several alterations to the dwelling were noted and that its integrity was of the lower order. No aesthetic significance was ascribed. The dwelling was considered to just meet a local historic significance threshold. The principal roof form had been considered to be early, but this may not be the case, with the rear roof face of the original gable having been replaced with a skillion roof form.</li> </ul>	<ul style="list-style-type: none"> <li>As the owner has confirmed further changes have been carried out than those identified in the draft citation, and especially because the dwelling was only considered to marginally meeting a local historic significance threshold, this property has been removed from a potential heritage overlay.</li> <li>The significance of the dwelling in the heritage citation has been altered to “conservation desirable”, with no heritage overlay recommended.</li> </ul>

<p>10: BA021 88 Inglis St, Ballan</p>	<ul style="list-style-type: none"> <li>• Heritage overlay will considerably devalue property.</li> <li>• Heritage overlay imposes unrealistic and overburdeness [sic.] regulations and limitation on what may or may not be done in the future.</li> <li>• The interior of the house and the rear has been substantially changed in the 1970s, with few original fittings remaining.</li> </ul>	<ul style="list-style-type: none"> <li>• While not denying the submitter's concerns about the loss of property value, the Heritage Study was prepared to determine the cultural heritage significance of the place. The basis of the potential for the property to be devalued by the heritage overlay is unsubstantiated. In some cases, property values might be affected where: <ul style="list-style-type: none"> <li>- There are site/physical constraints and further building or other development of the property is limited.</li> <li>- There are other planning zones or overlays that restrict further building development and subdivision.</li> </ul> </li> <li>• Based solely on heritage considerations, the size of the property and location of the dwelling at 88 Inglis Street suggest that there are opportunities for rear partial demolition, rear alterations and additions, construction of rear outbuildings and other works behind the dwelling. The generous size of the allotment might also suggest that there are potential opportunities for subdivision and a new dwelling to the east of the existing dwelling.</li> <li>• No internal alteration controls are recommended. The interior of the dwelling is not relevant to the proposed heritage overlay.</li> </ul>	<ul style="list-style-type: none"> <li>• A heritage overlay for the property at 88 Inglis Street is still recommended.</li> </ul>
<p>11: 88 Inglis St, Ballan</p>	<ul style="list-style-type: none"> <li>• The Heritage Overlay would be of no benefit to the Coker family.</li> <li>• The Heritage Overlay may devalue the property.</li> <li>• The Heritage Overlay may pose difficulties in carried out alterations and additions.</li> </ul>	<ul style="list-style-type: none"> <li>• For a response on the devaluation of the dwelling, see above.</li> <li>• The recommended permit exemptions are to limit the statutory burden on owners affected by the heritage overlay, giving greater scope for rear works, etc., without</li> </ul>	<ul style="list-style-type: none"> <li>• A heritage overlay for the property at 88 Inglis Street is still recommended.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Heritage Overlay may affect any outbuildings planned in the future.</li> <li>• The Coker family has retained the historical character of the house and land for many years.</li> <li>• The Coker family plan to preserve the historical significance of the house and land.</li> </ul>	<p>the need for planning permits. Even where planning permits are required, given the owner's intention to retain the heritage significance of the place, there would not appear to be any conflict between these intentions and the application of the heritage overlay.</p>	
<p><b>12:</b> BRE019 St. John's Anglican Church &amp; Hall  309 Bungaree Wallace Rd, Bungaree</p>	<ul style="list-style-type: none"> <li>• A Stained glass window on the west wall of the church was dedicated in 1956 and inscribed by the descendants of John and Sarah Trigg and their family (original members of the church from the time of its erection in 1869).</li> <li>• Stained glass doors at the entrance to the church and the tabernacle at the side of the altar were dedicated in 2001 and donated by family members in memory of Bob and Nancy Keddie.</li> <li>• The Pascal Candle in memory of May and Norman Trigg was donated by their family in May 2003.</li> <li>• The late Elma Baird's name is misspelt as "Alma" Baird and should be corrected.</li> </ul>	<ul style="list-style-type: none"> <li>• The additional historical details should add further weight to the significance of St. John's Church.</li> </ul>	<ul style="list-style-type: none"> <li>• The suggested updates to the history and correction of the spelling of Elma Baird's name have been reflected in the heritage citation.</li> </ul>
<p><b>13:</b> GOR22 37 Main St, Gordon</p>	<ul style="list-style-type: none"> <li>• Dwelling has been demolished since heritage assessment was carried out.</li> </ul>	<ul style="list-style-type: none"> <li>• The property no longer has heritage value.</li> </ul>	<ul style="list-style-type: none"> <li>• The heritage citation has been updated to reflect the demolition.</li> <li>• The heritage citation has been retained in the study as a record of the former dwelling.</li> </ul>
<p><b>14:</b> BA020 79-81 Inglis St, Ballan  Roger Glass (great grandson of early owner, Dr G.H. Salter)</p>	<ul style="list-style-type: none"> <li>• The submitter has photographs and other information about Dr G.H. Salter (early owner of the property) and his life in Ballan.</li> <li>• The submitter has copies of the original drawings for additions to the dwelling in 1894. The original drawings are held in the</li> </ul>	<ul style="list-style-type: none"> <li>• Information and photographs of Dr G.H. Salter would benefit the historical information for the properties associated with him.</li> <li>• A copy of the original drawings included in the heritage citation would give further understanding and appreciation of the</li> </ul>	<ul style="list-style-type: none"> <li>• The submitter was contacted and the photographs, drawings and other information were supplied to the consultants. They have been included in the citation.</li> </ul>

	collection of John Vernon, retired architect of Ballarat.	significant changes and developments made to the property in 1894.	
<p><b>15:</b> Various  Moorabool Shire Council</p>	<ul style="list-style-type: none"> <li>Seeks an extract of the Heritage Study database in Excel, of those heritage places that are Council assets.</li> </ul>	<ul style="list-style-type: none"> <li>During the preparation of Stage 2 of the Heritage Study, additional assets were identified as part of complex heritage places and heritage precincts. Not all places are therefore identified in the heritage database. An Excel list has been prepared of those assets we believe might be those of Council or under Council's management.</li> </ul>	<ul style="list-style-type: none"> <li>Excel list provided.</li> </ul>
<p><b>16:</b> Moorabool Shire Schedule to the Heritage Overlay  Moorabool Shire Council</p>	<ul style="list-style-type: none"> <li>GEO - ML218 – Brisbane Ranges Fault Scarp Balliang East, 3340 – should the location be Balliang?</li> <li>GEO - ML208 – Nerowie Road Depression Nerowie Road Balliang East, 3340 – should the location be Parwan.</li> <li>BVE01 – Barkstead Town Site Blakeville, 3342 – should the location be Barkstead.</li> <li>KBT01 – Our Lady Help of Christians Catholic Church Cnr Myrniong Korobeit Rd &amp; Korobeit, 3341 – is in the Heritage Overlay - HO150 – identified in the Bacchus Marsh Heritage Study 1995.</li> <li>PCW04 – Former Hotel Opp 49 Old Western Highway Pykes Creek Weir, – is in the Heritage Overlay - HO42 – no citation.</li> <li>These suggested changes were marked up on an illustrated list and provided to the consultants.</li> </ul>	<ul style="list-style-type: none"> <li>The Moorabool Shire Schedule to the Heritage Overlay was updated during Stage 1 of the Heritage Study, when the database was created. Changes made to the Schedule to the Heritage Overlay have therefore not been reflected in the Heritage Study Database.</li> </ul>	<ul style="list-style-type: none"> <li>The corrections provided have been made to the relevant heritage places.</li> </ul>

<p>17: GOR018 32 Russell St, Gordon</p> <p>Christopher Mueller</p>	<ul style="list-style-type: none"> <li>• Does not consider his premises to be of significance for inclusion in a potential heritage overlay.</li> <li>• Premises are not entirely original. The back section comprising an addition at a later stage.</li> <li>• One chimney is close to collapse.</li> <li>• Weatherboards are fairly rotten due to the lack of any eaves.</li> <li>• Two storey addition proposed.</li> </ul>	<ul style="list-style-type: none"> <li>• It is expected that buildings of the age of the former dwelling and store at 32 Russell Street will have been altered and extended over time, particularly at the rear. It is assumed that the rear alterations referred too is the skillion wing shown in the Google Streetview image below. These alterations have not diminished the original and early character and integrity of the building as outlined in the heritage citation. This early character is partly confirmed in the historic photograph in the heritage citation).</li> </ul>  <p>Google Streetview looking from</p> <ul style="list-style-type: none"> <li>• Repairs and maintenance to specific building fabric, such as the chimneys and weatherboards would be exempt from the need for a planning permit under the heritage overlay if replaced 'like for like' (ie. same profile and material). Repairs to the chimney might involve structural stabilisation, managing damp and repointing (with a mortar of the same strength, texture and colour as existing).</li> <li>• Given the double gabled composition of the dwelling, constructing a two storey</li> </ul>	<ul style="list-style-type: none"> <li>• It is suggested that the introduced rear skillion wing is made clear in the heritage citation. Further clarification could be given in the heritage citation on the north windows of the skillion addition being early but not original. A larger-sized version of the historic photograph of pre 1913 included in the heritage citation now suggests that there was a single door opening in the northern skillion wing, this apparently having been converted into a window opening and another window installed.</li> </ul>  <p>32 Russell St, pre 1913, showing front (west) and side (north) elevations. Source: Museum Victoria, MM001851.</p> <ul style="list-style-type: none"> <li>• The overall condition of the building was amended to reflect the comments provided by the owner. However, the condition of the building has not diminished its integrity to such an extent that would warrant a reconsideration of the recommended heritage overlay. It is</li> </ul>
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		<p>addition may prove physically and economically challenging. The heritage overlay does not prohibit additions to significant buildings, but the aim is to manage change in a way that does not negatively impact on its significance and character. There may be opportunities for two storey additions in place of the rear skillion addition, which would have less visibility from Russell Street and might provide a more feasible practical solution.</p>	<p>suggested that the heritage overlay is applied.</p> <ul style="list-style-type: none"> <li>• It is suggested that alternative options for additions to the building (including two storey additions) are discussed with the owner at an appropriate time. There would appear to be opportunities for gabled timber two storey additions at the rear of the dwelling. Depending on the scale of the additions, a rear location would ensure the retention in the integrity and significance of the building. While any two storey additions might be visible from Russell and Urquhart Streets, the existing building will continue to be the prominent feature when viewed from Russell Street. Additions as a separate physical entity might also provide a more practical solution to the owner's requirements. The preparation of Heritage Information/Guidance Sheets (as recommended in volume 1 of the Heritage Study) is advised to assist owners considering additions.</li> </ul>
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### 11.2.3 Major Tourism Event and New Tourism Event Grants Review

#### Introduction

File No: 02/14/005  
 Author: Andy Waugh  
 General Manager: Satwinder Sandhu

#### Background

The purpose of this report is to review the support Council has made to Tourism Events in the past three financial years and to recommend a format for future funding.

At the September 2014 Ordinary Meeting of Council, it was resolved to:

1. Establish a new Annual Grant category to support the development of new events, with a three year commitment and applications open to the community twice per year, with total funding available of \$19,900 utilised from discontinuing the 'Feasts of March'.
2. Continue support of the Annual Existing Major Events grant category with funds totalling \$17,500 with a minimum commitment of three financial years and applications open to the community twice per year. This funding was the result of Council ceasing its financial membership of the Daylesford and Macedon Ranges Tourism Board in 2013.
3. Adopt the Event Funding Application Process and Criteria.

A recent review of the funding provided since 2014/15 has indicated that a total of \$114,000 has been provided to eight different events across both of the funding streams – see Appendix. Table 1 provides a breakdown of the submissions received.

Year	Major tourism events		New tourism events	
	Successful	Unsuccessful	Successful	Unsuccessful
2014/15	6	2	3	1
2015/16	0	0	1 *	0
2016/17	0	0	0	0

\* Replaced 14/15 event which only ran for one year

**Table 1:** Application totals for funding received via the grant programmes

Note: In reading Table 1, once funding is advertised and the three years are allocated, no more events can be funded during the subsequent years.

Currently two Major Tourism Events receive long term financial support from Council due to their established nature and their perceived level of success. The draft Moorabool Destination Management Plan 2013-18 identified that the Strawberries and Cherries Weekend had the potential to generate an estimated \$584,000 for the local economy, while the Ballan Autumn Festival could potentially generate approximately \$188,000.



Presently, neither event collects this type of data to allow a measure of the direct economic impact on the event day. In reviewing attendance, in 2016 the Ballan Autumn Festival attracted more than 8,000 visitors with about 100 stalls providing exposure to local business and community groups. The Strawberries and Cherries Weekend attracted about 30,000 visitors and provided an important connection between the agricultural/horticultural areas and the commercial activity in the Bacchus Marsh Town Centre.

In addition to the Major Tourism Events and New Tourism Events, a number of smaller events are held which do not apply for funding. For instance, the Moorabool 365 brochure currently lists a total of 40 events (32 unique events and 8 regular events) for the period between September 2016 and March 2017. These contribute to the tourism events offering within the Shire but represent no financial commitment from the tourism grants funding.

Currently each event organiser that receives funding must account for the use of funds. The purpose of this is for Council to make an evaluation of the success of the event. The criteria for this accountability should be reviewed to ensure that the focus is placed on economic return (spend at local business, return visitation etc.) and not a community measure such as attendance numbers.

Part of this review will include an evaluation of the collaboration between council and the event organiser.

The current programme has two existing limitations. The first is the level of funding available (\$37,400) and the fact that the majority of it is committed to the Strawberry and Cherries Weekend and the Ballan Autumn Festival. This leaves a limited level of funding available for the remainder of the events, both established and any potential new events.

The second limitation is, under the current system Major Tourism Event funding is able to be secured for three years. Advertising only occurs once for a three year period, therefore not allowing other events to apply within that period. This makes it difficult for a group to approach Council with a new initiative within this timeframe.

The provision of traffic management plans creates a cost to Council not currently budgeted for. Table 2 demonstrates the level of in-kind support it has provided to offsetting traffic management costs for the period 2013/14-2016/17.

<b>Financial year</b>	<b>Council contribution</b>
2013/14	\$ 8,744.93
2014/15	\$10,627.89
2015/16	\$ 6,160.50
2016/17	\$ 8,084.67
<b>Total</b>	<b>\$33,617.99</b>

**Table 2:** Cost to Council for providing traffic management services to events

It is recommended that this practice is not continued with the cost to be absorbed within the event operator's budget where funding/allocations have been made under Council Grants. In cases where no other grant has been provided by Council, the subject inkind support be raised as a separate line in the expenditure budget.

### **Proposal**

The Shire's two 'marquee' events, the Ballan Autumn Festival and the Strawberries and Cherries Weekend, have a significant impact on the communities of Ballan and Bacchus Marsh respectively. They result in increased levels of commercial trade on the event days and provide a high level of exposure to the Shire's two biggest towns creating the potential for return visitation. Given this, it is important that Council provides consistent support to ensure that the organisers of these events have certainty of funding.

It is proposed that \$25,000 funding be provided to these two Major Tourism Events with the potential for this amount to increase in future years if the visitation level and economic impact of the events increase. The Strawberries and Cherries Weekend due to higher visitation numbers should receive \$15,000 and the Ballan Autumn Festival should receive \$10,000. To improve this process further, a separate report on refinements to the current application criteria and acquittal of the funds will be tabled in coming months.

Of the remaining \$12,400 it is proposed that this is available to groups via an application process for New Tourism Events. The funds are to be used for supporting tourism based events, which are not considered to be a Major Tourism Event.

The availability of these funds would provide confidence to community groups to work in partnership with Council to enhance the visitor offering particularly around small townships. In time, the events group may develop a 'marquee' event and in doing this become eligible to apply for Major Tourism Events funding. The New Tourism Events funding would be allocated for one year only and would be available throughout the course of the year until all funds have been allocated.

In addition, it is proposed that \$5,000 from existing Economic Development budgets is made available for the development of business related events. This will provide a funding stream for business groups to create events with a commercial focus, delivered within town centres and focussed on both local visitation and that from outside of the Shire. These events could be in the form of a 'shop and win' promotion or 'shop local' campaign etc.

It is proposed that a review of the new funding arrangements will be undertaken in the 2019/20 financial year.

To assist in the review process for both the Major Tourism Events and the New Tourism Events, reportable measures will be developed.

As there will be different expectations for each of the two funding streams, reporting will vary between the two, however, potential information will be based around:

- Estimated visitation numbers
- Survey of local business owners to gain their opinion of the event
- Estimated spend at local businesses
- Summary of marketing and promotional information
- Survey of attendees to gain post code data, email information, opinion of event

Event organisers who are unsuccessful in applying for funding will still be eligible for a level of in-kind support from Council with a dollar amount attached to this and provided to the organiser to demonstrate Council's support.

### Policy Implications

The 2017 – 2021 Council Plan provides as follows:

**Strategic Objective 3:** Stimulating Economic Development

**Context 3B:** Investment and employment

The proposal that \$37,400 to support tourism events and \$5,000 to support business related events is consistent with the 2017 – 2021 Council Plan.

### Financial Implications

The proposal will not require additional funding from the 2017/18 Council budget. Officers are of the opinion that there are significant additional resources required to facilitate events across the shire.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Inadequate funds to complete event	Inadequate financial management	Low	Adherence to application criteria, review event success through groups financial acquittal before decision on future funding
Loss of public interest in event	Low attendance numbers reduce Council's return	Medium	Application criteria to detail marketing and promotional plan, event group to self-evaluate what success looks like
Established events reliance on continual funding	Council is viewed as a (primary) funding source	Low	Thorough review process of financial acquittal
Limited capacity for new event development	The majority of funds are committed to supporting two events	High	Establish new communication strategy to ensure potential event organisers are targeted and the return to Council is maximised

Funded events are primarily delivered in the two major town centres	Does not align with goals of the Small Towns and Settlements Strategy	Low	Focussed approach to targeting tourism event development in small towns
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### **Communications and Consultation Strategy**

The grant opportunity will be promoted and advertised once the funding round application period starts, and will continue until the available funds are allocated. All applicants will be directly notified of the decision and successful applicants promoted via Council's website.

There is an identified need for an improved communication strategy to ensure that potential event organisers are made aware of the availability of funds. This will include both public notification and a targeted approach by Council's Economic Development unit, having identified current and potential tourism focussed product development.

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

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

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

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

*General Manager – Satwinder Sandhu*

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

*Author – Andy Waugh*

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

### **Conclusion**

Council will continue to support the delivery of Major Tourism Events and of New Tourism Events through the budget allocation of \$17,500 (Tourism Events Grants; Community Grants; 14502-5231) and \$19,900 (New Tourism Events Grants; Community Grants; 17525-5231).

In addition to this support, a new funding stream will be available for the delivery of business related events.

The Ballan Autumn Festival and the Strawberries and Cherries Weekend are recognised as 'marquee' events and have the potential to deliver high levels of visitation into the Shire. Council will continue to recognise them as Major Tourism Events and will provide funding for the next three years.

A number of issues have been identified which will be tabled in a separate report. These include both the application and accountability information and processes. The review of these areas will be conducted with a goal of focussing on economic outcomes and gathering data which will provide a measure of the economic value of each event as opposed to focussing on attendance levels.

In addition, the communication strategy will be reviewed to determine if the intended audience is being reached or if there are additional strategies which can be implemented to target potential tourism event organisers.

**Recommendation:**

1. **That Council combines the current financial allocations for Tourism Events Grants and New Tourism Events Grants providing a funding level of \$37,400 with the recommendation that;**
  - a. **\$25,000 is made available under Major Tourism Events funding with the Ballan Autumn Festival receiving \$10,000 and the Strawberries and Cherries Weekend receiving \$15,000 for the period of three years.**
  - b. **\$12,400 is made available for New Tourism Events with this advertised and the funds being available until completed.**
2. **That Council approves the allocation of \$5,000 for the delivery of business related events.**
3. **That separate reports be provided in the financial year 2017/18 on the following matters:**
  - a. **A review of the criteria provided in the event application;**
  - b. **A review of the information required in the financial acquittal;**
  - c. **A review of the communication strategy; and**
  - d. **Consideration of future funding of events.**

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**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Tuesday 29 August 2017

## 11.2.4 Adoption of the Community Infrastructure Framework

### Introduction

File No.: 13/01/014  
Author: Raeph Cumming  
General Manager: Satwinder Sandhu

### Background

The Community Infrastructure Framework ('the Framework') defines Moorabool Shire Council's approach to the planning and delivery of existing and future community facilities and the services delivered through those facilities. The Framework comprises the following key components:

- Community Infrastructure Planning Policy and Planning and Design Principles.
- Community Infrastructure Planning Process.
- Community Infrastructure Improvement Plan (forthcoming 2018)
- Tools and documents described by and output from the Framework.

The Framework is supported by Council's Community and Social Infrastructure Model CASIMO.

The Community Infrastructure Framework is a critical component of the Moorabool 2041 growth framework. It identifies the nature and the location of the Shire's most critical needs for community facilities and the infrastructure improvements required to meet those needs.

The Framework establishes an evidence-driven, whole-of-Council approach to identifying the Shire's priority community infrastructure needs. It has been developed collaboratively across Council with ongoing input from service managers.

The Community Infrastructure Planning Policy defines Council's aim for community infrastructure planning as:

*"to create and maintain a network of community facilities that effectively and efficiently meet community needs and support delivery of services now and into the future"*

The purpose of the Framework is to enable Council to deliver on this aim.

### Timeline of previous Councillor engagement and changes to the Framework

July 2016:

- AOC considers draft Community Infrastructure Framework Methodology

Feb 2017:

- AOC considers draft Population Standards, draft Travel Accessibility Standards and early draft findings from the Community Needs Analysis

## Feb-May 2017:

- A new Community Infrastructure Planning Policy prepared
- Planning and Design Principles moved from the Community Infrastructure Framework Methodology into the new Planning Policy
- Community Infrastructure Framework Methodology substantially updated and renamed to *Community Infrastructure Planning Process*.
- Community Needs Analysis finalised
- Priority infrastructure needs confirmed with internal service managers
- *Priority Community Infrastructure Needs* report produced

## 7 June 2017:

- Framework endorsed for 8 weeks public consultation

Responses received through public consultation

The draft Framework was exhibited on Council's 'Have Your Say' website for 8 weeks between 16<sup>th</sup> June and 11<sup>th</sup> August 2017. Notification letters were sent out to 132 community contacts representing community organisations, sports clubs, service providers and Committees of Management. During this time two submissions were received, as detailed in the table below.

	<b>Submission comment</b>	<b>Council response</b>
Submission #1	There has been a lack of direct community engagement informing the analyses conducted by the Framework.	<p>Changes made: Yes</p> <p>Planning Process (Attachment 11.2.4B) Section 2.3.3: roles and responsibilities of Council's internal service managers updated to address the acquisition of information relating to non-Council services.</p> <p>Planning Process (Attachment 11.2.4B) new section 4 added entitled 'Community and Stakeholder Engagement' to explain how the Framework has been and will continue be informed by the community and other stakeholders.</p>
Submission #1	The projections of needs (to 2041) are unnecessarily long term as Council cannot know what will happen this far into the future.	<p>Changes made: No</p> <p>The Community Infrastructure Framework is aligned to Council's Moorabool 2041 strategic planning framework. The Community Infrastructure Framework also assesses current needs (2017) and short term needs (2021). Long term forecasts to 2041 are critical as they indicate where land for facilities may be needed, where long term strategic land use policy may be required, and where current trends indicate significant future needs (such as the current forecasts for dementia).</p>



	<b>Submission comment</b>	<b>Council response</b>
Submission #1	The Framework appears to assume that Council will be the owner and operator of all forms of infrastructure.	Changes made: No  At this stage the Framework only assesses community needs for services and facilities, irrespective of owner or operator. The 'Community Infrastructure Improvement Plan' (forthcoming 2018) will consider Council's role as one of many service providers who can potentially meet the community needs identified through this report. The Planning Policy already states ' <i>Council is not the only provider of community infrastructure and will need to coordinate and partner with other levels of Government and the private, community and philanthropic sectors</i> '.
Submission #1	Suggest that development of Bacchus Marsh Lawn Tennis Club should be identified.	Changes made: No  Investment in existing facilities will be addressed by the next iteration of the Framework once fitness for purpose assessments have been conducted.
Submission #1	Disagree with the conclusion that an indoor swimming pool is not justified by evidence of community need.	Changes made: No  The assessments against the population standards and travel accessibility standards were reviewed and concluded to be appropriate. A key principle of the Framework (as stated in the Planning Policy) is that ' <i>Community infrastructure projects respond to priority community needs</i> '. Balanced against the many other community needs for facilities that have been identified by the Framework, a swimming pool has not been identified as a priority. However, the fact that it has not been identified as a priority does not prevent Council from continuing to seek the required funding to build an aquatic center.
Submission #2	The Travel Accessibility assessment should include standards relating to travel by public transport.	Changes made: Yes  Planning Process (Attachment 11.2.4B) Section 6.4.1 'Travel Accessibility Standards' updated to better explain that public transport journey distance/time analysis will be included within future iterations of the planning standards when the required data and spatial analyses are developed.



## Proposal

The three key Framework documents presented to Council for adoption at this time are:

- 1) Community Infrastructure Planning Policy and Planning and Design Principles (*Attachment 11.2.4A*)
  - Provides the policy basis for the Community Infrastructure Framework and the Planning and Design Principles that are to be applied through the Framework.
- 2) Community Infrastructure Planning Process (*Attachment 11.2.4B*)
  - Describes the Framework approach, tools and documentation
- 3) Priority Community Infrastructure Needs report
  - Part A provides a lookup table of priority infrastructure types by location (*Attachment 11.2.4C*)
  - Part B summarises the infrastructure priorities identified by Council (*Attachment 11.2.4D*)

The following three supplementary technical reports are also presented for adoption:

- 4) Community Infrastructure Provision Standards report
  - Part A provides the Population Standards used by the Community Needs Analysis (*Attachment 11.2.4E*)
  - Part B provides the Travel Accessibility Standards (*Attachment 11.2.4F*)

In addition, six supplementary reports were prepared that provide further insights into various data but do not require adoption by Council. These reports are provided on Council's website:

- Community Infrastructure Audit reports (list the community infrastructure recorded by the Audit)
- Community Infrastructure Needs Analysis: summary of strategic findings
- Detailed findings from the Quantity Assessment
- Detailed findings from the Travel Accessibility Assessment

The *Priority Community Infrastructure Needs* report (*Attachments 11.2.4C* and *11.2.4D*) highlights which of the shortfalls in infrastructure provision identified through the community needs analysis have been confirmed by service managers as priorities to be addressed. Importantly, this report does not identify actual projects.

Following adoption of the above documents, work will commence on preparation of the *Community Infrastructure Improvement Plan*. This Plan will identify specific infrastructure improvement projects, their estimated cost, timing and funding mechanisms. Completion of the *Community Infrastructure Improvement Plan* is anticipated June 2018.

### The Community Infrastructure Planning Policy and Planning and Design Principles (Attachment 11.2.4A)

The Planning Policy provides the policy basis for the preparation and implementation of the Community Infrastructure Framework. It defines the Aim of Community Infrastructure Planning and the Planning and Design Principles that the *Community Infrastructure Planning Process* has been designed around.

A key requirement of the Policy is that:

*When planning, designing or delivering new community infrastructure, upgrading existing facilities, or deciding on the future use of community infrastructure assets Council will:*

- 1) *apply the Community Infrastructure Planning and Design Principles, and*
- 2) *follow the adopted Community Infrastructure Planning Process.*

### The Community Infrastructure Planning Process (Attachment 11.2.4B)

The Process provides the detail of how the Framework enables Council to deliver the requirements of the Planning Policy.

The Planning Process diagram at Figure 1 summarises the key stages of the Planning Process and the reports that are produced from each of those stages.

A key feature of the Planning Process is that it provides Council with a dynamic planning resource rather than simply a fixed study or plan. The Planning Process is supported by Council's in-house Community and Social Infrastructure Model (CASIMO) database which allows for advanced modelling of data, easy update, and automated publishing of reports such as the *Community Infrastructure Provision Standards* report and the detailed *Community Infrastructure Needs Analysis* report.

At this time, the Community Infrastructure Audit, Community Needs Analysis and Service-based Needs Prioritisation have been completed.

Following adoption of the *Priority Community Infrastructure Needs* report, officers will proceed to the Strategic Project Prioritisation stage and then to preparation of the *Community Infrastructure Improvement Plan*.

### **Key findings**

As described in the Planning Process document (Attachment 11.2.4B, section 5.1), the Framework measures four aspects of community need for infrastructure:

1. **Quantity** assessment: a strategic assessment to determine whether there are enough facilities in relation to population size.
2. **Travel** accessibility assessment: a strategic assessment to determine whether people can travel to services and facilities within a reasonable journey time.

3. **Suitability** assessment: facility-specific assessments that determine whether facilities are fit for their purpose and in adequate physical condition.
4. **Utilisation** assessment: facility-specific assessments that determine whether services and facilities have adequate capacity to meet community demand.

Only the two strategic assessments – the Quantity Assessment and the Travel Accessibility Assessment - are being adopted at this stage.

The two facility-specific assessments – the Suitability Assessment and Utilisation Assessments - will be conducted later in 2017 once the results of Council's updated Building Condition Audits are available.

#### The Priority Community Infrastructure Needs report (*Attachments C and D*)

This report is the first key output from the Framework. It is the culmination of the Community Needs Analysis that applied the Quantity and Travel Accessibility Assessments to the Infrastructure Audit using data and spatial analysis tools developed through CASIMO.

The priorities identified in this report will inform the *Strategic Project Prioritisation* stage, the *Community Infrastructure Improvement Plan* and then the Capital Improvement Program, Moorabool 2041, service plans and reviews and other Council plans and processes.

The priorities indicate areas of community need for infrastructure that will need to be addressed through capital projects and/or service improvements.

#### Community Infrastructure Provision Standards Report (*Attachments 11.2.4E and 11.2.4F*)

Part A provides the Population Standards that inform the Quantity Assessment. These Population Standards have been compared with the Shire's population estimates and the Community Infrastructure Audit to determine current and future surpluses and shortfalls in provision. Part B provides the Travel Accessibility Standards that inform the Travel Accessibility Assessment and the identification of geographic gaps in people's access to facilities and services.

#### **Policy Implications**

The 2017-2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership.

**Context 1A:** Our Assets and Infrastructure.

#### **Financial Implications**

No direct financial implications arise from adoption of the Framework at this stage. The subsequent Strategic Project prioritisation stage and forthcoming Community Infrastructure Improvement Plan will identify specific projects, costings and timelines for delivery.

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

The Community Infrastructure Framework does not present any known risk or OH&S issues.

## **Communications and Consultation Strategy**

The Framework documents will be published on Council's website. Findings will be presented through reports, data tables and printed maps. A means to provide findings via the interactive map feature of Council's website is being explored.

Findings and priorities will also be communicated through the Bacchus Marsh Urban Growth Framework and other Moorabool 2041 publications.

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

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

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

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

*General Manager – Satwinder Sandhu*

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

*Author – Raeph Cumming*

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

## **Conclusion**

The Community Infrastructure Framework ('the Framework') defines Moorabool Shire Council's approach to the planning and delivery of community facilities and the services delivered through those facilities.

The four core Framework documents presented to Council for adoption at this time are:

- Community Infrastructure Planning Policy and Planning and Design Principles (*Attachment 11.2.4A*)
- Community Infrastructure Planning Process (*Attachment 11.2.4B*)

- Priority Community Infrastructure Needs report
  - Part A Lookup table of priorities (*Attachment 11.2.4C*)
  - Part B Summary explanation of priorities (*Attachment 11.2.4D*)
- Community Infrastructure Provision Standards report
  - Part A The Population Standards (*Attachment 11.2.4E*)
  - Part B The Travel Accessibility Standards (*Attachment 11.2.4F*)

Adopting the Framework commits Council to:

- 1) *apply the Community Infrastructure Planning and Design Principles, and*
- 2) *follow the adopted Community Infrastructure Planning Process.*

The priorities identified through the *Priority Community Infrastructure Needs* report indicate areas of community need for infrastructure that should be met through capital projects and service improvements

**Recommendation:**

**That Council:**

1. **Adopts the Community Infrastructure Framework September 2017 comprising:**
  - **Community Infrastructure Planning Policy and Planning and Design Principles (Attachment 11.2.4A);**
  - **Community Infrastructure Planning Process (Attachment 11.2.4B);**
  - **Priority Community Infrastructure Needs report, Part A- Lookup table of priorities (Attachment 11.2.4C);**
  - **Priority Community Infrastructure Needs report, Part B- Summary Explanation of Priorities (Attachment 11.2.4D);**
  - **Community Infrastructure Provision Standards report, Part A-The Population Standards (Attachment 11.2.4E);**
  - **Community Infrastructure Provision Standards report, Part B -The Travel Accessibility Standards (Attachment 11.2.4F).**
2. **Notes the following supporting technical reports that accompany the core Framework documents:**
  - **Community Infrastructure Audit report;**
  - **Community Infrastructure Needs Analysis (detailed findings);**
  - **Part A Summary of strategic findings;**
  - **Part B Results of the Quantity Assessment;**

- **Part C Results of the Travel Accessibility Assessment.**

**3. That Council thank the submitters for their input through the public consultation.**

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**Report Authorisation:**

**Authorised by:**

**Name:**

Satwinder Sandhu

**Title:**

General Manager Growth and Development

**Date:**

Tuesday 29 August 2017

# Attachment - Item 11.2.4(a)



<b>Policy No.:</b>	GD029	<b><i>GD029 – Community Infrastructure Planning Policy</i></b>
<b>Review Date:</b>	Sept 2022	
<b>Revision No.:</b>	1	
<b>Policy Manual Version No.:</b>		
<b>Adopted by:</b>	Moorabool Shire Council	

## 1. Purpose and scope of the Policy

This Policy defines the approach that Moorabool Shire Council takes to the planning and delivery of community infrastructure. It provides the Community Infrastructure Planning and Design Principles and provides the basis for the adoption of a Community Infrastructure Planning Process.

This Policy, the Planning and Design Principles, Community Infrastructure Planning Process, and any documents and tools they describe are collectively known as the Moorabool Community Infrastructure Framework ('the Framework'). The purpose of the Framework is to enable Council to deliver on the aims and objectives defined by this Policy.

The scope of 'community infrastructure' to which this Policy applies is defined under 'Definitions'.

## 2. Preamble

Council is a provider of community infrastructure. It owns and manages community facilities and delivers services to the community through those facilities. Council also supports the provision of community infrastructure by other providers through direct funding and/or advocacy. A holistic and strategic planning approach ensures that Council understands communities' current and future needs for community infrastructure and enables it to meet those needs effectively and efficiently.

Key factors influencing the approach that Council takes to the planning and delivery of community infrastructure include:

- Much of the Shire's existing community infrastructure is ageing, single purpose and no longer fit for modern use. The cost of maintenance, renewal and upgrade of these facilities is a significant financial challenge for Council.
- Population growth in some parts of the Shire is placing greater pressure on existing infrastructure and creating demand for new provision.
- Population density within many rural parts of the Shire is insufficient to support local services, necessitating long journey times for more isolated communities.
- People are living longer, and the needs and expectations of older people are changing. The types of community infrastructure that will best meet the needs of Moorabool's ageing population will be a mix of familiar services and facilities and new non-traditional ones that do not yet exist.



- Council is not the only provider of community infrastructure and will need to coordinate and partner with other levels of Government and the private, community and philanthropic sectors.

This Policy provides for a Community Infrastructure Framework that will enable Council to identify and prioritise solutions that respond appropriately to the above factors.

### 3. Definitions

<b>Community infrastructure</b>	A collective term for 'community facilities' and 'community services' as defined by this Policy.
<b>Community facilities</b>	Physical infrastructure in the form of buildings, places and spaces through which community services are provided by Council and other providers.
<b>Community services</b>	Programs and other activities provided to the community by council or other organisations. Specifically, services that require physical infrastructure to enable their delivery.
<b>Council asset</b>	Land, buildings and other structures owned by Moorabool Shire Council

### 3. Council's Role

Council has a range of roles and functions with respect to the planning and delivery of community infrastructure.

As an owner of community infrastructure Council:

- owns and maintains some community facilities (council assets).
- makes some council assets available for use by other providers and the community.

As a provider of community services Council:

- delivers community services through some of its assets.
- funds the delivery of community services by other providers and/or the community.
- partners with and advocates to Government and other service providers on behalf of communities.

As a strategic planning authority Council:

- conducts strategic planning for the current and future provision of community infrastructure.
- seeks financial and/or in-kind contributions from private developers towards community infrastructure.

#### 4. Policy

Moorabool Shire Council has prepared a Community Infrastructure Planning Process that is consistent with the Community Infrastructure Planning and Design Principles defined in this Policy.

When planning, designing or delivering new community infrastructure, upgrading existing facilities, or deciding on the future use of community infrastructure assets Council will:

- 1) apply the Community Infrastructure Planning and Design Principles, and
- 2) follow the adopted Community Infrastructure Planning Process.

Where Council's ability to apply the Planning and Design Principles is constrained by financial cost, such as building and maintaining physical infrastructure, Council will seek to achieve the best outcomes within those financial constraints.

New community infrastructure or capital improvements to existing infrastructure will be assessed and prioritised in accordance with the Capital Works Evaluation Guidelines and Capital Improvement Program.

#### 4. Aim of Community Infrastructure Planning

The Aim of Community Infrastructure Planning in Moorabool is:

*“to create and maintain a network of community facilities that effectively and efficiently meet community needs and support delivery of services now and into the future”*

#### 5. Community Infrastructure Planning and Design Principles

The Planning and Design Principles that will be followed to achieve the Aim are:

**Principle 1: Community infrastructure planning is strategic and integrated across council.**

- 1a:** A collaborative whole-of-organisation approach is taken to the planning and delivery of community infrastructure.
- 1b:** Planning is spatial and strategic in nature, extending across suburb and municipal boundaries.
- 1c:** Local needs are expressed within the context of strategic community need.

**Principle 2: Decision-making is consistent, transparent and based on reliable evidence.**

- 2a:** Consistent methods are used to develop evidence relating to the supply of and demand for community infrastructure.
- 2b:** Decisions made with regard to community infrastructure will take account of available relevant evidence.
- 2c:** The justification for community infrastructure projects is clearly explained and openly presented.

**Principle 3: Community infrastructure projects deliver net community benefit.**

- 3a:** Community infrastructure projects respond to priority community needs and service objectives and corporately agreed levels of service.
- 3b:** Community infrastructure projects will be delivered in step with population growth and demographic change.

**Principle 4: Community infrastructure operates as a network of facilities.**

- 4a:** Community services operate through a network of complementary local, district and regional facilities.
- 4b:** Community services and facilities have a high degree of transport accessibility and are located within reasonable travel time/distance of the communities they service.

**Principle 5: Community infrastructure supports the delivery of services to the community.**

- 5a:** Community infrastructure is prioritised for the delivery of effective community services by council and other service providers.

**Principle 6: Community infrastructure supports use by multiple services and users for a range of activities.**

- 6a:** Community facilities are fit for their intended purpose(s).
- 6b:** Community facilities are designed and maintained to be multifunctional, flexible and adaptable to change.
- 6c:** Community facilities support the co-location, integration, and/or clustering of complementary community services.

**Principle 7: Community infrastructure is inclusive and universally accessible.**

- 7a:** Community facilities are universally accessible, meeting the needs of families, users and staff of all physical and cognitive abilities, gender types and ages.
- 7b:** Community facilities support active ageing and promote inclusion of older people.
- 7c:** Community facilities embody Council's commitments to age-friendly, dementia-friendly and child-friendly communities.

**Principle 8: Community facilities are optimised for maximum use.**

- 8a:** Community services and facilities are designed and managed to meet their full capacity, making best use of existing facilities where appropriate.
- 8b:** The maintenance, renewal and upgrade of existing community infrastructure is prioritised above the funding of new community infrastructure.
- 8c:** New facilities are only planned and delivered where they meet identified priority shortfalls in existing or future infrastructure provision.

**Principle 9: Community infrastructure is provided through partnerships.**

- 9a:** Community infrastructure is funded, delivered, operated and programmed through collaborative partnerships between council, government and other public, private and community sector providers as appropriate.
- 9b:** Where a nexus between new development and the need for new or improved infrastructure is demonstrated, financial contributions towards community infrastructure projects will be sought.

**Principle 10: Community facilities embody Environmentally Sustainable Design principles.**

**10a:** Designs for new community facilities and maintenance, renewal or upgrade works to existing facilities will seek to reduce Council's environmental impact through environmentally sustainable design measures.

The order and numbering of the above principles is not an indication of their importance; all the Planning and Design Principles will be afforded equal weight in decision-making.

**6. Community Infrastructure Planning Process**

To implement this Policy Council has developed a Community Infrastructure Planning Process that is consistent with the Community Infrastructure Planning and Design Principles.

The Planning Process will:

- Identify and prioritise infrastructure projects that are justified by evidence and prioritised according to community need.
- Inform the Capital Improvement Program, in particular business cases for community infrastructure projects.
- Inform Council's strategic planning framework 'Moorabool 2041'.
- Inform service plans and reviews, planning studies, masterplans and other Council business.
- Provide the evidence base for Infrastructure Contributions Plan / Development Contributions Plans, applications for grant funding, and advocacy to external service providers.

**6. Related Legislation/Policies/Guidelines**

Title	Relevant requirements
Victorian Local Government Act 1989	Local governments have a responsibility to improve the overall quality of life of people in the local community and to ensure that services and facilities provided by the council are accessible and equitable.
Health and Wellbeing Plan (2013-2017)	Seeks to: improve access to physical activity programs and facilities; develop multi-use integrated community facilities in partnership with service providers and community organisations; create active lifestyle opportunities through increased access to open space and community facilities ensure Council's services and facilities are accessible; encourage services and facilities that meet the diverse needs of the community.
Rural Growth Policy (2012)	Policy direction: plan for the social and physical infrastructure needs of small towns and make the most of existing physical and social infrastructure.

Title	Relevant requirements
Small Towns and Settlements Strategy (2016)	Seeks to identify where infrastructure investment is required to support growth in small towns. Access to appropriate community infrastructure is one of the key requirements of sustainable communities.
Urban Growth Policy (2012)	General principle: plan for, and manage, current and predicted physical and social infrastructure provision with the shire.
Age Well Live Well Strategy & Access and Inclusion Plan (2015-2021)	All areas of Council have a shared responsibility to support healthy active ageing and access and inclusion for people with disabilities.
Recreation Reserves Capital Works Contribution Policy	Capital development will be guided by the Capital Works Contribution policy that outlines Council's standard provision for recreation and leisure facilities and potential funding models

**Other:**

Moorabool Shire Council is a signatory to the Age-Friendly Victoria Declaration (2016) which supports a commitment to develop age-friendly principles and create age-friendly communities.

**7. Council Plan Reference – Key Performance Area**

**Strategic Objective** Providing Good Governance and Leadership.

**Context** Our Assets and Infrastructure.

**Action** Finalise the Community Infrastructure Framework.

**8. Review**

This Policy will be reviewed every 5 years, or otherwise in accordance with any changes in legislation.

**9. Attachments**

None

# Attachment - Item 11.2.4(b)

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## 1. Planning Process overview

The Community Infrastructure Planning Process ('the Planning Process') describes the approach that Council takes to the planning and delivery of community infrastructure (the definition of which is provided in the Community Infrastructure Planning Policy). It is consistent with the Community Infrastructure Planning and Design Principles defined in the Planning Policy.

The Planning Process comprises four Key Stages, with one or more documents produced from each:

### 1. Community Infrastructure Audit

Published outputs:

- *Community Infrastructure Audit* report

### 2. Community Infrastructure Needs Analysis

Published outputs:

- *Community Infrastructure Needs Analysis* report
- *Community Infrastructure Provision Standards* report

### 3. Service-based Needs Prioritisation

Published outputs:

- *Priority Community Infrastructure Needs* report

### 4. Strategic Project Prioritisation

Published outputs:

- *Priority Community Infrastructure Improvement Plan* (forthcoming).

The Community Infrastructure Planning Process diagram (Figure 1) provides a summary overview of the Planning Process. Later sections of this document describe the key stages in more detail.



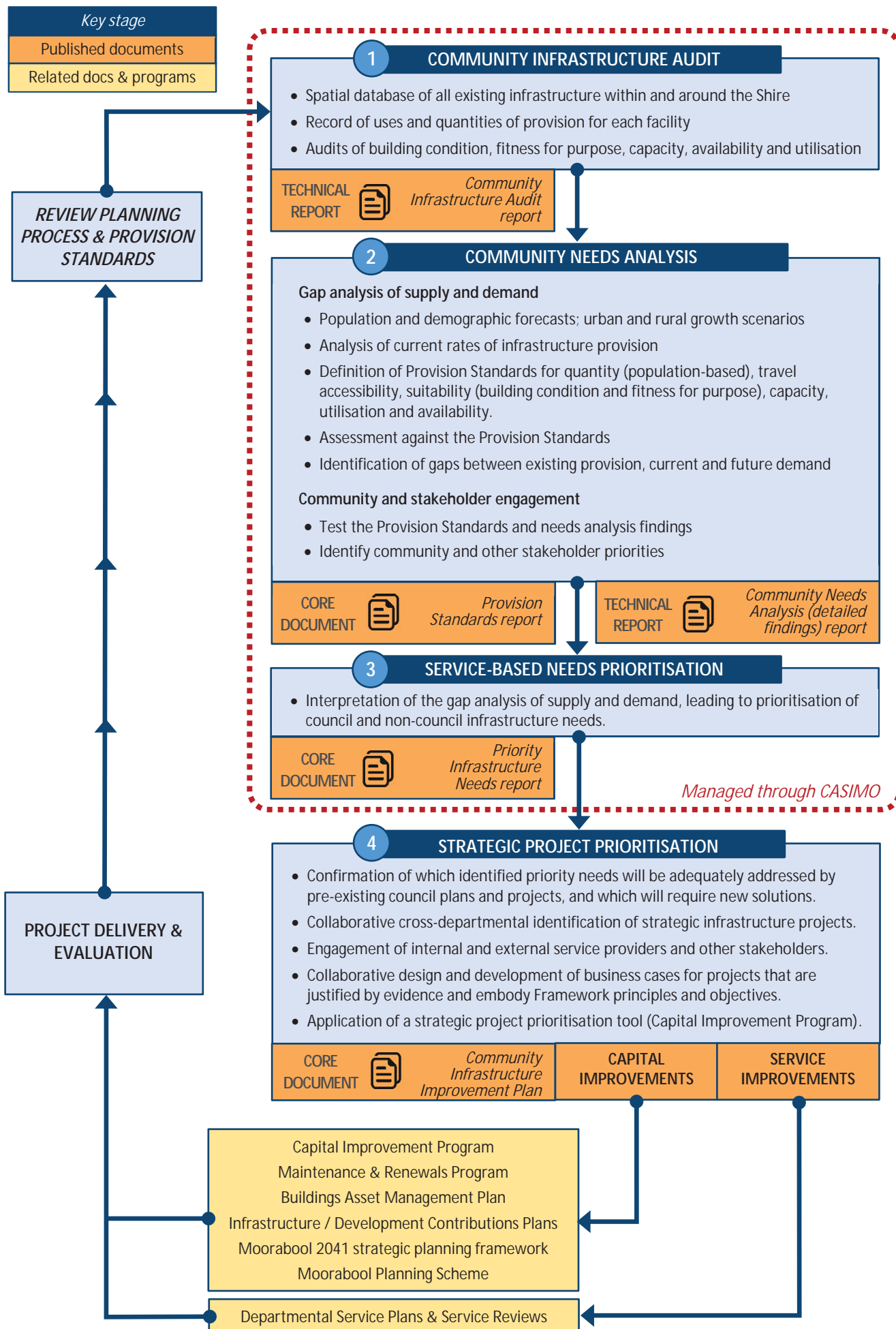


Figure 1: the Community Infrastructure Planning Process diagram

## 2. The Moorabool Community Infrastructure Framework

This section explains the broader Community Infrastructure Framework, of which the Planning Process is a component.

The policy basis for the Community Infrastructure Planning Process ('the Planning Process') is provided by the Community Infrastructure Planning Policy and Planning and Design Principles (2017). The Planning Process should be read in conjunction with the Planning Policy.

The Planning Policy, Planning and Design Principles, the Planning Process, and the tools and documents they describe are collectively known as the Moorabool Community Infrastructure Framework ('the Framework').

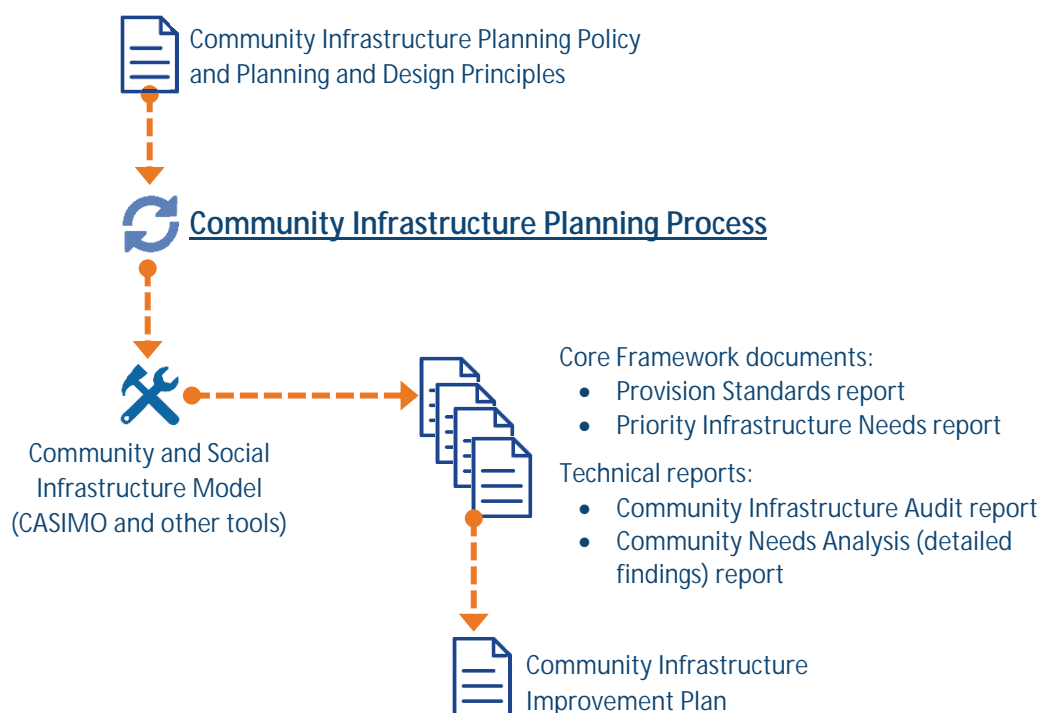


Figure 2: Community Infrastructure Framework components

The Framework provides Moorabool with a flexible and dynamic planning resource that integrates with other planning processes within Council. Its purpose is to:

- Enable Council to deliver on the aims and objectives defined by the Planning Policy.
- Identify infrastructure priorities based on robust evidence of community need.
- Inform Council's Capital Improvement Program, in particular business cases for community infrastructure projects.
- Inform Council's strategic planning framework 'Moorabool 2041'.
- Inform service plans and reviews, planning studies, masterplans and other Council business.
- Provide evidence for Infrastructure Contributions Plan / Development Contributions Plans, applications for grant funding, and advocacy to external service providers.

The Framework is not a simple ‘snapshot in time’ study; it is a whole-of-Council planning resource that provides a range of decision-making tools and resources.

Some key features of the Framework include:

<b>Evidence-based</b>	The Community Needs Analysis, and all subsequent stages of the Planning Process, are directly informed by data and spatial analysis. Data and analyses are managed through Council’s Community and Social Infrastructure Model CASIMO.
<b>Service-focused</b>	Input from Council’s internal community service departments and external service providers is at the heart of the Community Needs Analysis.
<b>Integrated</b>	Recognising the multi-disciplinary nature of community infrastructure planning the Framework integrates with other related planning processes within Council. Service planning, facilities planning, asset management and strategic planning are brought together for the common purpose of identifying the infrastructure required to meet community needs and support delivery of services now and into the future.
<b>Centrally coordinated</b>	The Framework is coordinated by the strategic planning unit. However, data, findings and priorities relating to services and facilities delivered by Council are ‘owned’ by the relevant department service managers.
<b>Dynamic and responsive</b>	The Planning Process is supported by Council’s Community and Social Infrastructure Model CASIMO, a database linked to spatial analysis tools (GIS). All data informing the Planning Process such as assumptions, demographic information, population forecasts, and Provision Standards is easily updatable. Many of the reports output from the Framework are published directly from CASIMO.
<b>Repeatable</b>	The Planning Process is designed to be repeatable as often as required. At present, it is an annual process that takes place ahead of Council’s Capital Improvement Program (CIP).

Development of the Framework will be iterative; more assessments will be conducted over time, the gap analysis refined and priorities revisited. The Framework core documents and technical reports will be published in 2017. These will subsequently be updated as more information is collected and assessed. Communities will have the opportunity to inform successive versions of the documents to ensure that they accurately represent the Shire’s most pressing needs.

## 2.1 Scope of 'Community Infrastructure'

The Community Infrastructure Planning Policy provides the following definitions:

<b>Community infrastructure</b>	A collective term for 'community facilities' and 'community services' as defined by this Policy.
<b>Community facilities</b>	Physical infrastructure in the form of buildings, places and spaces through which the community access services provided by Council and other providers.
<b>Community services</b>	Programs and other activities provided to the community by Council or other organisations. Specifically, services that require physical infrastructure to enable their delivery.
<b>Council asset</b>	Land, buildings and other structures owned by Moorabool Shire Council

The full scope of community infrastructure in Moorabool goes beyond the range of facilities currently owned and operated by Council. While it is important to ultimately assess the full range of facilities available to the public, the Framework will initially focus on critical infrastructure that is owned, operated or funded by Council. Future iterations of the Framework will assess third party owned/operated facilities that provide critical services to the public.

The infrastructure types currently included within the scope of the Framework are:

### AGED AND DISABILITY:

- Centre-based meals
- Social support groups
- Dementia programs

### EARLY YEARS

- Long day care
- Maternal & Child Health (MCH)
- 4 year old kindergarten

### CHILDREN AND YOUNG PEOPLE

- Playgrounds
- Skate or BMX park
- Youth space

### SPORT AND RECREATION

- Basketball court (competition)
- Netball court (competition)
- Tennis court (indoor competition)
- Football oval (competition)
- Cricket oval (competition)
- Soccer pitch (competition)
- Lawn bowls
- Swimming pool (indoor)
- Swimming pool (outdoor)

### COMMUNITY SPACES AND LIBRARIES

- Community venue – local
- Community venue – district
- Community venue – municipal
- Library (centre-based)
- Library (rural service)

### SUPPORT INFRASTRUCTURE

- Council customer service centre

Appendix A provides definitions for each of the above infrastructure types and how they have been assessed through the Framework.

## 2.2 Integration with other Council plans and studies

Council already has, and will continue to produce, plans and studies relating to particular service areas. Examples include the Municipal Early Years Plan, the Recreation and Leisure Strategy, the Health and Wellbeing Plan and the Age Well Live Well Strategy & Access and Inclusion Plan.

The Framework does not replace the need for service-specific plans; in fact it relies on service providers to continue to develop their own in-depth understanding of community need and service demand. The Framework provides mechanisms to bring the evidence provided by these plans together in a structured, consistent and equitable manner across Council and use them to inform strategic planning.

## 2.3 Roles and responsibilities

To date, development of the Framework has been led by the Strategic and Sustainable Development Unit within the Growth and Development Directorate. The Framework takes a collaborative whole-of-organisation approach, therefore several departments have responsibility for its implementation.

### 2.3.1 *Framework coordination*

The Social Infrastructure Planner (Strategic and Sustainable Development Unit) is the 'Framework Coordinator', having overall responsibility for developing and implementing the Framework. Specific responsibilities include:

- Prepare and maintain the Community Infrastructure Planning Policy, Planning and Design Principles, and the Planning Process.
- Develop and maintain the Community and Social Infrastructure Model (CASIMO).
- Prepare and maintain the Framework reports and other direct outputs.
- Convene the Community Infrastructure Framework Steering Group.
- Collaborate with internal community service managers<sup>1</sup>, external service providers and other information providers to acquire, manage and interpret data and identify infrastructure priorities.
- Collaborate with internal community service managers ahead of the CIP to interpret Framework findings, identify synergies between their needs, and identify collaborative infrastructure improvements<sup>2</sup> to be further developed and delivered through the CIP.

### 2.3.2 *Framework Steering Group*

The Community Infrastructure Framework Steering Group comprises key internal representatives across Council. As a minimum representation will include:

- The Community Infrastructure Framework Coordinator (see above)
- Internal community service managers<sup>1</sup>
- Senior representative from Infrastructure Services (asset management)
- Manager Strategic and Sustainable Development

---

<sup>1</sup> 'internal community service managers' refers to managers of Council departments with responsibility for delivering services through community facilities (e.g. aged services, sport, early years and libraries).

<sup>2</sup> improvements may be physical capital projects such as upgrade to existing or creation of new facilities, or they may be service-based non-capital improvements such as changes to service delivery models.

The Steering Group has oversight of the Framework and is responsible for supporting the Framework Coordinator to implement the Framework in a manner that best supports the effective and efficient provision of community services and facilities.

### 2.3.3 *Internal community service managers*

Council's internal community service managers are responsible for providing the Framework Coordinator with information required by the Planning Process in a timely manner. As Council's use of the Framework evolves, internal service managers will be able to manage their information directly via the CASIMO database.

Internal service managers (or their representatives) are responsible for engaging with the Framework Coordinator and other internal services through the key stages of the Planning Process, in particular the Community Needs Analysis and Strategic Project Prioritisation stages. The nature and extent of that engagement will depend on the specific community infrastructure needs and/or projects being considered at the time.

To inform analyses relating to non-Council services, internal service managers will either engage with relevant external service providers to acquire information required by the Planning Process, or will assist the Framework Coordinator to do so.

### 2.3.4 *Capital Improvement Program*

The Strategic Project Prioritisation stage of the Planning Process and the *Community Infrastructure Improvement Plan* seek to integrate the Framework with the Capital Improvement Program (CIP). Both the Framework Coordinator and the CIP coordinator are responsible for designing mechanisms for this integration and ensuring the CIP uses the Framework to inform the development of community infrastructure projects.

### 3. Response to the Community Infrastructure Planning and Design Principles

The Community Infrastructure Planning Policy provides the Planning and Design Principles and requires that the Planning Process be consistent with those principles. Table 2 below describes how the Planning Process responds to the Principles:

Table 2: Consistency with the Community Infrastructure Planning and Design Principles

Principles (from the Community Infrastructure Planning Policy)		Response (how the Planning Process supports the Principle)
<b>Principle 1: Community infrastructure planning is strategic and integrated across council.</b>	1a: A collaborative whole-of-organisation approach is taken to the planning and delivery of community infrastructure.	The Planning Process brings together service managers, asset managers and strategic planners as part of a consistent and equitable process. It integrates directly with other Council systems, processes and plans such as asset management systems, the Capital Improvement Program and the Moorabool 2041 strategic planning framework. Alignment between departments is ensured through the Strategic Project Prioritisation stage.
	1b: Planning is spatial and strategic in nature, extending across administrative boundaries.	The Provision Standards are applied in a consistent and equitable manner across the Shire. Spatial analyses are not confined by administrative boundaries and extend into the neighbouring municipalities that provide infrastructure used by Moorabool residents.
	1c: Local needs are expressed within the context of strategic community need.	The prioritisation stages of the Planning Process take into account broad areas of strategic need (e.g. across the whole Shire or across all urban areas) as well as localised needs, such as for individual towns. Identified projects will address the relative demand for infrastructure across the Shire and seek to distribute infrastructure improvements accordingly.

Principles (from the Community Infrastructure Planning Policy)		Response (how the Planning Process supports the Principle)
<b>Principle 2:</b> <b>Decision-making is consistent, transparent and based on reliable evidence.</b>	2a: Consistent methods are used to develop evidence relating to the supply of and demand for community infrastructure.	The Provision Standards are applied consistently to all settlements of similar size. The process for identifying and prioritising needs is the same for all service areas, and to all facility types.
	2b: Decisions made with regard to community infrastructure will take account of available relevant evidence.	The Planning Process provides a comprehensive database and geospatial gap analysis tool to collate, manage and report on data. Findings lead directly to the identification of gaps in provision and priorities to be addressed through the Community Infrastructure Implementation Plan.
	2c: The justification for community infrastructure projects is clearly explained and openly presented.	The various published reports that are output from the Planning Process will transparently present the Audit of Infrastructure, the Provision Standards, the results of the Community Needs Analysis, and the Priority Community Needs identified by Council.
<b>Principle 3:</b> <b>Community infrastructure projects deliver net community benefit.</b>	3a: Community infrastructure projects respond to priority community needs and service objectives and corporately agreed levels of service.	Community Needs Analysis is a key stage of the Planning Process and is fundamental to the identification of infrastructure priorities and projects. The Provision Standards used to inform the Needs Analysis and the Needs Prioritisation stages provide corporately agreed levels of service in addition to those defined in other plans. The Planning Process enables Council to prioritise people's <i>needs</i> over <i>wants</i> .
	3b: Community infrastructure projects will be delivered in step with population growth and demographic change.	The Community Needs Analysis plans to several future horizons (planning years) and identifies various triggers that determine when an improvement to community infrastructure is required. Project delivery will continue to be managed through the Capital Improvement Program.



Principles (from the Community Infrastructure Planning Policy)		Response (how the Planning Process supports the Principle)
<b>Principle 4:</b> Community infrastructure operates as a network of facilities.	4a: Community services operate through a network of complementary local, district and regional facilities.	The Community Needs Analysis – in particular the Travel Accessibility Standards - is fundamentally based around a network of accessible facilities distributed between urban and rural towns.
	4b: Community services and facilities have a high degree of transport accessibility and are located within reasonable travel time/distance of the communities they service.	The Travel Accessibility Standards provide an assessment of people's travel time to services and facilities. Travel time/distance is a key component of the gap analysis.
<b>Principle 5:</b> Community infrastructure supports the delivery of services to the community.	5a: Community infrastructure is prioritised for the delivery of effective community services by council and other service providers.	<p>The Community Infrastructure Audit records the services being delivered through each facility. Facilities not being used for service delivery may be identified as having potential for alternative use. Council's internal service units are engaged through all stages of the Planning Process to ensure facilities directly respond to service needs.</p> <p>The Community Needs Analysis identifies gaps in the provision of infrastructure that Council is not a provider of, or that are better provided by others. Council can then decide whether and how to use its facilities to assist other service providers to meet community needs.</p>
<b>Principle 6:</b> Community infrastructure supports use by multiple services and users for a range of activities.	6a: Community facilities are fit for their intended purpose(s).	The Suitability Assessment includes an assessment of the fitness for purpose of facilities. The assessment is part of the gap analysis and will be integrated with the asset management system to complement building condition audits.
	6b: Community facilities are designed and maintained to be multifunctional, flexible and adaptable to change.	The Needs Prioritisation stages consider opportunities to expand the service offering of facilities and the range of users they service. Flexible and adaptable design (to allow for changing uses of time) will need to be managed through the Capital Improvement Program.

Principles (from the Community Infrastructure Planning Policy)		Response (how the Planning Process supports the Principle)
	6c: Community facilities support the co-location, integration, and/or clustering of complementary community services.	The Strategic Project Prioritisation stage will identify opportunities to co-locate/integrate/cluster.
<b>Principle 7:</b> Community infrastructure is inclusive and universally accessible.	7a: Community facilities are universally accessible, meeting the needs of families, users and staff of all physical and cognitive abilities, gender types and ages.	The fitness for purpose assessment (part of the Suitability Standard) includes multiple criteria for universal accessibility.
	7b: Community facilities support active ageing and promote inclusion of older people.	The Community Infrastructure Audit uses a typology of uses that includes programs for early years, children, young people, seniors and dementia sufferers.
	7c: Community facilities embody Council's commitments to age-friendly, dementia-friendly and child-friendly communities.	The Community Needs Analysis assesses demand for facilities that are suitable for use by the young, by families, by the elderly and by suffers of dementia.
<b>Principle 8:</b> Community facilities are optimised for maximum use.	8a: Community services and facilities are designed and managed to meet their full capacity, making best use of existing facilities where appropriate.	The Capacity and Utilisation Standards directly inform the Community Needs Analysis and Needs Prioritisation stages.
	8b: The maintenance, renewal and upgrade of existing community infrastructure is prioritised above the funding of new community infrastructure.	The Needs Prioritisation stages seek to make best use of existing facilities. Where no suitable facilities exist to meet identified community needs, new ones will be planned.
	8c: New facilities are only planned and delivered where they meet identified priority shortfalls in existing or future infrastructure provision.	

Principles (from the Community Infrastructure Planning Policy)		Response (how the Planning Process supports the Principle)
<b>Principle 9:</b> <b>Community infrastructure is provided through partnerships.</b>	9a: Community infrastructure is funded, delivered, operated and programmed through collaborative partnerships between council, government and other public, private and community sector providers as appropriate.	The prioritised lists of infrastructure requirements produced through the Framework will directly inform Infrastructure/Development Contributions Plans <sup>3</sup> .  Where Council is not the responsible provider for meeting identified shortfalls in community infrastructure provision, the Planning Process will produce the evidence required for advocacy and collaboration.
	9b: Where nexus between new development and the need for new or improved infrastructure is demonstrated, financial contributions towards community infrastructure projects will be sought.	
<b>Principle 10:</b> <b>Community facilities embody Environmentally Sustainable Design principles.</b>	10a: Designs for new community facilities and maintenance, renewal or upgrade works to existing facilities seek to reduce Council's environmental impact through environmentally sustainable design measures.	The Fitness for Purpose assessment includes questions relating to the ESD aspects of existing Council facilities. The design and delivery of ESD measures will need to be managed through the Capital Improvement Program.

Table 2: Consistency with the Community Infrastructure Planning and Design Principles

<sup>3</sup> *Development Contributions Plans* or *Infrastructure Contributions Plans* define the amount and type of contributions – financial or in kind - that developers/builders are required to make in order to manage the social, environmental, economic or service impacts of new housing or other development works.

## 4. Community and stakeholder engagement

Input from communities and other stakeholders will be essential in order to fully understand which services and facilities are most in need and which improvements to community infrastructure should be prioritised.

The Framework has been designed so that Council's community service departments are the providers and custodians of the various planning standards and assessments that are used to identify and prioritise community need for infrastructure. The first iteration of the Framework only addresses critical services and facilities that are owned, operated or funded by Council. Future iterations will include a broader range of infrastructure. Where Council is not the provider of such infrastructure, the Framework will need to be informed by input from external service providers.

Section 2.3 of this report describes the roles of the Framework Coordinator and internal service managers with regard to ensuring that the Community Infrastructure Planning Process is based on the best available information. The onus is therefore on internal service providers to engage with the community and other stakeholders through their normal planning and delivery of services. The Framework Coordinator is responsible for ensuring this information is appropriately captured and assessed through the Planning Process and published through future iterations of the Framework.

Therefore, rather than a one-off consultation exercise on the content of the Framework, community and stakeholder engagement will be an ongoing process of receiving input through a variety of means including:

- Engagement during the preparation of service-based studies and plans such as an Early Years Municipal-wide Infrastructure Plan or a Recreation and Leisure Strategy.
- Engagement during the preparation of corporate documents such the Council Plan and Health and Wellbeing Plan.
- Direct communications received by Council such as letters from residents and community groups.
- Contact with the community via applications to Council's Community Development Fund.
- Contact with Committees of Management for reserves within the Shire.
- Contact with the public and stakeholders through Council's normal delivery of services.
- Contact with community groups and service providers through the various sector working groups that Council is represented on.

In addition to the above, all planning standards, analyses and findings relating to the Framework will be made available for public scrutiny via Council's website.

## 5. Community Infrastructure Audit

Figure 1 on page 3 illustrates how the Community Infrastructure Audit relates to the other three key stages of the Planning Process. The Infrastructure Audit collects information relating to the quantity, suitability, travel accessibility, capacity, availability and utilisation of infrastructure that is needed to inform the Community Needs Analysis.

The analysis is primarily conducted by the Framework Coordinator, in collaboration with Council's internal service managers where required.

### 5.1 Facilities register

The first stage of implementing the Planning Process has been to create a register of all existing community infrastructure that serves Moorabool residents, irrespective of ownership. As residents access facilities and services that are outside of the Shire as well as within, the audit has recorded infrastructure in surrounding towns such as Ballarat, Buninyong, Melton, Meredith and Trentham.

The register of existing community infrastructure is managed through the 'Facilities Register' module of Council's Community and Social Infrastructure Model CASIMO.

### 5.2 Typology of Uses

Council has created a typology of a wide range of services, facility types, programs and activities (collectively referred to as 'uses'). Along with recording the location and name of a facility, the Facilities Register records all the uses applicable to each facility.

### 5.3 Quantity measures

For each use recorded against facilities in the register, a measure of the quantity of provision is also recorded. For some facilities this is simply '1' for the number of facilities but for other uses a more appropriate measure is recorded, such as:

4 yr old kindergarten	Licensed places
Tennis	Courts
Centre-based meals	Weekly meals
Dementia programs	Program places

These quantities form the 'supply' that is assessed through the Community Needs Analysis stage, in particular the Quantity Assessment against the Population Standards.

### 5.4 Audits of Building Condition and Fitness for Purpose

The Suitability Assessment uses the Building Condition Standard and the Fitness for Purpose standard. Building condition and fitness for purpose information is collected through the Community Infrastructure Audit, stored in CASIMO and Council's Asset Management Information System, and assessed through the Community Needs Analysis stage.

*Building Condition* refers to the physical condition of built facilities and is assessed through regular audits carried out by specialist contractors.

*Fitness for Purpose* relates to the broader function of facilities in terms of how well (or poorly) they meet the needs of building users. The Fitness for Purpose assessments will be developed and conducted by Council officers.

## 5.5 Audits of facility Capacity, Availability and Utilisation

The Utilisation Assessment is informed by the audits of facility capacity, availability and utilisation. This information is collected through the Community Infrastructure Audit, stored in CASIMO and assessed through the Community Needs Analysis stage.

*NOTE: Capacity, Availability and Utilisation audits will be conducted in 2017-18.*

## 6. Community Needs Analysis

Figure 1 on page 3 illustrates how the Community Needs Analysis relates to the other three key stages of the Planning Process.

The Community Needs Analysis compares the Community Infrastructure Audit (i.e. the 'supply' of infrastructure) with demographic data and a set of provision standards (targets) to determine where shortfalls or surpluses in provision exist today. The analysis then uses the Shire's population projections to forecast how these 'gaps' in provision will change over time.

The analysis is conducted collaboratively between the Framework Coordinator and Council's internal service managers.

### 6.1 Needs Assessments and Provision Standards (overview)

This section provides an overview of the various assessments and provision standards use by the Community Needs Analysis stage. Later sections of this document describe each of the assessments and standards in detail.

The Community Needs Analysis addresses four different aspects of community need for services and facilities: quantity, travel accessibility, suitability and utilisation. A separate assessment has been designed for each of these aspects. Each assessment uses information from the Community Infrastructure Audit, and compares it with one or more provision standards (measures):

1. **QUANTITY ASSESSMENT** (a strategic assessment to determine whether there are enough facilities in relation to population size)

Audit information:

- Quantity measures (from the Facilities Register)
- Facility location (from the Facilities Register)

Provision standards:

- the '**Population Standard**' (the desired number of facilities in relation to population size, by relevant age cohort<sup>4</sup>)

2. **TRAVEL ACCESSIBILITY ASSESSMENT** (a strategic assessment to determine whether people can travel to services and facilities within a reasonable journey time)

Audit information:

- Facility location (from the Facilities Register)

Other information:

- Road and footpath networks (GIS)
- Travel time and distance network (GIS)

Provision standards:

- the '**Travel Standard**' (the time or distance that people must travel to facilities from home).

3. **SUITABILITY ASSESSMENT** (facility-specific assessments that determine whether facilities are fit for their purpose and in adequate physical condition)

Audit information:

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<sup>4</sup> Age range of the population that creates demand for the infrastructure type

- Building condition audits
- Facility Fitness for Purpose assessments

Provision standards:

- the '**Building Condition Standard**' (the physical condition of the facility - as assessed through a professional audit)
- the '**Fitness for Purpose Standard**' (the functional suitability of the facility for the services delivered through it - as assessed by Council)

#### 4. **UTILISATION ASSESSMENT** (facility-specific assessments that determine whether services and facilities have adequate capacity to meet community demand)

Audit information:

- Facility capacity audits
- Facility availability audits
- Facility utilisation audits

Provision standards:

- the '**Utilisation Standard**' (the proportion of the maximum capacity that is available and actually being used)

The above provision standards are detailed in later sections of this report.

## 6.2 Strategic vs. facility-specific assessments and provision standards

The Quantity Assessment and the Travel Accessibility Assessment are applied strategically across the Shire to measure demand for community infrastructure. The assessments are applied consistently and equitably for all towns and communities across the Shire.

The Suitability Assessment and Utilisation Assessment are applied to existing infrastructure and conducted on a facility-by-facility basis.

The Suitability Assessment assessments will be conducted later in 2017 once the results of Council's updated Building Condition Audits are available. The Utilisation Assessment will be conducted in 2017-18.

## 6.3 The Quantity Assessment

The Quantity Assessment considers how much provision is required to meet the needs of the current and future population. Population estimates and forecasts for Moorabool Shire are provided by ID Consulting and provided online at <http://forecast.id.com.au/moorabool>. Population estimates are available by gender and age for every year up to 2041 for the following 'Population Forecast Areas':

- Bacchus Marsh
- Darley
- Maddingley
- Ballan
- Rural East
- Rural West

Boundaries for the above areas can be viewed at <http://forecast.id.com.au/moorabool/about-forecast-areas>.



Many services and facilities such as libraries and open space are used by people of all ages whereas others are more relevant to people of certain ages. An example of the latter includes Long Day Care which is used by children aged up to 6 years old. The age range used to estimate the demand for a certain service or facility is called the 'age cohort'. The age cohorts used to model demand for the various infrastructure types will be published through the *Community Infrastructure Provision Standards* report on Council's website.

The limitation of Moorabool's population estimates (and therefore age cohort estimates) is that they are only available for the six Population Forecast Areas listed above. This means that demand for community infrastructure can only be determined for each Population Forecast Area or an aggregation of areas; it cannot be measured for smaller geographic areas such as individual towns. To overcome this, Council is developing a population estimating tool for sub-areas such as small towns. When operational, the tool will be used to apply the Population Standards to individual towns and the findings will be reported through a future iteration of the Framework.

The size of the age cohort population within an area gives an indication of the *maximum* number of people who are likely to create demand for a service or facility; however, not all of these people will actually use one. It is therefore necessary to determine a *provision standard* that estimates the proportion of the age cohort population who will actually use (i.e. create demand for) a service or facility. Council has developed a set of 'Population Standards' for each infrastructure type.

#### 6.3.1 *The Population Standards*

The Populations Standards are expressed as the number of population within the relevant age cohort that a facility can support. Units of measure vary depending on the type of facility, for example the unit of measure for tennis courts is '1 court', for community venues it is '1 facility' and for kindergarten it is '1 licensed place'.

The Population Standards have been developed specifically for Moorabool to reflect local drivers for demand such as the existing rate of provision, legacy infrastructure, current and forecast rates of participation and utilisation, opportunities and constraints arising from new development, Council policy, and constrained capital and operational budgets. Comparison with provision rates in other municipalities can be useful to suggest how Moorabool compares, but it is not appropriate to simply 'borrow in' these rates<sup>5</sup>.

The process of setting the Population Standards has examined current ratios of provision across the Shire and compared them with relevant information such as:

- studies and plans (e.g. Recreation and Leisure Strategy or Municipal Early Years Plan)
- service provider knowledge of participation rates and trends, waiting lists, facility utilisation, good practice models and other service planning factors
- population and development forecasts
- local policy and planning objectives

The Population Standards are expressed as two figures:

1. Population trigger (minimum cohort population required to trigger need for a facility)
2. Population ratio (the maximum cohort population a facility is able to support)

The Population Standards are defined and managed through Council's CASIMO database and will be provided through the *Community Infrastructure Provision Standards* report and published on

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<sup>5</sup> The Victorian Planning Authority *Guide to Planning for Community Infrastructure in Urban Renewal Areas* specifically advises against the application of 'arbitrary benchmarks' from other LGAs.

Council's website. The results of the Quantity Assessment will be published through the *Community Infrastructure Needs Analysis (detailed findings)* report and published on Council's website.

Worked example: development of a Population Standard for soccer pitches

All figures in this worked example are illustrative only.

**Step 1:**

Select an appropriate age cohort

*Example soccer pitches age cohort = persons aged 5 to 85*

**Step 2:**

Calculate the current actual rate of provision

*If Settlement A currently has 2 soccer pitches and a population of 12000 persons aged 5 to 85, the current actual rate of provision is 2: 12000 or 1: 6000.*

**Step 3:**

Consider the current rate of provision against Council's understanding of whether demand for soccer is being adequately met. Apply knowledge such as current and projected participation rates, known unmet demand (e.g. waiting lists), utilisation of existing facilities, and other relevant drivers. Comparisons with other municipalities or benchmarks may also be used.

*In this example, existing facilities are fully utilised and substantial unmet demand is known to exist. This suggests that the current rate of provision of 1:6000 is inadequate.*

**Step 4:**

Select an appropriate population ratio

*Council selects a target population ratio of 1:3000 (i.e. twice the current rate of provision)*

**Step 5:**

Compare the selected population ratio with current and forecast population

*Comparison of existing supply with the population ratio produces the table of results below:*

Year	Estimated population of persons aged 5-85	Facilities required to meet 1:3000 target population ratio	Existing provision	Shortfall
2017	12,000	4	2	-2
2021	14,000	5 (rounded)	2	-3
2031	18,000	6	2	-4
2041	24,000	8	2	-6

*In this example Council decides that the forecast shortfalls are realistic and that it has the resources to deliver 6 pitches by 2041. Council therefore adopts the population ratio of 1:3000 persons aged 5 to 85.*

*If Council decided that delivery of 6 pitches was not possible or necessary, the population ratio would be revised to a higher ratio (e.g. 1:4000), thereby reducing the forecast shortfall to a more realistic and deliverable figure.*

**Step 6:**

Determine a population trigger

*Based on knowledge of participation rates, utilisation of facilities, costs of operating and maintaining soccer pitches, and other relevant information Council determines that a minimum population of 1000 persons aged 5 to 85 is required to support a soccer pitch.*

## 6.4 The Travel Accessibility Assessment

Another key aspect of assessing community demand for infrastructure is the location and distribution of facilities as these determine the distance that people must travel to access a service or facility.

The Travel Accessibility Assessment considers the actual on-road distance between people and community facilities. The assessment applies the Travel Accessibility Standards to determine whether people can access services and facilities within a reasonable journey time.

'Walkability' or 'driveability' are widely recognised as appropriate measures of travel accessibility. Several urban municipalities in Australia (including the cities of Ballarat, Bendigo and Melbourne) have goals of achieving 10 or 20 minute neighbourhoods where all critical services and facilities are provided within a 10 or 20 minute journey. Walking or public transport time is commonly used in urban areas but for rural areas where walking or public transport is not an option, travel time by private vehicle is a much more realistic standard.

### 6.4.1 The Travel Accessibility Standards

For rural areas the Travel Accessibility Standards are expressed as drive time. For urban areas they are a mix of drive time and walking distance, depending on the type of facility the standard is being applied to.

Council's data and spatial analysis capabilities do not currently allow for the travel accessibility standards to include journeys by public transport. However, these tools are in development and will be applied to the travel accessibility standards through a future iteration of the Framework.

A time or distance-based Travel Accessibility Standard has been set for each infrastructure type addressed by the Community Infrastructure Framework. The proposed travel standards are:

- '400m walking distance' (equivalent to a 5 minute walk)
- '800m walking distance' (equivalent to a 10 minute walk)
- '1600m walking distance / 2 minute drive'
- '5 minutes drive time' (equivalent to travelling across a person's own community)
- '10 minutes drive time'
- '20 minutes drive time'
- '30 minutes drive time' (for major regional facilities)

Settlements of different population sizes cannot all realistically be provided with the same level of access to facilities. For example, due to its much smaller population a village cannot support the same range of facilities within its boundary as a large urban area. Therefore, the Travel Accessibility Standards are defined differently for settlements of different sizes. For example, the standard for Long Day Care might be '5 minutes drive time' for a large urban area of 10,000 people but would most likely be '20 minutes drive time' for a rural settlement of less than 200 people.

The Travel Accessibility Standards are initially defined according to the travel time/distance that is considered reasonable for residents within settlements of different sizes to travel to access facilities. They are then refined by studying the implications of setting them at the chosen level. For example, defining a travel standard for Long Day Care of '10 minutes drive time' for all villages may result in the gap analysis concluding that five new day care centres are required across the rural west. Council may decide that such a requirement is not affordable or viable and consequently revise the standard

to '20 minutes drive time'. Defining the Travel Standards in this manner ensures that all settlements of similar sizes are equitably assessed against each other.

The Travel Accessibility Assessment compares the standards with current travel times / distance to determine whether the standards are met or failed for each facility type, for each settlement in the Shire.

The Travel Accessibility Standards are defined and managed through Council's CASIMO database and will be provided through the *Community Infrastructure Provision Standards* report and published on Council's website. The results of the Travel Accessibility Assessment will be published through the *Community Infrastructure Needs Analysis (detailed findings)* report and published on Council's website.

## 6.5 The Suitability Assessment

The Suitability Assessment determines whether existing facilities are physically meeting the needs of the services delivered through them or would meet the needs of different services if they were to be delivered through them instead.

The assessment measures 'suitability' using two provision standards, the Building Condition Standard and the Fitness for Purpose Standard. The Building Condition and Fitness for Purpose Standards will use comparable scoring systems and together provide a comprehensive understanding of whether facilities are physically able to meet the needs of their users (as well as ensuring they are safe for public use).

### 6.5.1 The Building Condition Standards

The Building Condition Standards set a minimum level of building condition that users should reasonably expect of community facilities of different types.

Approximately every four years Council commissions a professional condition audit of its buildings. The audits typically assesses buildings based on their major components such as roof, exterior and interior walls, windows, plumbing and electrics. A score is given to each component. The score of a building component is a rating of the current condition of the component with respect to its original (as-built) condition and the effect of destructive forces such as weathering, corrosion, age, usage, damage etc as defined in the table below.

As audits are only carried out for Council assets, the Building Condition Standard can only be applied to existing Council-owned facilities. The scores given to each building component and the building overall are:

Score	Building condition
1	Excellent (>90% of new condition)
2	Very Good (75-90% of new condition)
3	Good (50-75% of new condition)
4	Fair (25-50% of new condition)
5	Poor (10-25% of new condition)
0	Failed/Unserviceable

Minimum acceptable building condition scores for each infrastructure type will be set through the Building Condition Standard. These will be defined and managed through Council's CASIMO database and will be provided through the *Community Infrastructure Provision Standards* report and published on Council's website.

### 6.5.2 The Fitness for Purpose Standards

The Fitness for Purpose Standards consider physical characteristics of buildings that are not addressed by the Building Condition Standards. They set a minimum measure of fitness for purpose that users should reasonably expect of community facilities of different types.

A Fitness for Purpose assessment comprising questions on many aspects of building function has been developed in-house by council officers. The assessments are conducted by Council's Asset Management officers and the service unit managers who use each facility. The assessments will be updated as often as required. At present they will only be applied to Council-owned, leased or managed facilities or ones to which Council provides operational funding.

The scores given to each category of the assessment and the facility overall are:

Score	Fitness for Purpose
1	Fully meets the service needs with no impact on service delivery
2	Minor impact on ability to deliver the required services
3	Moderate impact on ability to deliver the required services
4	Significant impact on ability to deliver the required services
5	Severe impact - required services cannot be delivered
0	Unfit for use

*NOTE: Building Condition and Fitness for Purpose assessments will be conducted later in 2017 once the results of Council's updated Building Condition Audits are available.*

## 6.6 The Utilisation Standards

The Utilisation Standards are still in development and are omitted from the Framework until audits of capacity, availability and utilisation have been completed for all Council-owned facilities.

The Utilisation Standards will define the maximum level of use that should be reasonably expected of a facility and compare it with current actual availability and usage. These standards will allow Council to measure whether facilities are being over or under used.

## 6.7 Identifying gaps in provision (gap analysis)

Differences between existing infrastructure provision across the Shire and desired (target) levels of provision are determined by comparing the Community Infrastructure Audit (the 'supply') with demand data and the various Provision Standards:

- Comparison between the Audit, the age cohort populations and the Population Standards suggest where there are shortfall or surpluses in the number and distribution of services and facilities.

- Comparison between the current location of facilities and the Travel Accessibility Standards using spatial GIS<sup>6</sup> analysis identifies geographic gaps in provision where people have to travel unreasonable distances to reach infrastructure.
- Comparison between the Building Condition audits, Fitness for Purpose assessments and the Provision Standards identifies where facilities are unsuitable in terms of their physical attributes.
- Comparison between the capacity, availability and utilisation audits and the Provision Standards suggests where infrastructure is being over or under used.

These comparisons are projected into the future using Council's population forecasts and its understanding of how future growth and development is likely to affect the size and makeup of settlements, transport patterns, and the nature of people's demand for services and facilities.

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<sup>6</sup> Geographical Information System (GIS) is software used to analyse the spatial (geographical) relationships between objects and data.

## 7. Service-based Needs Prioritisation

The Service-based Needs Prioritisation stage identifies which of the findings from the Community Needs Analysis represent the most important areas of community need for each infrastructure type and each location. The prioritisation is carried out on a service-by-service basis by council's internal service managers who have an intimate understanding of community and service needs. Council officers consider the evidence and identify the gaps that are most significant and need to be taken forward to the Strategic Project Prioritisation stage.

This stage identifies aspects of community need for infrastructure that will need to be addressed through capital projects and/or service improvements; it does not identify specific projects. It also identifies locations that are perhaps oversupplied and could present opportunities to rationalise existing infrastructure.

One of the Community Infrastructure Planning and Design Principles is that "*Community infrastructure projects respond to priority community needs and service objectives and corporately agreed levels of service*". Given Council's limited budgets for community infrastructure, the prioritisation stages of the Framework seek to prioritise 'needs' over 'wants' and address the most critical community needs first.

## 8. Strategic Project Prioritisation

The purpose of the Strategic Project Prioritisation stage is to design projects that meet the priority areas of need identified through the Service-based Needs Prioritisation. Discussions between service providers identify where multiple areas of need can be met through multipurpose facilities and where opportunities for alignment, collaboration, co-location and/or integration between services and projects exist.

Priority projects will need to provide significant strategic benefits to the broadest possible range of people.

### *Delivering infrastructure improvements*

The funding, design and delivery of community infrastructure improvements will be achieved through the *Community Infrastructure Funding and Implementation Plan* which will be prepared subsequent to formal Council adoption of this report. This plan will identify specific infrastructure improvement projects, their estimated cost, timing and funding mechanisms.



## 9. The Moorabool Community and Social Infrastructure Model (CASIMO)

Council has developed a database (CASIMO) to manage the large amount of data required to perform gap analysis of current and future supply and demand for community infrastructure. The database is linked to GIS to enable spatial assessment of the distribution of facilities and the places where shortfalls or surpluses in supply exist. The figure below outlines the function of the model.

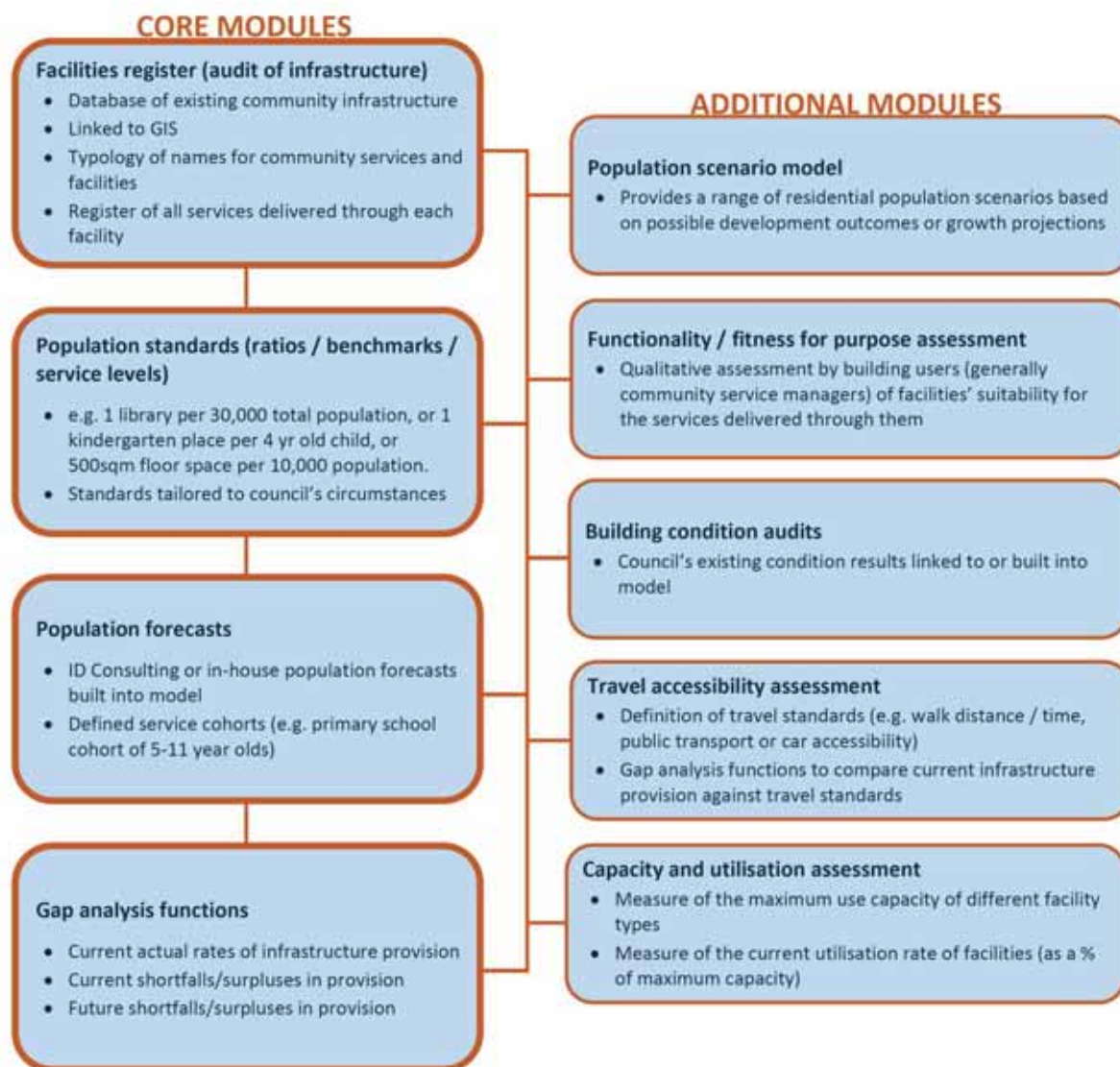


Figure 3: overview of the Moorabool Community and Social Infrastructure Model (CASIMO)

CASIMO directly supports the Community Infrastructure Audit, the Community Needs Analysis and the Service-based Needs Prioritisation stages. CASIMO stores and manages data, the various provision standards, the gap analysis and the prioritisation of community needs.

The following reports are created and output directly from CASIMO:

- Priority Community Infrastructure Needs report
- Provision Standards report
- Community Infrastructure Audit report
- Community Needs Analysis (detailed findings) report



## Appendix A: Infrastructure type definitions

AGED AND DISABILITY	
Centre-based meals	Nutritious meals funded by the Commonwealth Home Support Programme (CHSP) and eaten in a social setting. Meals are provided to people in the CHSP target population who are at nutritional risk or who have decreased capacity to prepare their own meals. Meals may be prepared at or delivered to the facility (i.e. centre) in which they are eaten.
Social support groups	A range of facility-based or mobile programs, groups and social activities accessed by the elderly or individuals with physical, cognitive or other health needs. Facilities suitable for Social Support Groups have higher design requirements relating to universal accessibility.
Dementia programs	Facility-based programs designed along Montessori principles and delivered through small groups that engage, encourage participation and enhance the lives of people living with dementia. Funded by the Commonwealth Home Support Programme (for people over 65 or over 50 for Aboriginal people) and the Home and Community Care (HACC) Program (for younger persons, people under 65 and under 50 if an Aboriginal person).
CHILDREN AND YOUNG PEOPLE	
Playgrounds	Formal equipped spaces that provide structured play opportunities for children. <sup>7</sup>
Skate or BMX park	Purpose-built earthworks or equipment intended for the use of skateboards and/or BMX bikes.
Youth space	Facilities that support the delivery of programs and services for young people aged 12-25 years. Facilities are either dedicated for use as a youth space or designed and managed to foster a sense of identity and belonging relevant to young people.
COMMUNITY SPACES AND LIBRARIES	
Community venue – local	<p>A facility providing: one or more multipurpose rooms, where the largest room can seat up to 20 people around tables; a kitchen or food preparation area suitable to cater for 20 people; accessible toilets (male, female or unisex); storage for chairs and tables.</p> <p>Fit out of the facility must be suitable for playgroups, youth and seniors groups and community arts.</p>
Community venue – district	<p>A facility providing: two or more multipurpose rooms, where the largest room can seat up to 50 people around tables, plus a secondary room that can seat up to 20 people around tables; a registered (commercial) kitchen suitable to cater for 70 people; accessible toilets (male, female or unisex); storage for chairs and tables.</p> <p>Fit out of the facility must be suitable for playgroups, youth and seniors groups and community arts.</p>

<sup>7</sup> Future iterations of the Community Infrastructure Framework will expand the definition of playgrounds to include formal and informal spaces that offer structured and unstructured play opportunities.

Community venue – municipal	<p>A facility providing: two or more multipurpose rooms (where the largest room can seat up to 200 people around tables, plus a secondary room that can seat up to 50 people around tables; a registered (commercial) kitchen suitable to cater for 250 people; accessible toilets (male, female or unisex); storage for chairs and tables.</p> <p>Fit out of the facility must be suitable for a broad range of uses including playgroups, youth and seniors groups, community arts and performances.</p>
Library (centre-based)	A staffed facility providing public access to printed collection items and electronic information resources for reference or borrowing, internet access, and space for community engagement programs such as story times, holiday programs, author talks, or reading groups.
Library (rural service)	Mobile service that provides library materials to rural communities, visiting various locations to a regular timetable.
<b>EARLY YEARS</b>	
Long day care	Centre-based education and care services for children aged 0-6 years, providing up to 12 hours of care a day. Services operate under the Australian Government <i>National Quality Framework</i> and must meet the requirements of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011. Long Day Care in Moorabool is provided by the private sector and community organisations.
Maternal & Child Health (MCH) <sup>8</sup>	Maternal and Child Health (MCH) provide services for families with children 0-6 years, e.g. support for parents, breastfeeding, developmental assessments for babies and children and activities for families. It is funded under a joint MOU between State Government and Local Government. In Victoria Local Government is the infrastructure provider for Maternal & Child Health.
4 year old kindergarten	Kindergarten (also called preschool) is a program for young children delivered by a qualified early childhood teacher. Children attend a kindergarten program in the year before starting school, usually at four years of age. Kindergarten operates under the Australian Government <i>National Quality Framework</i> and must meet the requirements of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011. In Victoria local government is the infrastructure provider for Kindergarten.

<sup>8</sup> The Community Needs Analysis has assessed MCH services that are provided from a facility. Outreach MCH services to the home are also available but are not included in the assessments.

SPORT AND RECREATION	
Basketball court (competition)	A hard surface court marked out for the playing of basketball and compliant with standards that allow for competitive sport.
Netball court (competition)	A hard surface court marked out for the playing of netball and compliant with standards that allow for competitive sport.
Tennis court (indoor competition)	A grass or synthetic surface court with suitable net, marked out for the playing of tennis, and compliant with standards that allow for competitive sport.
Football oval (competition)	A grass or synthetic surface oval or pitch with suitable goal posts, laid and marked out for the playing of football and compliant with standards that allow for competitive sport.
Cricket oval (competition)	A grass or synthetic surface oval or pitch, with a grass or synthetic wicket, laid and marked out for the playing of cricket and compliant with standards that allow for competitive sport.
Soccer pitch (competition)	A grass or synthetic surface pitch with suitable goal posts, laid and marked out for the playing of soccer and compliant with standards that allow for competitive sport.
Lawn bowls	Grass or synthetic green laid and marked out for the playing of lawn bowls.
Swimming pool (indoor)	An indoor pool suitable for adult swimming.
Swimming pool (outdoor)	An outdoor pool suitable for adult swimming.
SUPPORT INFRASTRUCTURE	
Council customer service centre	A staffed facility providing services and information relating to Council business and contact with Council staff.

*Appendix A: Services and facilities owned, operated, or funded by Moorabool Shire Council that are and within the present scope of the Framework*

# Attachment - Item 11.2.4(c)

# MOORABOOL COMMUNITY INFRASTRUCTURE FRAMEWORK

## REPORT: PRIORITY NEEDS

### Part A: Lookup summary of the priorities identified by Council

The table below lists the locations (suburbs / population forecast areas) that have been identified as priorities for each infrastructure type.

Use this table to lookup which infrastructure types have and have not been identified as planning priorities for your location of interest, then refer to Part B of the Priority Needs report for an explanation of the infrastructure priorities.

year	2017	2021	2031	2041
<b>AGED AND DISABILITY</b>				
Dementia programs	Bacchus Marsh, Maddingley, Rural East, Rural West, Ballan, Darley	Bacchus Marsh, Maddingley, Rural East, Rural West, Ballan, Darley	Bacchus Marsh, Maddingley, Rural East, Rural West, Ballan, Darley	Bacchus Marsh, Maddingley, Rural East, Rural West, Ballan, Darley
Social Support Groups	Darley, Maddingley	Darley, Maddingley	Darley, Maddingley	Darley, Maddingley
Centre-based meals	Darley, Maddingley	Darley, Maddingley	Darley, Maddingley	Darley, Maddingley
<b>CHILDREN AND YOUNG PEOPLE</b>				
Playground	Bacchus Marsh, Darley, Maddingley	Bacchus Marsh, Darley, Maddingley	Bacchus Marsh, Maddingley, Darley	Bacchus Marsh, Maddingley, Darley
Skate or BMX park	none	none	none	none
Youth space	Bacchus Marsh	Bacchus Marsh	Bacchus Marsh	Bacchus Marsh
<b>COMMUNITY SPACES AND LIBRARIES</b>				
Community venue - district	none	none	none	none
Community venue - local	Bacchus Marsh, Maddingley, Rural East	Bacchus Marsh, Maddingley, Rural East	Bacchus Marsh, Maddingley, Rural East	Bacchus Marsh, Maddingley, Rural East
Community venue - municipal	none	none	none	none
Library (centre-based)	Ballan, Rural West	Ballan, Rural West	Ballan, Rural West	Ballan, Rural West
Library (rural service)	Rural East, Rural West	Rural East, Rural West	Rural East, Rural West	Rural East, Rural West
<b>EARLY YEARS</b>				
Maternal and Child Health	Bacchus Marsh, Maddingley, Rural East	Bacchus Marsh, Maddingley, Rural East	Bacchus Marsh, Maddingley, Rural East	Bacchus Marsh, Maddingley, Rural East
Long day care	none	none	Ballan	Ballan
4 yr old kindergarten	Maddingley, Rural East	Maddingley, Rural East	Maddingley, Rural East	Maddingley, Rural East, Bacchus Marsh
<b>SPORT AND RECREATION</b>				
Basketball court (competition)	Darley, Bacchus Marsh	Darley, Bacchus Marsh	Darley, Bacchus Marsh	Ballan, Darley, Bacchus Marsh
Cricket oval (competition)	Darley	Darley, Bacchus Marsh	Bacchus Marsh, Darley, Ballan, Maddingley, Rural East	Bacchus Marsh, Darley, Rural East, Ballan, Maddingley
Football oval (competition)	Bacchus Marsh, Rural East	Bacchus Marsh, Rural East	Bacchus Marsh, Rural East	Bacchus Marsh, Maddingley, Rural East, Ballan
Lawn bowls	none	none	none	none
Netball court (indoor competition)	Darley, Bacchus Marsh	Bacchus Marsh, Darley	Bacchus Marsh, Darley	Bacchus Marsh, Darley
Netball court (outdoor competition)	Bacchus Marsh	Bacchus Marsh	Bacchus Marsh, Rural East, Maddingley	Bacchus Marsh, Rural East, Maddingley

<i>year</i>	<b>2017</b>	<b>2021</b>	<b>2031</b>	<b>2041</b>
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**SPORT AND RECREATION**

Soccer pitch (competition)	Ballan, Maddingley	Ballan, Maddingley	Ballan, Maddingley	Ballan, Maddingley
Swimming pool - indoor	none	none	none	none
Swimming pool - outdoor	none	none	none	none
Tennis court (competition)	none	none	none	none

**SUPPORT INFRASTRUCTURE**

Council customer service centre	none	none	none	none
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# Attachment - Item 11.2.4(d)

# MOORABOOL COMMUNITY INFRASTRUCTURE FRAMEWORK

## REPORT: PRIORITY NEEDS

### Part B: Summary explanation of the priorities identified by Council

	Summary of the assessment against the Strategic Planning Standards <sup>1</sup>	Planning response
<b>AGED AND DISABILITY</b>		
<b>Centre-based meals</b>	<p>Bacchus Marsh &amp; Surrounds: Andy Arnold Centre max capacity of 160 meals per week will be reached shortly after 2021. All BM and Surrounds is within travel standards but Darley and Maddingley residents must currently be transported to the Andy Arnold centre.</p> <p>Rural: service distributed across 4 venues with total max capacity of approx 200 meals per week, which is sufficient to meet projected demand in Ballan and rural areas. Service 'shortfalls' in rural areas are met through delivered meals service (meals on wheels). Accessibility shortfalls affect Blackwood, Mt Wallace and Balliang area.</p>	<p>Bacchus Marsh &amp; Surrounds: new meal preparation capacity will be required in BM and Surrounds after 2021, ideally in Darley and/or Maddingley. As population (and congestion) increases, new facilities in Darley and/or Maddingley should be considered as a means of reducing journey times and distributing meals services across the urban area. The new West Maddingley Early Years Hub could be designed to include meal preparation space.</p> <p>Rural: existing facilities have capacity to meet rural quantity demand up to 2041. Accessibility shortfall in Blackwood is met through the Senior Citizens group who provide a meals service. MSC have investigated new provision to serve Balliang and surrounding areas but demand is not sufficient at present.</p>
<b>Dementia programs</b>	<p>Note: the assessment considers facilities that are currently used by or are suitable for use by dementia programs, as well as the current provision of programs themselves. At present the Andy Arnold Centre &amp; Quamby Rooms is the only facility in the Shire suitable for use by dementia clients due to its design, fit out and location.</p> <p>Bacchus Marsh &amp; Surrounds: current provision is not meeting demand. Alzheimer's Australia Vic (AAV) figures suggest the Shire has a far higher rate of dementia that is currently being addressed through programs. There is currently a shortfall 2 facilities, increasing in line with AAV forecasts to a shortfall of 5 dementia-appropriate facilities exists by 2031 and 11 by 2041. The shortfall in 2041 is 15 facilities when the Rural East is also factored in.</p> <p>Ballan: currently no programs. Currently a shortfall of 1 facility increasing to 3 facilities by 2041. Across Ballan and the Rural West there will be a shortfall of 7 facilities by 2041.</p> <p>Rural areas: Currently a shortfall 2 facilities increasing to a shortfall of 7 by 2041.</p>	<p>Alzheimer's Australia Victoria currently forecasts the rate of dementia will increase by 460% between 2016 and 2041, necessitating a much greater focus on dementia-appropriate programming. This will require refits to many existing council and non-council facilities to support dementia-friendly activities, new facilities, and more broadly the creation of dementia-friendly environments.</p> <p>The breadth of responses to such a rapid and substantial increase in the rate of dementia will require a strategic and multi-faceted response that council buildings and other community facilities will need to support.</p>

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard



**AGED AND DISABILITY**

**Social Support Groups**

Note: the assessment considers facilities that are currently used by or are suitable for use by social support groups, as well as the current provision of groups themselves

Bacchus Marsh & Surrounds: all groups are currently based in facilities in central BM (Andy Arnold Centre, BM RSL, The Laurels). Other than the Darley Community & Civic Centre and Darley Neighbourhood House, Darley and Maddingley lack suitable venues for groups to meet.

Rural: Ballan is adequately provided. All small towns other than Elaine, Morrison and Balliang meet the travel standards. There are many local community venues across the rural east and west that could be used for Social Support Groups to improve travel accessibility. Some venues would require improvements to universal accessibility to make them suitable for users of all physical and cognitive abilities.

The present shortfall in Darley and Maddingley is overcome by transporting clients to the Andy Arnold centre. However as population (and congestion) increases, new facilities in Darley and/or Maddingley should be considered as a means of reducing journey times and distributing groups across the urban area. The new West Maddingley Early Years Hub could be designed to include multifunctional community space suitable for use by social support groups.

MSC is investigating a new Planned Activity Group in the Elaine-Meredith area to meet demand in MSC's south west.

Demand in the Balliang area is currently insufficient to support a new funded groups in the area but local venues could potentially support new groups if required.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

CHILDREN AND YOUNG PEOPLE

Playground

Bacchus Marsh & Surrounds: a minor quantity shortfall of 2 play spaces exists currently, increasing to -12 by 2041, primarily affecting Bacchus Marsh and Maddingley. Far more significantly however, large areas of Darley, Bacchus Marsh and Maddingley do not meet the 400m walking distance standard. Play spaces are not distributed evenly throughout the urban area and do not provide adequate geographical coverage.

Rural: areas are adequately provided for quantity overall. None of the small towns that fail the travel standards have child populations large enough to support a new play area. Blackwood is the largest town without a publicly accessible play area.

For playgrounds, quantity measures such as the population standards are not the best means of assessing supply and demand. Distance from homes, pedestrian and transport accessibility, and the range, quality and suitability (for age groups) of play equipment are more important factors in determining how well supply meets demand. Playgrounds are not the only form of play infrastructure that should be planned for.

Bacchus Marsh & Surrounds: the travel standards analysis shows that large parts of the urban area are not within 400m of existing play areas. In reality however, some play areas service larger catchments than 400m. Therefore the priority for council is to conduct a spatial and quality audit of play spaces to determine more precisely where geographic gaps in provision exist, which age groups are or are not being adequately serviced, which existing play spaces need to be upgraded or expanded, and where new are required.

Skate or BMX park

Bacchus Marsh & Surrounds: adequately provided in terms of quantity of facilities until 2031. Existing parks at Darley Park and Rotary Park provide fairly well for Darley and Bacchus Marsh but Maddingley has poor travel accessibility.

Council's current priority is to improve the quality and/or range of equipment provided through existing facilities in Darley, Bacchus Marsh and Ballan to expand their capacity and appeal.

Rural areas are underprovided in terms of quantity and but do meet the travel standards (mostly 20 minute drive). Only Ballan has a population large enough to support a BMX/skate park.

Council will address skate/BMX facilities as part of its ongoing planning for play spaces. Potential for new facilities at the Bacchus Marsh Racecourse Reserve will be investigated as a means of meeting shortfalls in Maddingley.

Youth space

Bacchus Marsh & Surrounds: is the only area with a population large enough to support a dedicated youth facility. Both the population standard and travel accessibility standard support the creation of a youth facility serving BM and Surrounds.

Council's Youth Spaces Feasibility Study (2016) recognised the lack of facilities to support youth activities and identified the Andy Arnold Centre in Bacchus Marsh as having ongoing value for youth programming. Subsequent to the Study, Council has decided to use the former 'Studio 22' facility at the Darley Civic and Community Hub as a youth space, in addition to supporting continued delivery of youth programs at the Andy Arnold Centre.

Rural: The travel accessibility standards show that Ballan and most rural areas in the Shire do not have reasonable access to youth activities. Ballan is the only town with a significant youth population, but is not large enough to support a dedicated facility.

Shortfalls in Ballan and rural areas can only be met through use of existing facilities, or through a new multipurpose 'community hub' in Ballan. With some modification existing community venues could better support youth activities.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

COMMUNITY SPACES AND LIBRARIES

Community venue - district	<p>Bacchus Marsh &amp; Surrounds: adequate quantity and accessibility of provision to 2041</p> <p>Rural: adequate quantity across all areas but travel accessibility shortfall at Blackwood, Dales Creek and Greendale.</p>	<p>Bacchus Marsh &amp; Surrounds: no new facilities or upgrades to existing facilities required</p> <p>Rural: the combined population in the Blackwood, Dales Creek and Greendale area (approx 1500 people) is below the population trigger (5000) and not large enough to support a new district facility in this area. Investigate potential for a new local-level venue in Greendale.</p>
Community venue - local	<p>Bacchus Marsh &amp; Surrounds: Under provision in terms of accessibility in parts of northern Darley, western BM and most significantly southwestern Maddingley. By 2021 BM and Surrounds is short by -1 rising to -3 by 2041. However, areas are adequately provided for district and municipal venues up to 2041.</p> <p>Rural: The population standard implies rural areas are highly overprovided but the travel accessibility standard shows that a distribution of facilities is required to service the east and west. Greendale and Hopetoun Park are the largest settlements without adequate access to a local venue; Greendale also lacks access to a district venue.</p>	<p>Bacchus Marsh &amp; Surrounds: the new West Maddingley Early Years Hub provides the best known opportunity site for the provision of new venue space to meet the identified shortfall in Maddingley. Western BM (incl new Underbank development) will continue to be short by -1 facility, increasing to -2 by 2041. Area is served by 2 district facilities (Andy Arnold &amp; BM Library) and 1 municipal (BM Town Hall) but a new local facility should be investigated. Minor shortfalls in travel accessibility in northern Darley are not a priority due to the presence of 3 existing facilities, all with capacity for greater use.</p> <p>Rural: Investigate new facility for Hopetoun Park if land to north developed for housing. Investigate new facility for Greendale, possibly combined with a new pavilion to service users of the oval and tennis courts, or an extension to the CFA building.</p>
Community venue - municipal	<p>Bacchus Marsh &amp; Surrounds: BM Town Hall provides adequate quantity and accessibility up to 2031</p> <p>Rural: BM Town Hall and Bungaree Community Centre provide adequate quantity and accessibility for most areas up to 2031. Far south (Mt Wallace and Morrisons) and northeast (Blackwood and Dales Creek) beyond 20 min travel standard but BM Town hall within 25-30 minutes of each.</p>	<p>Bacchus Marsh &amp; Surrounds: no new facilities or upgrades to existing facilities required.</p> <p>Rural: additional provision in south and north desirable but not practical given small populations in these areas. No response required.</p>

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

COMMUNITY SPACES AND LIBRARIES

Library (centre-based)

Bacchus Marsh & Surrounds: Lerderderg Library provides adequate quantity to 2041. Northern Darley (approx 500 properties) is beyond 5 minute drive but within 10 minutes.

Rural: neither the library at Ballan Mechanics Hall nor the community library service at the Neighbourhood House comply with the definition of a 'centre-based library' due to their small size, limited opening hours, small collection and lack of staffed services. They are not included within the analysis.

Central Moorabool from Korweinguboora and Blackwood in the north to Ballan to Mt Wallace in the south are insufficiently provided in terms of accessibility. Rural areas overall are also underprovided in terms of quantity (towns in the rural east rely on the Lerderderg Library; towns in the rural west rely on Ballarat libraries). The population of Ballan alone, and the joint populations of Ballan and the rural west, are sufficient to support a small centre-based library. Forecast population growth in Ballan will further increase demand.

Bacchus Marsh & Surrounds: in the short to medium term Lerderderg Library is considered adequate to service the whole of BM and Surrounds. Visits by the mobile library, or creation of a small local-scale library service in Darley could be considered in the future if travel accessibility to the Lerderderg Library becomes unviable.

Rural: current service at Mechanics Institute Hall does not comply with the definition of a 'centre-based library' and does not adequately service Ballan and the Rural West. Investigate a new local-scale centre-based library service that could be best delivered as part of a new multipurpose community facility. Most towns in the Rural West that do not currently have adequate access to either the Lerderderg Library or Ballarat libraries are within 20 minute drive of Ballan.

Library (rural service)

Bacchus Marsh & Surrounds: not applicable

Rural: towns in the far south (Clarendon, Elaine, Morrisons and Mt Wallace), northwest (Barkstead and Korweinguboora) and south east (all small towns) are not currently serviced. Of these, Elaine, Mt Wallace, Korweinguboora and Greendale are also beyond the travel standard for centre-based library.

Bacchus Marsh & Surrounds: not applicable

Rural: investigate new rural services to Greendale, and towns in the far south and north west. Alternatively service these areas by creating a new local-scale centre-based library in Ballan.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

EARLY YEARS

4 yr old kindergarten

Bacchus Marsh & Surrounds: current provision only just meets overall demand across BM and Surrounds. Maddingley is not currently provided for; families must travel to BM and Darley. Shortfalls affect BM and Surrounds by 2021, primarily due to growth in Maddingley.

Rural: Ballan and the Rural West is adequately provided in terms of quantity up to 2041. The Rural East is substantially underprovided now and into the future; towns rely on facilities in Bacchus Marsh and Darley, which are insufficient to meet current demand for the 'Bacchus Marsh and Rural East' area. Accessibility shortfalls affect Korweinguboora and Balliang.

Current provision in BM only just meets demand for the wider area. Location of facilities in BM and Darley is not ideal for servicing Maddingley as families have to travel.

An additional 2 kinder sessions could theoretically be run through the Darley Early Yrs Hub but only if provision of family support groups was reduced, which is highly undesirable. Capacity at Young St could be increased through expansion of the building as part of a master planned redesign of Rotary Park and the Andy Arnold Centre.

Towns in the southern Rural East currently access kinder in BM but would likely shift to the new West Maddingley EY Hub over time. The West Maddingley Hub (anticipated 2020) currently assumes 2 rooms with capacity for 132 places which would just about meet demand in BM and Surrounds to 2041 but not the additional demand from the Rural East. Additional places will be required to meet the ongoing shortfall affecting the rural southeast, especially if development occurs at Hopetoun Park and/or Parwan. The West Maddingley Hub is therefore the biggest priority for MSC early years.

Towns in the northern Rural East (primarily Blackwood and Greendale) currently access either Ballan or Darley. As none of the towns in the northeast are large enough to support a local facility, current and future demand will continue to be met through the Darley Hub and Ballan.

Long day care

Bacchus Marsh & Surrounds: currently a surplus of provision which is adequate to meet demand up to 2031.

Rural: There is no provision within the Rural West or Rural East; the west is serviced by Ballan and Ballarat and the east by Bacchus Marsh. Ballan has the highest current rate of provision at 1 place for every 3 children aged 0-4, above Bacchus Marsh's rate of 1 to 5. Ballan provision currently meets local demand but when the population of the Rural West is factored in, there is a current shortage of -25 places increasing to -64 places by 2041. However, the long distances between Ballan and rural towns means that families are unlikely to use Ballan unless the parents work there or pass through. Taking this into account, provision in Ballan will likely reach capacity within 10-15 years.

Bacchus Marsh & Surrounds: recently opened facilities in Bacchus Marsh and Darley have added substantial capacity which will meet demand up to 2031. No immediate need for more capacity.

Rural: no physical space at Ballan to expand capacity so an additional or alternative location will need to be found within 10 years. New facilities cannot be supported in any small town so under-provision across Rural West will continue to be met by Ballarat and Ballan. Demand in the Rural East will continue to be met by Bacchus Marsh.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

**EARLY YEARS**

**Maternal and Child Health**

Bacchus Marsh & Surrounds: current under-provision of -1 full MCH nurse/office, rising to a shortage of -2 offices by 2021 and -3 by 2041. Gell St office (which Council leases from Djerriwarrh Health Services) has been excluded from the modelling due to uncertainty of lease.

Rural: Wallace MCH has ample capacity to meet demand up to 2041. However, towns in the rural south west fail the travel standards.

Bacchus Marsh & Surrounds: current MCH shortfall is critical. Service is temporarily using the consulting room at Darley Early Yrs Hub and a room at BM Library to fill the gap in provision. Service is also offering home visits for BM residents.

Current priority is to find a permanent replacement for the Gell Street office. West Maddingley Hub is anticipated to provide capacity for 2 nurse offices which would meet shortfall up to 2031. Young Street could provide more capacity if building expanded through masterplanning of Rotary Park.

Rural: No new facilities or upgrades to existing facilities required. In the future, unmet demand across the Rural East could be partially met through home visits.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

## SPORT AND RECREATION

**Basketball court  
(competition)**

Bacchus Marsh & Surrounds: immediate shortage of courts across BM and surrounds (currently -3 increasing to -7 by 2041). Existing courts at BM Leisure Centre are fully utilised. Basketball and netball clubs report substantial unmet demand. Northern Darley is beyond the current travel standards.

Rural: no competition courts in rural areas. Small towns use courts in Ballarat, Ballan and BM. Towns in the south and far north of the Shire are beyond the travel standard, as is Gordon.

There is immediate need for more courts in the Shire to meet current demand. Basketball Victoria data supports strong continued growth in demand for basketball.

Due to cost of construction any new courts would need to be built in BM. Non-capital solutions to meet existing shortfalls in the short term could be to secure use of the Darley gymnasium for use by basketball and netball, and/or to seek public use agreements with BM Grammar School (competition court), and Darley Primary School (training court). The Indoor Courts Feasibility Study 2017/18 will investigate options.

Shortfalls in rural areas are not identified as priorities due to the high cost of construction of facilities in relation to population size. Players from Ballan and rural areas will continue to access the training court at Ballan Primary School and competition courts in BM and Ballarat.

**Cricket oval  
(competition)**

Bacchus Marsh & Surrounds: One additional oval is required in the next 5 years in BM and Surrounds rising to 4 new ovals by 2041 (-5 if Rural East factored in). New provision in BM and Surrounds would ideally serve Darley and Bacchus Marsh as Maddingley adequately provided. Opportunity sites are in Maddingley and western BM (Underbank).

Rural: Demand in the rural west and Ballan will continue to be met up to 2031 by existing provision. There will be a shortfall in the Rural East of 2 ovals by 2041 that may be adequately served by new provision in Bacchus Marsh.

Capacity for 4 new multi-use ovals/pitches exists within BM Racecourse Reserve and a further oval within the Underbank development. These will provide a combination of cricket, football and soccer playing surfaces. No sites have been identified for new provision in Darley.

A new oval is planned for Ballan to meet the shortfall of 1 pitch identified for 2031.

**Football oval  
(competition)**

Bacchus Marsh & Surrounds: current shortfall of -2 in BM and surrounds rising to -5 by 2041 (-7 when Rural East factored in).

Rural areas: all rural areas meet quantity and accessibility standards at present. Ballan will require a 2nd oval between 2031 and 2041.

Capacity exists to build up to 4 new multi-use ovals/pitches at BM Racecourse Reserve and a further 1 oval within the Underbank development. These will provide a combination of cricket, football and soccer playing surfaces. No sites have been identified for new provision in Darley.

A new oval is planned for Ballan to meet the shortfall of 1 pitch identified for 2041.

**Lawn bowls**

Bacchus Marsh & Surrounds: has surplus quantity through its 4 greens and is adequately provided up to 2041. Northern Darley is beyond the travel standards but can access existing facilities within an additional 2-3 minute journey time.

Rural: rural areas are provided for in terms of quantity up to 2041 but access is poor for towns in the far south (Elaine, Morrisons, Balliang). Residents in small towns in the rural east have to travel to BM. The greens at Ballan and Bungaree have capacity for greater use..

No upgrades to existing facilities or new facilities required. Shortfalls affecting small towns in the south cannot be met due to the cost of providing greens for such a small population.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

## SPORT AND RECREATION

## Netball court (indoor competition)

Bacchus Marsh & Surrounds: access to BM Leisure Centre adequate for BM apart from northern Darley. Quantity shortfall of -1 court in 2021 rising to -2 by 2041.

Rural: rural areas currently have, and will continue to have, no access to local indoor courts other than BM and Ballarat (not recorded on database).

Priority is for outdoor courts, which will be delivered at Underbank and BM Racecourse Reserve. The Indoor Courts Feasibility Study 2017/18 will investigate options for new indoor courts. Any new indoor courts will provide for netball and basketball.

## Netball court (outdoor competition)

Bacchus Marsh & Surrounds: current shortfall of 1 outdoor court in BM and Surrounds increasing to -3 by 2041. Shortfalls primarily affect BM and Maddingley.

Rural: Ballan and rural west adequately provided for in terms of quantity up to 2041 (surplus of 6 courts now and 5 courts in 2041). Accessibility shortfalls mainly affect towns in the north (Korweinguboora and Blackwood).

2 new basketball/netball courts are proposed for Underbank development. 2 additional basketball/netball courts are proposed for BM Racecourse Reserve alongside the new football ovals.

Shortfalls affecting small towns in the north of the Shire are not identified as a priority due to the small populations in these areas.

## Soccer pitch (competition)

Bacchus Marsh & Surrounds: No dedicated soccer pitches. Immediate shortfall of -2 pitches increasing to -4 by 2041. Existing pitches at Masons Lane Reserve are centrally located to service BM and Surrounds but do not have capacity to meet demand for both training and competition.

Rural: towns in the very east and west have access to the pitches in BM and Ballarat respectively. All other towns are beyond the 20 minute travel standards.

Capacity exists to build up to 4 new multi-use ovals/pitches at BM Racecourse Reserve and a further 2 ovals within the Underbank development. These will provide a combination of cricket, football and soccer playing surfaces. No sites have been identified for new provision in Darley.

A new oval is planned for Ballan to meet the shortfall of 1 pitch identified for 2031.

## Swimming pool - indoor

Bacchus Marsh & Surrounds: population is, and will continue to be insufficient to support an indoor pool. Melton Waves pool is within a 30 minute drive of all areas of BM and Surrounds.

Rural: population is, and will continue to be insufficient to support an indoor pool. Melton Waves and pools in Ballarat are within 30 minutes drive of towns in the west. Ballan and other towns in the centre, north and south of the Shire are beyond the travel standards.

The majority of the Shire's population (Bacchus Marsh and towns in the west) are within 30 minutes of pools in Melton and Ballarat. Accessibility shortfalls affect all other parts of the Shire. Moorabool's current and projected population in 2041 is not large enough to justify the cost (approx \$15 million) of construction, nor the ongoing operating costs of a new aquatic facility.

## Swimming pool - outdoor

Bacchus Marsh & Surrounds: adequately provided in terms of quantity and access

Rural areas: adequately provided in terms of quantity and access. Residents in small towns must travel to Ballan, Ballarat and BM.

No upgrades to existing facilities or new facilities required.

Priority will be to maintain existing pools unless operational costs are proven to be unviable.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard



**SPORT AND RECREATION**

**Tennis court  
(competition)**

Bacchus Marsh & Surrounds: all areas meet quantity and accessibility standards due to BM Tennis Club.

Rural: only Mt Wallace and Korweinguboora do not meet the accessibility standards but do have a court with an additional 5 minute journey.

No additional capacity required. Static or declining participation in tennis. Consideration should be given to converting some of the grass courts at BM Tennis Club to provide year-round use.

In rural areas consideration should be given to repurposing unused tennis courts in small communities for a broader range of community uses such as play areas, picnic facilities, or other spaces to support community activities.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

**SUPPORT INFRASTRUCTURE**

**Council customer  
service centre**

Bacchus Marsh and Surrounds: quantity and travel accessibility standards met through Council offices in Darley and service desk at the Lerderderg Library.

Rural: towns in the Rural East meet the travel standards due to facilities in Darley and Bacchus Marsh. Most towns in the Rural West fail the travel standard.

Bacchus Marsh & Surrounds: no new facilities or upgrades to existing facilities are required

Rural: most residents of the rural towns that fail the travel standards rarely need to visit council offices. Also, many council services are already available online or by telephone, and others will be available in future. Therefore, no new provision in rural areas is required.

<sup>1</sup> the Strategic Planning Standards are the Population Standard and the Travel Accessibility Standard

# Attachment - Item 11.2.4(e)

# MOORABOOL COMMUNITY INFRASTRUCTURE FRAMEWORK

## REPORT: PROVISION STANDARDS

### Part A: The Population Standards

#### AGED AND DISABILITY

##### Centre-based meals

Population Standard <sup>1</sup>		persons aged 60 and over	Rationale: Under Commonwealth funding, cohort is over 65s for non-ATSI and over 50 for ATSI. Over 60s cohort used as best compromise. Current actual ratio for the Shire (1:33) deemed to be meeting demand so used as fixed ratio up to 2041.	
1 weekly meals per:	year			
	2017			33
	2021			33
	2031			33
	2041	33		
Trigger <sup>2</sup> population:	1 persons aged 60 and over			

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

Forecast area <sup>3</sup>	Cohort population	Existing provision	Current ratio (weekly meals per persons aged 60 and over)
Bacchus Marsh	1793	125	1 per 14
Ballan	781	45	1 per 17
Darley	1475	0	no provision
Maddingley	507	0	no provision
Rural East	1066	0	no provision
Rural West	1462	35	1 per 42
<b>Aggregated areas for comparison:</b>			
Bacchus Marsh and Maddingley	2300	125	1 per 18
Bacchus Marsh and Rural East	4841	125	1 per 39
Bacchus Marsh and Surrounds	3775	125	1 per 30
Ballan and Rural West	2243	80	1 per 28
Moorabool Shire	7084	205	1 per 35
Rural areas	2528	35	1 per 72
Urban areas	4556	170	1 per 27

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Dementia programs

### Population Standard<sup>1</sup>

	year		
1 facilities per:	2017	1300	persons aged 65 and over
	2021	1166.7	
	2031	833.3	
	2041	500	

Trigger<sup>2</sup> population: 50 persons aged 65 and over

### Rationale:

Alzheimer's Australia Vic (AAV) 'Dementia Statistics 2016' reports 442 dementia sufferers in MSC and that 94% of sufferers (415) are over 65 yrs. Equates to 8.6% (1 in 13) of MSC over 65s in 2016. AAV forecast 3,206 sufferers in 2050. 2041 equivalent is 2,475 sufferers (22% or 1 in 5 over 65s). This is a 460% increase or 4.6 times. Note, MSC identified as 10th highest rate LGA for growth in dementia 2016 to 2050.

Model uses highly conservative estimate that only 50% of diagnosed sufferers require programmed provision (so 1 in 26 rising to 1 in 10 over 65s). Many sufferers will be in residential care or supported through other means.

Max group size 10 clients, 1 group per day, 5 days per week = 50 clients per week (each client requires 1 session per week minimum). So ratio is 1 suitable facility per 50 sufferers, equals 50 x 26 = 1300 over 65s in 2016 rising to 50 x 10 = 500 over 65s in 2041.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons aged 65 and over)
Bacchus Marsh	1372	1	1 per 1372
Ballan	612	0	no provision
Darley	982	0	no provision
Maddingley	378	0	no provision
Rural East	714	0	no provision
Rural West	999	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	1750	1	1 per 1750
Bacchus Marsh and Rural East	3446	1	1 per 3446
Bacchus Marsh and Surrounds	2732	1	1 per 2732
Ballan and Rural West	1611	0	no provision
Moorabool Shire	5057	1	1 per 5057
Rural areas	1713	0	no provision
Urban areas	3344	1	1 per 3344

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Social Support Groups

### Population Standard<sup>1</sup>

	year		
1 facilities per:	2017	1050	persons aged 60 and over
	2021	1050	
	2031	1050	
	2041	1050	

Trigger<sup>2</sup> population: 100 persons aged 60 and over

### Rationale:

Social Support Groups are activities not infrastructure. Ratio is therefore set based on the number of facilities that can support such groups, not the number of groups. The ratio for 'Community Venue - local' is 1 to 5000 total population. Population of over 60s in MSC is 21%, so equivalent ratio is  $5000 * 0.21 = 1050$ .

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons aged 60 and over)
Bacchus Marsh	1793	3	1 per 598
Ballan	781	3	1 per 260
Darley	1475	0	no provision
Maddingley	507	0	no provision
Rural East	1066	1	1 per 1066
Rural West	1462	2	1 per 731
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	2300	3	1 per 767
Bacchus Marsh and Rural East	4841	4	1 per 1210
Bacchus Marsh and Surrounds	3775	3	1 per 1258
Ballan and Rural West	2243	5	1 per 449
Moorabool Shire	7084	9	1 per 787
Rural areas	2528	3	1 per 843
Urban areas	4556	6	1 per 759

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

Playground

**Population Standard<sup>1</sup>**

	year	
1 facilities per:	2017	160
	2021	160
	2031	160
	2041	160

persons aged 0 to 11

Trigger <sup>2</sup> population:

**Rationale:**  
Sport and Rec Strategy uses standard of 1 playground within 400m walking distance (equivalent 280m radial distance) = approx 25 hectares area. Avg urban density of BM approx 8 dwellings per hectare and 2.5 person hhold size. So 25 \* 8 \* 2.5 = 500 persons within 400m of a park. 0-11 yrs olds = 16% of MSC population so 500\*0.16 = 80 children. As all existing playgrounds have ample capacity, double this figure (assuming double usage).

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons aged 0 to 11)
Bacchus Marsh	951	4	1 per 238
Ballan	470	4	1 per 118
Darley	1667	10	1 per 167
Maddingley	701	5	1 per 140
Rural East	801	8	1 per 100
Rural West	802	12	1 per 67
<b><i>Aggregated areas for comparison:</i></b>			
Bacchus Marsh and Maddingley	1652	9	1 per 184
Bacchus Marsh and Rural East	4120	27	1 per 153
Bacchus Marsh and Surrounds	3319	19	1 per 175
Ballan and Rural West	1272	16	1 per 80
Moorabool Shire	5392	43	1 per 125
Rural areas	1603	20	1 per 80
Urban areas	3789	23	1 per 165

<sup>1</sup> the maximum cohort population each facility type is able to support  
<sup>2</sup> the minimum cohort population required to trigger need for provision  
<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley  
 'Rural areas' are the Rural East plus the Rural West  
 'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Skate or BMX park

### Population Standard<sup>1</sup>

	year		
1 facilities per:	2017	3000	persons aged 10 to 30
	2021	3000	
	2031	3000	
	2041	3000	

Trigger<sup>2</sup> population:

### Rationale:

1:3000 supports the current situation that the locations large enough to support skate parks (i.e. Ballan and BM) are adequately provided in terms of the number of skate parks and that additional parks are not required in the medium term.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons aged 10 to 30)
Ballan	765	1	1 per 765
Bacchus Marsh	1740	1	1 per 1740
Darley	2639	1	1 per 2639
Maddingley	960	0	no provision
Rural East	1151	0	no provision
Rural West	1326	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	2700	1	1 per 2700
Bacchus Marsh and Rural East	6490	2	1 per 3245
Bacchus Marsh and Surrounds	5339	2	1 per 2670
Ballan and Rural West	2091	1	1 per 2091
Moorabool Shire	8581	3	1 per 2860
Rural areas	2477	0	no provision
Urban areas	6104	3	1 per 2035

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan



Population Standard<sup>1</sup>

	<i>year</i>		
1 facilities per:	<b>2017</b>	30000	persons aged 12 to 25
	<b>2021</b>	30000	
	<b>2031</b>	30000	
	<b>2041</b>	30000	
Trigger <sup>2</sup> population:		2000 persons aged 12 to 25	

Rationale:

Youth Spaces Feasibility Study (2016) concluded that the current population of young people in Bacchus Marsh and surrounds was sufficient to support a dedicated youth facility. Such a facility would have capacity for substantial population growth.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons aged 12 to 25)
Bacchus Marsh	1156	0	no provision
Ballan	540	0	no provision
Darley	1821	0	no provision
Maddingley	579	0	no provision
Rural East	791	0	no provision
Rural West	938	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	1735	0	no provision
Bacchus Marsh and Rural East	4347	0	no provision
Bacchus Marsh and Surrounds	3556	0	no provision
Ballan and Rural West	1478	0	no provision
Moorabool Shire	5825	0	no provision
Rural areas	1729	0	no provision
Urban areas	4096	0	no provision

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

Community venue - district

Population Standard<sup>1</sup>

year	persons (all ages)
2017	10000
2021	10000
2031	10000
2041	10000

1 facilities per:

Trigger<sup>2</sup> population: 5000 persons (all ages)

Rationale:  
Standard of 1:10000 supports the current situation that venues across rural areas are substantially underutilised while venues in Ballan and Bacchus Marsh are used but have capacity for greater utilisation.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

Forecast area <sup>3</sup>	Cohort population	Existing provision	Current ratio (facilities per persons (all ages))
Bacchus Marsh	6718	2	1 per 3359
Ballan	3046	2	1 per 1523
Darley	9092	1	1 per 9092
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	1	1 per 5756
<b>Aggregated areas for comparison:</b>			
Bacchus Marsh and Maddingley	10176	2	1 per 5088
Bacchus Marsh and Rural East	24374	3	1 per 8125
Bacchus Marsh and Surrounds	19268	3	1 per 6423
Ballan and Rural West	8802	3	1 per 2934
Moorabool Shire	33176	6	1 per 5529
Rural areas	10862	1	1 per 10862
Urban areas	22314	5	1 per 4463

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

Population Standard<sup>1</sup>

	year		
1 facilities per:	2017	5000	persons (all ages)
	2021	5000	
	2031	5000	
	2041	5000	

Trigger<sup>2</sup> population:

Rationale:

Standard of 1:5000 supports the current situation that venues across rural areas are generally substantially underutilised while venues in Ballan and Bacchus Marsh are used but have capacity for greater utilisation.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons (all ages))
Bacchus Marsh	6718	1	1 per 6718
Ballan	3046	2	1 per 1523
Darley	9092	3	1 per 3031
Maddingley	3458	0	no provision
Rural East	5106	6	1 per 851
Rural West	5756	15	1 per 384
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	1	1 per 10176
Bacchus Marsh and Rural East	24374	10	1 per 2437
Bacchus Marsh and Surrounds	19268	4	1 per 4817
Ballan and Rural West	8802	17	1 per 518
Moorabool Shire	33176	27	1 per 1229
Rural areas	10862	21	1 per 517
Urban areas	22314	6	1 per 3719

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

Population Standard<sup>1</sup>

	year		
1 facilities per:	2017	30000	persons (all ages)
	2021	30000	
	2031	30000	
	2041	30000	

Trigger<sup>2</sup> population:

Rationale:

Standard of 1:30000 supports the current situation that 1 municipal venue is sufficient to support current levels of demand.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons (all ages))
Bacchus Marsh	6718	1	1 per 6718
Ballan	3046	0	no provision
Darley	9092	0	no provision
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	1	1 per 5756
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	1	1 per 10176
Bacchus Marsh and Rural East	24374	1	1 per 24374
Bacchus Marsh and Surrounds	19268	1	1 per 19268
Ballan and Rural West	8802	1	1 per 8802
Moorabool Shire	33176	2	1 per 16588
Rural areas	10862	1	1 per 10862
Urban areas	22314	1	1 per 22314

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Library (centre-based)

### Population Standard<sup>1</sup>

		year	
1 facilities per:		2017	30000
		2021	30000
		2031	30000
		2041	30000

persons (all ages)

Trigger<sup>2</sup> population: 2000 persons (all ages)

### Rationale:

1:30000 ratio supports the current situation that Lerderderg Library is adequate for the population of BM and the East but that max capacity will be reached as population growth occurs. Ballan and the west does not have reasonable access to a centre-based library.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons (all ages))
Bacchus Marsh	6718	1	1 per 6718
Ballan	3046	0	no provision
Darley	9092	0	no provision
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	1	1 per 10176
Bacchus Marsh and Rural East	24374	1	1 per 24374
Bacchus Marsh and Surrounds	19268	1	1 per 19268
Ballan and Rural West	8802	0	no provision
Moorabool Shire	33176	1	1 per 33176
Rural areas	10862	0	no provision
Urban areas	22314	1	1 per 22314

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

**Population Standard<sup>1</sup>**

	year		
1 facilities per:	2017	2000	persons (all ages)
	2021	2000	
	2031	2000	
	2041	2000	

Trigger <sup>2</sup> population:

**Rationale:**  
 1:2000 ratio supports current situation that rural library services are about adequate (note that parts of the Rural East are served by the Lerderderg Library). Ballan is only served by a rural service whereas it should have a small centre-based library.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons (all ages))
Bacchus Marsh	6718	0	no provision
Ballan	3046	2	1 per 1523
Darley	9092	0	no provision
Maddingley	3458	0	no provision
Rural East	5106	1	1 per 5106
Rural West	5756	3	1 per 1919
<b><i>Aggregated areas for comparison:</i></b>			
Bacchus Marsh and Maddingley	10176	0	no provision
Bacchus Marsh and Rural East	24374	1	1 per 24374
Bacchus Marsh and Surrounds	19268	0	no provision
Ballan and Rural West	8802	5	1 per 1760
Moorabool Shire	33176	6	1 per 5529
Rural areas	10862	4	1 per 2716
Urban areas	22314	2	1 per 11157

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

4 yr old kindergarten

**Population Standard<sup>1</sup>**

year		
2017	<input type="text" value="1"/>	4 yr old children
2021	<input type="text" value="1"/>	
2031	<input type="text" value="1"/>	
2041	<input type="text" value="1"/>	

1 places per:

Trigger <sup>2</sup> population:

Rationale:  
Uses Municipal Early Years Plan service standard of one 4-year-old kindergarten place for every four-year-old child, within 20 minutes travel time..

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (places per 4 yr old children)
Bacchus Marsh	75	120	1 per 1
Ballan	36	118	1 per 0
Darley	134	165	1 per 1
Maddingley	58	0	no provision
Rural East	62	0	no provision
Rural West	59	64	1 per 1
<b><i>Aggregated areas for comparison:</i></b>			
Bacchus Marsh and Maddingley	133	120	1 per 1
Bacchus Marsh and Rural East	329	285	1 per 1
Bacchus Marsh and Surrounds	267	285	1 per 1
Ballan and Rural West	95	182	1 per 1
Moorabool Shire	424	467	1 per 1
Rural areas	121	64	1 per 2
Urban areas	303	403	1 per 1

<sup>1</sup> the maximum cohort population each facility type is able to support  
<sup>2</sup> the minimum cohort population required to trigger need for provision  
<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley  
 'Rural areas' are the Rural East plus the Rural West  
 'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

Population Standard<sup>1</sup>

year		
2017	<input type="text" value="6"/>	children aged 0 to 4
2021	<input type="text" value="6"/>	
2031	<input type="text" value="6"/>	
2041	<input type="text" value="6"/>	

Trigger<sup>2</sup> population:

Rationale:

1 place per 6 children aged 0-4 supports the recent situation that BM & Surrounds and Ballan are adequately provided for LDC but that rural areas are substantially underprovided

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

Forecast area <sup>3</sup>	Cohort population	Existing provision	Current ratio (places per children aged 0 to 4)
Bacchus Marsh	398	50	1 per 8
Ballan	168	50	1 per 3
Darley	636	140	1 per 5
Maddingley	297	103	1 per 3
Rural East	301	0	no provision
Rural West	287	0	no provision

Aggregated areas for comparison:

Bacchus Marsh and Maddingley	695	153	1 per 5
Bacchus Marsh and Rural East	1632	293	1 per 6
Bacchus Marsh and Surrounds	1331	293	1 per 5
Ballan and Rural West	455	50	1 per 9
Moorabool Shire	2087	343	1 per 6
Rural areas	588	0	no provision
Urban areas	1499	343	1 per 4

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan



<b>Population Standard<sup>1</sup></b>		1 offices per: infants (aged 0)	Rationale:
year			Actual ratio used by service is 1 office for 1 EFT (MCH nurse) per 125 MCH enrolments. Trend for last four years is that enrolments in the east and west are both 1.4x the population of 0 yr olds. Therefore 1 EFT (i.e. 1 nurse office) per 125/1.4 = 90 zero yr olds. Assumes that MSC will continue to accept MCH clients from outside of Moorabool.
2017	90		
2021	90		
2031	90		
2041	90		
Trigger <sup>2</sup> population:	10 infants (aged 0)		

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (offices per infants (aged 0))
Bacchus Marsh	82	0	no provision
Ballan	31	2	1 per 16
Darley	118	2	1 per 59
Maddingley	58	0	no provision
Rural East	57	0	no provision
Rural West	56	1	1 per 56
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	140	0	no provision
Bacchus Marsh and Rural East	315	2	1 per 158
Bacchus Marsh and Surrounds	258	2	1 per 129
Ballan and Rural West	87	3	1 per 29
Moorabool Shire	402	5	1 per 80
Rural areas	113	1	1 per 113
Urban areas	289	4	1 per 72

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Basketball court (competition)

Population Standard<sup>1</sup>

		year	
1 courts per:	2017	3500	persons (all ages)
	2021	3500	
	2031	3500	
	2041	3500	

Trigger<sup>2</sup>

population: 2000 persons (all ages)

## Rationale:

The 2015 Rec & Leisure Strategy does not define a ratio for basketball. The 1:3500 standard used for netball is appropriate as it is supported by rationale in the Strategy re participation rates and demand.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (courts per persons (all ages))
Bacchus Marsh	6718	0	no provision
Ballan	3046	1	1 per 3046
Darley	9092	0	no provision
Maddingley	3458	2	1 per 1729
Rural East	5106	0	no provision
Rural West	5756	0	no provision

*Aggregated areas for comparison:*

Bacchus Marsh and Maddingley	10176	2	1 per 5088
Bacchus Marsh and Rural East	24374	2	1 per 12187
Bacchus Marsh and Surrounds	19268	2	1 per 9634
Ballan and Rural West	8802	1	1 per 8802
Moorabool Shire	33176	3	1 per 11059
Rural areas	10862	0	no provision
Urban areas	22314	3	1 per 7438

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Cricket oval (competition)

### Population Standard<sup>1</sup>

		<i>year</i>	
1 ovals per:	<b>2017</b>	3000	persons (all ages)
	<b>2021</b>	3000	
	<b>2031</b>	3000	
	<b>2041</b>	3000	

Trigger <sup>2</sup>  
population: 1000 persons (all ages)

### Rationale:

2015 Rec & Leisure Strategy uses 1:3000 which reflects the current situation that BM ovals are at capacity and that a new oval is needed in the short term. The current ratio for 'Ballan and Rural West' suggests facilities are only at half capacity but for Ballan itself the figure is 1:3000, suggesting that there is some capacity in the wider west but Ballan will need another oval after 2031 to accommodate future growth.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (ovals per persons (all ages))
Ballan	3046	1	1 per 3046
Darley	9092	2	1 per 4546
Bacchus Marsh	6718	2	1 per 3359
Maddingley	3458	2	1 per 1729
Rural East	5106	2	1 per 2553
Rural West	5756	5	1 per 1151
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	4	1 per 2544
Bacchus Marsh and Rural East	24374	8	1 per 3047
Bacchus Marsh and Surrounds	19268	6	1 per 3211
Ballan and Rural West	8802	6	1 per 1467
Moorabool Shire	33176	14	1 per 2370
Rural areas	10862	7	1 per 1552
Urban areas	22314	7	1 per 3188

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Football oval (competition)

### Population Standard<sup>1</sup>

	year		
1 ovals per:	2017	4000	persons (all ages)
	2021	4000	
	2031	4000	
	2041	4000	

Trigger<sup>2</sup> population: 1000 persons (all ages)

### Rationale:

1:4000 used by 2015 Rec & Leisure Strategy is appropriate as standard as it supports the current situation that BM ovals are at max capacity, Ballan has capacity for more use and rural areas have substantial capacity for greater use (especially as there are also 2 public junior / training ovals).

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (ovals per persons (all ages))
Ballan	3046	1	1 per 3046
Darley	9092	2	1 per 4546
Bacchus Marsh	6718	0	no provision
Maddingley	3458	1	1 per 3458
Rural East	5106	0	no provision
Rural West	5756	6	1 per 959
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	1	1 per 10176
Bacchus Marsh and Rural East	24374	3	1 per 8125
Bacchus Marsh and Surrounds	19268	3	1 per 6423
Ballan and Rural West	8802	7	1 per 1257
Moorabool Shire	33176	10	1 per 3318
Rural areas	10862	6	1 per 1810
Urban areas	22314	4	1 per 5578

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

Population Standard<sup>1</sup>

	<i>year</i>		
1 greens per:	<b>2017</b>	10000	persons (all ages)
	<b>2021</b>	10000	
	<b>2031</b>	10000	
	<b>2041</b>	10000	

Trigger <sup>2</sup>  
population: 5000 persons (all ages)

Rationale:

1:10000 ratio used by 2015 Rec & Leisure Strategy is appropriate as supports the current situation, that BM greens have substantial capacity at present. The Ballan green has capacity for greater use but is the only green serving the west.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (greens per persons (all ages))
Bacchus Marsh	6718	4	1 per 1680
Ballan	3046	1	1 per 3046
Darley	9092	0	no provision
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	4	1 per 2544
Bacchus Marsh and Rural East	24374	4	1 per 6094
Bacchus Marsh and Surrounds	19268	4	1 per 4817
Ballan and Rural West	8802	1	1 per 8802
Moorabool Shire	33176	5	1 per 6635
Rural areas	10862	0	no provision
Urban areas	22314	5	1 per 4463

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Netball court (indoor competition)

### Population Standard<sup>1</sup>

	year		
1 courts per:	2017	8000	persons (all ages)
	2021	8000	
	2031	8000	
	2041	8000	

Trigger<sup>2</sup>  
population: 5000 persons (all ages)

### Rationale:

Standard of 1:8000 supports the current situation that demand for netball is currently being met, primarily through outdoor courts, and the indoor courts at BM Leisure Centre when required.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (courts per persons (all ages))
Bacchus Marsh	6718	0	no provision
Ballan	3046	0	no provision
Darley	9092	0	no provision
Maddingley	3458	2	1 per 1729
Rural East	5106	0	no provision
Rural West	5756	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	2	1 per 5088
Bacchus Marsh and Rural East	24374	2	1 per 12187
Bacchus Marsh and Surrounds	19268	2	1 per 9634
Ballan and Rural West	8802	0	no provision
Moorabool Shire	33176	2	1 per 16588
Rural areas	10862	0	no provision
Urban areas	22314	2	1 per 11157

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Netball court (outdoor competition)

### Population Standard<sup>1</sup>

year		
2017	5000	persons (all ages)
2021	5000	
2031	5000	
2041	5000	

### Trigger<sup>2</sup>

population: 1000 persons (all ages)

### Rationale:

1:5000 used (varied from 1:3500 used by 2015 Rec & Leisure Strategy). Supports the view of MSC Recreation Dept that netball is underprovided in the east of the Shire by 1 to 2 outdoor courts.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (courts per persons (all ages))
Bacchus Marsh	6718	0	no provision
Ballan	3046	1	1 per 3046
Darley	9092	2	1 per 4546
Maddingley	3458	1	1 per 3458
Rural East	5106	0	no provision
Rural West	5756	7	1 per 822
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	1	1 per 10176
Bacchus Marsh and Rural East	24374	3	1 per 8125
Bacchus Marsh and Surrounds	19268	3	1 per 6423
Ballan and Rural West	8802	8	1 per 1100
Moorabool Shire	33176	11	1 per 3016
Rural areas	10862	7	1 per 1552
Urban areas	22314	4	1 per 5578

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Soccer pitch (competition)

### Population Standard<sup>1</sup>

	year		
1 pitches per:	2017	5000	persons (all ages)
	2021	5000	
	2031	5000	
	2041	5000	
Trigger <sup>2</sup> population:	1000 persons (all ages)		

### Rationale:

The 1:5000 ratio used by 2015 Rec & Leisure Strategy is appropriate for use as the provision standard. 1:5000 is well above the current ratios, reflecting the Shire's inadequate current provision (no dedicated competition soccer fields in the Shire, dual use only).

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (pitches per persons (all ages))
Ballan	3046	0	no provision
Darley	9092	0	no provision
Bacchus Marsh	6718	2	1 per 3359
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	2	1 per 5088
Bacchus Marsh and Rural East	24374	2	1 per 12187
Bacchus Marsh and Surrounds	19268	2	1 per 9634
Ballan and Rural West	8802	0	no provision
Moorabool Shire	33176	2	1 per 16588
Rural areas	10862	0	no provision
Urban areas	22314	2	1 per 11157

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan



## Swimming pool - indoor

### Population Standard<sup>1</sup>

	year		
1 facilities per:	2017	50000	persons (all ages)
	2021	50000	
	2031	50000	
	2041	50000	

Trigger<sup>2</sup> population: 40000 persons (all ages)

### Rationale:

Research by MSC Recreation dept suggests a population of 50,000 could support an indoor pool. 40,000 is considered the minimum viable population.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons (all ages))
Bacchus Marsh	6718	0	no provision
Ballan	3046	0	no provision
Darley	9092	0	no provision
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	0	no provision
Bacchus Marsh and Rural East	24374	0	no provision
Bacchus Marsh and Surrounds	19268	0	no provision
Ballan and Rural West	8802	0	no provision
Moorabool Shire	33176	0	no provision
Rural areas	10862	0	no provision
Urban areas	22314	0	no provision

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Swimming pool - outdoor

### Population Standard<sup>1</sup>

	year		
1 facilities per:	2017	30000	persons (all ages)
	2021	30000	
	2031	30000	
	2041	30000	
Trigger <sup>2</sup> population:	10000 persons (all ages)		

### Rationale:

Existing pools have substantial capacity to accommodate more public use. Bacchus Marsh pool provides for existing population of Bacchus Marsh and the east of the Shire and is deemed to have sufficient capacity to service an additional population 10,000 people.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons (all ages))
Bacchus Marsh	6718	1	1 per 6718
Ballan	3046	1	1 per 3046
Darley	9092	0	no provision
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	0	no provision
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	1	1 per 10176
Bacchus Marsh and Rural East	24374	1	1 per 24374
Bacchus Marsh and Surrounds	19268	1	1 per 19268
Ballan and Rural West	8802	1	1 per 8802
Moorabool Shire	33176	2	1 per 16588
Rural areas	10862	0	no provision
Urban areas	22314	2	1 per 11157

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

## Tennis court (competition)

### Population Standard<sup>1</sup>

	year		
1 courts per:	2017	2000	persons (all ages)
	2021	2000	
	2031	2000	
	2041	2000	
Trigger <sup>2</sup> population:	500 persons (all ages)		

### Rationale:

1:2000 ratio used by 2015 Rec & Leisure Strategy supports current situation that both urban and rural areas are well provided for. Rural areas have a particularly high number of courts in relation to population.

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area</i> <sup>3</sup>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (courts per persons (all ages))
Ballan	3046	6	1 per 508
Darley	9092	3	1 per 3031
Bacchus Marsh	6718	0	no provision
Maddingley	3458	21	1 per 165
Rural East	5106	4	1 per 1276
Rural West	5756	17	1 per 339
<i>Aggregated areas for comparison:</i>			
Bacchus Marsh and Maddingley	10176	21	1 per 485
Bacchus Marsh and Rural East	24374	28	1 per 870
Bacchus Marsh and Surrounds	19268	24	1 per 803
Ballan and Rural West	8802	23	1 per 383
Moorabool Shire	33176	51	1 per 651
Rural areas	10862	21	1 per 517
Urban areas	22314	30	1 per 744

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

<b>Population Standard<sup>1</sup></b>			
	<i>year</i>		
1 facilities per:	<b>2017</b>	50000	persons (all ages)
	<b>2021</b>	50000	
	<b>2031</b>	50000	
	<b>2041</b>	50000	
Trigger <sup>2</sup> population:	<input type="text" value="5000 persons (all ages)"/>		
<p>Rationale: A single customer service desk within a municipal council office can service a major urban area up to 50,000 and beyond.</p>			

The Population Standard above has been informed by the current rates of provision that exist across Moorabool Shire (see right):

<i>Forecast area<sup>3</sup></i>	<i>Cohort population</i>	<i>Existing provision</i>	<i>Current ratio</i> (facilities per persons (all ages))
Ballan	3046	1	1 per 3046
Bacchus Marsh	6718	1	1 per 6718
Darley	9092	1	1 per 9092
Maddingley	3458	0	no provision
Rural East	5106	0	no provision
Rural West	5756	0	no provision
<b><i>Aggregated areas for comparison:</i></b>			
Bacchus Marsh and Maddingley	10176	1	1 per 10176
Bacchus Marsh and Rural East	24374	2	1 per 12187
Bacchus Marsh and Surrounds	19268	2	1 per 9634
Ballan and Rural West	8802	1	1 per 8802
Moorabool Shire	33176	3	1 per 11059
Rural areas	10862	0	no provision
Urban areas	22314	3	1 per 7438

<sup>1</sup> the maximum cohort population each facility type is able to support

<sup>2</sup> the minimum cohort population required to trigger need for provision

<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

'Bacchus Marsh and Surrounds' is Bacchus Marsh, Darley and Maddingley

'Rural areas' are the Rural East plus the Rural West

'Urban areas' are Bacchus Marsh, Darley, Maddingley and Ballan

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<sup>1</sup> the maximum cohort population each facility type is able to support  
<sup>2</sup> the minimum cohort population required to trigger need for provision  
<sup>3</sup> population forecast areas - refer to Moorabool forecast.id(c)

*'Bacchus Marsh and Surrounds'* is Bacchus Marsh, Darley and Maddingley  
*'Rural areas'* are the Rural East plus the Rural West  
*'Urban areas'* are Bacchus Marsh, Darley, Maddingley and Ballan

# Attachment - Item 11.2.4(f)

# MOORABOOL COMMUNITY INFRASTRUCTURE FRAMEWORK

## REPORT: PROVISION STANDARDS

### Part B: The Travel Accessibility Standards

Settlement population (total persons)	Less than 200	200 to 500	500 to 2000	2,000 to 6,000	6,000 or more
	Balliang, Balliang East, Barkstead, Bungaree, Clarendon, Elaine, Merrimu, Morrisons, Mount Wallace, Parwan	Blackwood, Dales Creek, Dunnstown, Korweinguboorra, Lal Lal, Mount Egerton, Myrniong, Navigators, Wallace, Yendon	Gordon, Greendale, Hopetoun Park	Ballan, Maddingley	Bacchus Marsh, Darley
<b>AGED AND DISABILITY</b>					
Dementia programs	20 minute drive	20 minute drive	20 minute drive	20 minute drive	10 minute drive
Social Support Groups	20 minute drive	15 minute drive	15 minute drive	5 minute drive	5 minute drive
Centre-based meals	15 minute drive	15 minute drive	15 minute drive	10 minute drive	10 minute drive
<b>CHILDREN AND YOUNG PEOPLE</b>					
Playground	5 minute drive	5 minute drive	5 minute drive	5 minute drive	400m walk (5 mins)
Skate or BMX park	20 minute drive	20 minute drive	15 minute drive	5 minute drive	3km cycle (10 mins)
Youth space	20 minute drive	20 minute drive	20 minute drive	10 minute drive	5 minute drive
<b>COMMUNITY SPACES AND LIBRARIES</b>					
Community venue - district	20 minute drive	10 minute drive	10 minute drive	10 minute drive	5 minute drive
Community venue - local	5 minute drive	5 minute drive	5 minute drive	5 minute drive	1.6km walk (20 mins) / 2 min drive
Community venue - municipal	20 minute drive	20 minute drive	20 minute drive	20 minute drive	10 minute drive
Library (centre-based)	20 minute drive	20 minute drive	10 minute drive	10 minute drive	5 minute drive
Library (rural service)	10 minute drive	10 minute drive	5 minute drive	5 minute drive	Not applicable
<b>EARLY YEARS</b>					
Maternal and Child Health	20 minute drive	20 minute drive	10 minute drive	5 minute drive	5 minute drive
Long day care	20 minute drive	20 minute drive	10 minute drive	5 minute drive	5 minute drive
4 yr old kindergarten	20 minute drive	15 minute drive	10 minute drive	10 minute drive	5 minute drive
<b>SPORT AND RECREATION</b>					
Basketball court (competition)	20 minute drive	20 minute drive	10 minute drive	10 minute drive	5 minute drive
Cricket oval (competition)	20 minute drive	20 minute drive	10 minute drive	5 minute drive	5 minute drive

Settlement population (total persons)	Less than 200	200 to 500	500 to 2000	2,000 to 6,000	6,000 or more
	Balliang, Balliang East, Barkstead, Bungaree, Clarendon, Elaine, Merrimu, Morrisons, Mount Wallace, Parwan	Blackwood, Dales Creek, Dunnstown, Korweinguboorra, Lal Lal, Mount Egerton, Myrniong, Navigators, Wallace, Yendon	Gordon, Greendale, Hopetoun Park	Ballan, Maddingley	Bacchus Marsh, Darley
Football oval (competition)	20 minute drive	20 minute drive	10 minute drive	5 minute drive	5 minute drive
Lawn bowls	20 minute drive	20 minute drive	10 minute drive	5 minute drive	5 minute drive
Netball court (indoor competition)	20 minute drive	20 minute drive	10 minute drive	10 minute drive	10 minute drive
Netball court (outdoor competition)	20 minute drive	10 minute drive	10 minute drive	10 minute drive	5 minute drive
Soccer pitch (competition)	20 minute drive	20 minute drive	20 minute drive	10 minute drive	5 minute drive
Swimming pool - indoor	30 minute drive	30 minute drive	30 minute drive	20 minute drive	20 minute drive
Swimming pool - outdoor	30 minute drive	20 minute drive	20 minute drive	20 minute drive	10 minute drive
Tennis court (competition)	15 minute drive	15 minute drive	10 minute drive	5 minute drive	5 minute drive
<b>SUPPORT INFRASTRUCTURE</b>					
Council customer service centre	20 minute drive	15 minute drive	15 minute drive	10 minute drive	10 minute drive



## 11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

### 11.3.1 Draft Ballan Early Years Feasibility Study

#### Introduction

File No.: 12/12/015  
Author: Jade Moerenhout  
General Manager: Danny Colgan

#### Background

The purpose of this report is to recommend that the Council endorse the Draft Ballan Early Years Feasibility Study for the purpose of community exhibition for a period of four weeks.

#### Proposal

The aims of the Ballan Early Years Feasibility Study ("Draft Study") is to: provide a clear indication of the need for spaces for Maternal Child and Health, Kindergarten and other early year's services in Ballan and the surrounding area; and to ensure early years' services meet the needs of families and children in Ballan and surrounds both now and into the future. Consideration has been given to the type of spaces that foster community engagement and promote a coordinated, integrated and collaborative approach to service delivery. The draft report is contained in **Attachment 11.3.1**.

Council Staff engaged Consultants (Semann and Slattery) to undertake the Draft Study in partnership with Council.

The objectives of the Draft Study were the:

- Assessment of the capacity of current services and infrastructure to meet the demands for Maternal Child Health, three and four year old kindergarten and other early years services now and into the future; 2017, 2021, 2031 & 2041.
- Identification of the social and economic benefits of early years' services.
- Assessment of current infrastructure to meet current best practice as an integrated children's Centre
- Investigation of suitable alternative locations/options, including aligning early years services with Primary schools.

The Draft Study considered planned future growth precincts and residential developments within the Shire.

The consulting team from Semann & Slattery engaged a range of quantitative and qualitative methodologies to collect the data to inform the Draft Study. Data was collected via surveys, a focus group targeted towards the service sector and follow-up telephone interviews with families and service providers.

The recommendations of the Draft Study Feasibility Study have been underpinned by forecasting data which indicates that there are several drivers of population change happening in and around Ballan.

It is clear from this data that, in order to meet the forecast increase in population, early years' service provision in Ballan will need to be responsive in its capacity to meet the future needs of children and families. The current capacity of the Ballan Early Years site which includes the Maternal and Child Health Service (MCH) and the Ballan and District Kindergarten. The Ballan Early Years site has the potential to continue to meet the needs of children and families for Kindergarten programs through to 2041 and MCH services through to 2031. By 2031, the enrolment capacity of Ballan's two MCH office spaces will no longer meet the forecasted demand. A shortfall of 3.5 hours and 41.5 hours is expected in 2031 and 2041, respectively.

The Draft Study provides a number of options for future consideration on how Council can continue to meet the demands of the community for Kindergarten and Maternal and Child Health services through the existing Ballan Early Years site from 2017, 2021, 2031, until 2041.

The Draft Study provides the following recommendations for Councils consideration:

#### **1. Present (2017) – 2021**

##### **Study findings recommend that:**

##### **The Ballan & District Kindergarten**

- Continue to meet community demand for four-year-old kindergarten program; increase group sizes and open additional groups as required.
- Continue to meet community demand for three-year-old kindergarten program; increase group sizes and open additional groups as required
- Commit to working together in a more collaborative and integrated way

##### **The MCH service**

- Continue to meet community demand for MCH appointments; daily utilisation of this space will increase as demand for enrolments increases with the population.
- Utilise vacant office hours to provide community with increased access to allied health and other early childhood services. MCH offices are vacant for nearly 4 full days per week in 2017 and 2 full days per week in 2021.
- Commit to working together in a more collaborative and integrated way.

##### **With regard to the facilitation of an integrated service delivery model**

- Formalise partnerships between Council and key stakeholders (of particular consideration is that of Council and the Ballan Primary School).
- Form a network for Ballan early childhood and family service providers.

## 2. Meeting community demand in the decade 2021 – 2031

Ballan & District Kindergarten will continue to meet community demand for both its four-year-old and three-year-old kindergarten programs through to 2041.

By 2031, however, the enrolment capacity of Ballan's two Maternal and Child Health office spaces will no longer meet the forecasted demand. A shortfall of 3.5 hours and 41.5 hours is expected in 2031 and 2041, respectively.

It is understood that a timeframe of approximately five years is recommended for securing capital investment for refurbishments or new builds. This amount of time would allow for the typical building and development processes to unfold (e.g. review of relevant data, grant applications, securing of Council contributions, planning, tendering, and construction). Therefore, this study recommends Council choose a course of action by 2026 that ensures demand for services is met.

This feasibility study has concluded that there are two viable service delivery options available for early years' services for Council to consider and ultimately endorse by 2026.

### **Option 1 – Expansion of the existing Ballan Early Years Site**

### **Option 2 – Investigate potential for a new build of an integrated facility**

#### **a. Option 1: Expansion of the existing Ballan Early Years Site**

An expansion of the existing Maternal and Child Health clinic space is possible. A third MCH office space could be built onto the existing building to accommodate increased community demand; a relatively minor construction such as this would likely cost a great deal less than a completely new build.

Another critical consideration pertaining to the expansion of the existing space is that there is limited physical space on site. As a consequence, it is likely that only one office will be able to be added. As demand for MCH appointments increase, less time is able to be allocated to visiting allied health and other services.

#### **Study findings recommend that:**

- Office spaces be flexible and usable by visiting allied health and other child and family services; a need for which was cited by both families and service providers in community consultations;
- Options for Saturday sessions and after-hours appointments be explored in any instance where the service is not keeping up with community demand;
- The MCH service and visiting services commit to working in a collaborative and integrated way.

**b. Option 2: Investigate potential for a new integrated facility**

Council, in partnership with service providers, investigate potential for utilisation of land for a purpose-built integrated early childhood and family community hub inclusive of kindergarten, the MCH service, and clinical consulting spaces.

A new build of a co-located facility aligns well with other Council strategies and policies. The Community Infrastructure Plan and the MEYP both support the development of integrated co-located facilities to meet the needs of early childhood and family services. Ballan District Health & Care have been in conversation with Council staff on the possibility of securing funds for an integrated facility that would potentially accommodate an expanded long day care facility.

A staged move towards option 2 may wish to be considered. If a completely new build was unattainable by 2031, Council may investigate renting of consultation spaces for MCH services elsewhere in the community while the building of a new site was underway.

This option is a long-term solution to meeting demand for early childhood and family services in Ballan and surrounds. Community demand for a variety of services could potentially be met well past 2041.

**Study findings recommend that:**

- Suitable sites including the Ballan Primary School and the Ballan Football Oval be investigated.
- Children and families are provided with effective and responsive services that meet their needs.
- Services working from the integrated hub do so in a collaborative and integrated way.
- Review forecast data annually to maintain accurate figures.

**Policy Implications**

The 2017-2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure

**Strategic Objective 4:** Improving Social Outcomes

**Context 4A** Health and Wellbeing

The Draft Study is consistent with the 2017-2021 Council Plan and the Moorabool Municipal Early Years Plan 2015 -2021.

**Financial Implications**

Future budget implications will be referred to Council's budget process for consideration. External funding will also be sought.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Potential short fall of 4 year old kindergarten places and reduced access to Maternal and Child Health service for families if outcomes of the feasibility study are not considered	Medium	Council to review outcomes of Feasibility study implementation in partnership with Ballan Early Years' Service providers
Financial	Future 2031 funding required to progress actions outlined in the Feasibility Study	Medium	Business cases prepared for consideration in future Council budgets  External funding sources sought and a staged development approach

### Community Engagement Strategy

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

Level of Engagement	Stakeholder	Activities	Date	Outcome
Consult	Families and Early Years' Service Providers and local Primary Schools	Focus-group consultation with service providers 11 participants including Kindergarten, Maternal Child and Health, Council staff, local Primary Schools	August – October 2015	Community and service provider feedback
Consult - Telephone	Families and Early Years' Service Providers and local Primary Schools	5 Individual telephone interview consultation with service providers unable to attend focus group  10 Individual follow-up	August – September 2015	Community and service provider feedback

		interviews with parents		
Survey (On-line)	Families and Early Years' Service Providers and local Primary Schools	8 key service providers 77 Families responded to the Survey	August – October 2015	Feedback included in the Draft document

### Communications Strategy

It is proposed that the Draft Study be placed on public exhibition for four weeks. The exhibition of the Draft Study will involve:

- Have Your Say, Council's Online Community Engagement Portal
- Making copies available at Council's Customer Service locations
- Making copies available at the Lerderderg Library and the Ballan Library.
- All Service providers being notified of the opportunity to view the Draft Ballan Early Years Feasibility Study and provide feedback

This process will be advertised through local newspapers and other communication processes including Council's Web page and the Moorabool Families and Children Facebook Site.

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

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Danny Colgan*

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

*Author – Jade Moerenhout*

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

## Conclusion

The draft Ballan Early Years Feasibility Study provides options for consideration for the future provision of Early Years Services in the Ballan and surrounding areas in the Moorabool Shire. Based on community engagement with a range of Ballan and surrounds early years' service providers, carers and families, the Draft study includes information regarding predicted usage, planning and provision of Kindergarten and Maternal and Child Health services from 2016, 2021, 2031, until 2041. Along with the recommendation that Council investigate the option of providing a new integrated early years' facility in Ballan in the decade of 2021-2031 utilising land on the Ballan Primary School site.

The Draft Ballan Early Years Feasibility Study was considered at a meeting of the Social Development Committee of Council on the 19 July 2017 with a recommendation by the Committee that it "requests that the Draft Ballan Early Years Feasibility Study (with any identified amendments) be presented to the September Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks".

### Recommendation:


#### That the Council:

1. **Endorse the Draft Ballan Early Years Feasibility Study for the purpose of community exhibition for a period of four weeks.**
2. **Receives a further report at the conclusion of the community exhibition period seeking adoption of the Draft Ballan Early Years Feasibility Study.**

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### Report Authorisation

#### Authorised by

  
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday, 29 August 2017

# Attachment - Item 11.3.1



# Draft Ballan Early Years Feasibility Study



## DISCLAIMER

Semann & Slattery will bear no responsibility for any loss or inconvenience arising to the client organisation and/or any third party, which may arise through use of the data and/or recommendations from this service review and the final report. If you have any question regarding this report, please contact the Directors at [info@semannslattery.com](mailto:info@semannslattery.com)

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## ABOUT SEMANN & SLATTERY

Since 1999, Semann & Slattery has delivered consultancy, research and evaluation services, to organisations and people who value quality, innovation and evidence-based practice. Over time, Semann & Slattery has become a pioneering national consultancy firm known for its ability to transform organisations and people. As change and performance enhancement strategists, Semann & Slattery act as pathfinders to assist organisations and people identify and apply the most appropriate strategies and skills to enhance performance, productivity and outcomes for individuals, organisations and communities.

The company is committed to innovative research and evaluation and consultancy services that assist clients achieve their organisational, strategic and personal goals.

We have worked in the middle years and early childhood sector for a number of years completing middle years and youth plans as well as undertaking evaluation of programs. Furthermore Semann & Slattery has worked in the human services, government, health and the education sectors. Our clients have included a broad range of government departments (federal, state and local), schools, tertiary institutions and non-government organisations around Australia and in New Zealand.

Our staff are skilled and experienced researchers, evaluators and facilitators, who have led a large number of small and large scale projects.

The Research Team:

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- Graduate Certificate of Science (Applied Statistics)
- Master of Education
- Bachelor of Arts (International Relations & Political Science)
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### **Lorraine Madden – Associate Semann & Slattery**

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- Diploma of Teaching (Early Childhood)
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- Certificate IV (Workplace Assessment and Training)
- Accredited Hogan Assessor

### **Anthony Semann – Director Semann & Slattery**

- PhD Candidate (Macquarie University)
- Master of Arts with Merit (Sociology & Social Policy)
- Bachelor of Education
- Certificate IV (Workplace Assessment and Training)
- Accredited Hogan Assessor

## EXECUTIVE SUMMARY

Semann & Slattery were engaged by the Moorabool Shire Council to undertake the Ballan Early Years Feasibility Study in order to determine the future needs for Early Years Services in Ballan and surrounding areas from now, 2017, 2021, 2031 and 2041.

The aim of this project is to:

1. Provide a clear indication of the need for spaces for the Maternal Child and Health service (MCH), kindergarten and other early years services, and
2. Ensure early years services meet the needs of families and children in Ballan and surrounds both now and in the future. Consideration has been given to the type of spaces that foster community engagement and promote a coordinated, integrated and collaborative approach to service delivery.

The scope of works has involved:

- Assessment of the ability of current services and infrastructure to meet the demands for the MCH service, three and four-year-old kindergarten and other early years services now and into the future, 2017 2021, 2031 & 2041.
- Identification of the social and economic benefits of early years services.
- Assessment of current infrastructure to meet current best practice as an integrated children's centre
- Investigation of suitable alternative locations/options, including aligning early years services with Primary schools.

The study has also considered planned future growth precincts and residential developments within the Shire.

The consulting team from Semann & Slattery engaged a range of quantitative and qualitative methodologies to collect the data to inform the Ballan Early Years Feasibility Study. Data was collected via surveys, a focus group targeted towards the service sector and follow-up telephone interviews with families and service providers.

These consultations were conducted between 18 August 2015 and 8 September 2015. The consultation involved the following:

- Focus-group consultation with service providers (11 participants)
- Individual telephone interview consultation with service providers unable to attend focus group (5 participants)
- Service provider surveys (8 participants)
- Family surveys (77 participants)
- Individual follow-up interviews with parents (10 participants)

## KEY FINDINGS

Based on an analysis of demographic data and the capacity of both the Ballan & District Kindergarten and the Wallace and District Kindergarten, this scenario indicates that the demand for four-year-old kindergarten places in Ballan and surrounds will not exceed supply by 2041 if both kindergartens are run to their full capacities of 118 and 64 places respectively (derived from a licensing capacity of 59 and 32 places at any given time). All scenarios considered provide for a minimum 4.5 hours per week of non-contact time for staff at both Ballan & District Kindergarten and Wallace and District Kindergarten.

Forecasting data indicates the following **surplus places** based on a 15-hour per week four-year-old program considering Ballan & District Kindergarten's capacity of 59 places at any given time in addition to Wallace and District Kindergarten's capacity of 32 places at any given time.

2017 – 87 places

- Forecast population of 95 four-year-olds with 182 available places. This leaves a surplus of 87 places.

2021 – 80 places

- Forecast population of 102 four-year-olds with 182 available places. This leaves a surplus of 80 places.

2031 – 63 places

- Forecast population of 119 four-year-olds with 182 available places. This leaves a surplus of 63

2041 – 38 places

- Forecast population of 144 four year-olds with 182 available places. This leaves a surplus of 38 places.

Based on an analysis of demographic data and the licensing capacities of the Ballan & District Kindergarten and the Wallace and District Kindergartens, this scenario indicates that the demand for three-year-old kindergarten sessional places in Ballan and surrounds will not exceed supply in 2017, 2021, 2031 or 2041 running alongside the four-year-old program.

Forecasting data indicates the following surplus three-year-old kindergarten places based on a 3-hour per week sessional three-year-old kindergarten program. Figures here consider the current proportion of three-year-olds in the community attending the three-year-old kindergarten program (77% of the Ballan population and 23% of the Rural West Population). This surplus considers the prioritising of the four-year-old kindergarten program, the provision of non-contact hours for planning / admin, and the current licencing capacities of the Ballan & District Kindergarten and Wallace and District Kindergarten capped at 59 and 32 places, respectively, at any given time:

2021: 163 places

- A forecast population of 44 three-year-olds with 207 available places (considering capacity to run up to 7 half-day (3 hour) sessions in a combined three and four-year-old kindergarten group after prioritising the four-year-old kindergarten program).

2031: 153 places

- A forecast population of 54 three-year-olds with 207 available places (considering capacity to run up to 7 half-day (3 hour) sessions in a combined three and four year old kindergarten group after prioritising the four-year-old kindergarten program).

2041: 23 places

- A forecast population of 68 three-year olds with 91 available places (considering capacity to run up to 3 half-day (3 hour) sessions in a combined three and four year old kindergarten group after prioritising the four-year-old kindergarten program).

Based upon population forecasting alongside the capacity of nursing staff and the associated nursing hours the current provisioning of the MCH program within the Ballan Early Years site (Ballan & District Kindergarten and Maternal & Child Health service) will meet the estimated demand for enrolments in 2017 and 2021. The surplus calculated in hours is:

2017: A surplus of 33.5 hours per week

- Office space 2 is potentially vacant for 4 full days per week

2021: A surplus of 20.5 hours per week

- Office space 2 is potentially vacant for 2 full days per week

Based upon population forecasting alongside the capacity of nursing staff and the associated nursing hours, the current provisioning of the MCH program within the Ballan Early Years site will not meet the estimated demand for MCH enrolments in 2031 and 2041. The following shortfall calculated in hours is:

2031: -3.5 hours per week

2041: -41.5 hours per week

Through to 2021 planning for the Ballan Early Years site should include provisioning for the continued co-location of MCH, as well as ensuring flexibility in the use of the space for additional allied health services.

Informal partnerships currently exist between Ballan Primary School and Moorabool Shire Council early years services within the community of Ballan.

An analysis of the demographic data and consultations with the community and local early childhood service providers strongly supports and advocates for integrated service provision.

Consultations with service providers, including leadership of Ballan Primary School, and the community identified a strong desire for an integrated early years hub, the Ballan Primary School was consistently seen as the natural focal point for this service.

Population forecasting data (Moorabool *forecast.id*©) indicates that forward planning for an integrated early years hub is warranted. The decade between 2021 & 2031 is significant to planning for the Early Years Service provisioning in Ballan because:

- By 2031 the MCH program within the Ballan Early Years site will not meet the estimated demand for appointments.

The following table summarises the capacity of the Ballan Early Years site to accommodate a four-year-old kindergarten program (15 hours per week / per child), a three-year-old kindergarten program (3 hour session per week / per child) based on the current licencing capacity of both the Ballan & District Kindergarten and Wallace and District Kindergarten (59 and 32 places at any given time, respectively) and the MCH program based on the nurse hours required for enrolments per office in 2017, 2021, 2031 & 2041.

Year	Four-Year-Old Program	Three-Year-Old Program	Maternal and Child Health
2017	✓	✓	✓
2021	✓	✓	✓
2031	✓	✓	✗
2041	✓	✓	✗

Table 1: Capacity to meet program demand – Ballan & District Kindergarten and Maternal and Child Health Service, 2017 – 2041

## SUMMARY OF RECOMMENDATIONS

These recommendations are underpinned by population forecasting data (Moorabool *forecast.id*®) and the emerging Moorabool 2041 growth framework that indicate there are several drivers of population change happening in and around Ballan. This data indicates that in order to meet the forecast increase in population, early years service provision in Ballan will need to be responsive in its capacity to meet the future needs of children and families.

The current capacity of the Ballan & District Kindergarten has the potential to meet community demand for both four-year-old and three-year-old kindergarten programs from 2017 through to 2041. However, capacity of the MCH service to meet the demand for enrollments will no longer meet the forecasted demand by 2031.

To maintain accurate figures and projects, it is recommended that forecast data be reviewed annually.

### 1. Present (2017) – 2021

#### Study findings recommend that:

- **The Ballan & District Kindergarten**
  - Continue to meet community demand for four-year-old kindergarten program; increase group sizes and open additional groups as required.
  - Continue to meet community demand for three-year-old kindergarten program; increase group sizes and open additional groups as required
  - Commit to working together in a more collaborative and integrated way
  
- **The MCH service**
  - Continue to meet community demand for MCH appointments; daily utilisation of this space will increase as demand for enrolments increases with the population.
  - Utilise vacant office hours to provide community with increased access to allied health and other early childhood services. MCH offices are vacant for nearly 4 full days per week in 2017 and 2 full days per week in 2021.
  - Commit to working together in a more collaborative and integrated way
  
- **With regard to the facilitation of an integrated service delivery model**
  - Formalise partnerships between Council and key stakeholders (of particular consideration is that of Council and the Ballan Primary School)
  - Form a network for Ballan early childhood and family service providers

### 2. Meeting community demand in the decade 2021 – 2031

Ballan & District Kindergarten will continue to meet community demand for both its four-year-old and three-year-old kindergarten programs through to 2041.

By 2031, however, the enrollment capacity of Ballan's two MCH office spaces will no longer meet the forecasted demand. A shortfall of 3.5 hours and 41.5 hours is expected in 2031 and 2041, respectively.

It is understood that a timeframe of approximately five years is recommended for securing capital investment

for refurbishments or new builds. This amount of time would allow for the typical building and development processes to unfold (e.g. review of relevant data, grant applications, securing of Council contributions, planning, tendering, and construction). Therefore, this study recommends Council choose a course of action by 2026 that ensures demand for services is met.

This feasibility study has concluded that there are two viable service delivery options available for early years services for Council to consider and ultimately endorse by 2026.

- **Option 1 – Expansion of the existing Ballan Early Years Site**
- **Option 2 – Investigate potential for a new build of an integrated facility**

### **2.1 Option 1: Expansion of the existing Ballan Early Years Site**

An expansion of the existing MCH clinic space is possible. A third MCH office space could be built onto the existing building to accommodate increased community demand; a relatively minor construction such as this would likely cost a great deal less than a completely new build.

Another critical consideration pertaining to the expansion of the existing space is that there is limited physical space on site. As a consequence, it is likely that only one office will be able to be added. As demand for MCH appointments increase, less time is able to be allocated to visiting allied health and other services.

#### **Study findings recommend that:**

- Office spaces be flexible and usable by visiting allied health and other child and family services; a need for which was cited by both families and service providers in community consultations
- Options for Saturday sessions and after-hours appointments be explored in any instance where the service is not keeping up with community demand
- The MCH service and visiting services commit to working in a collaborative and integrated way

### **2.2 Option 2: Investigate potential for a new integrated facility**

Council, in partnership with service providers, investigate potential for utilisation of land for a purpose-built integrated early childhood and family community hub inclusive of kindergarten, the MCH service, and clinical consulting spaces.

A new build of a co-located facility aligns well with other Council strategies and policies. The Community Infrastructure Plan and the MEYP both support the development of integrated co-located facilities to meet the needs of early childhood and family services.

A staged move towards option 2 may wish to be considered. If a completely new build was unattainable by 2031, Council may investigate renting of consultation spaces for MCH services elsewhere in the community while the building of a new site was underway.

This option is a long-term solution to meeting demand for early childhood and family services in Ballan and surrounds. Community demand for a variety of services could potentially be met well past 2041.

#### **Study findings recommend that:**

- Suitable sites including the Ballan Primary School and the Ballan Football Oval be investigated
- Children and families are provided with effective and responsive services that meet their needs
- Services working from the integrated hub do so in a collaborative and integrated way



## INTRODUCTION AND BACKGROUND

The provision of Early Years Infrastructure is one of the key functions of local government in Victoria, this includes kindergarten, maternal and child health and occasional care facilities.

The key guiding document for early years service provisioning in the Moorabool Shire, the Municipal *Early Years Plan 2015-2021 (MEYP)*, states that, 'Adequate planning and provision of infrastructure and services is vital for Council to ensure that all children living in Moorabool have access to maternal and child health services from birth until age six, and that all children living in Moorabool have access to a funded four-year-old kindergarten place' (p17). Furthermore, prioritised within the MEYP is the Council's commitment to ensuring the availability and accessibility of services by planning for 'current and future population needs of families and children' (p.32). To this end, demographic forecasting has identified that the current early years service provisioning for Ballan will not meet the projected population growth of the area in the long term. In response to this predicted gap in service provision the accompanying *MEYP Action Plan* identified the need for a Ballan Early Years Feasibility Study, to forecast the future needs for early years services in Ballan from now, 2017, 2021, 2031 and 2041.

In addition, the National Partnership Agreement on Universal Access to Early Childhood Education impacts on how Moorabool Shire Council manages its early years service provision. The Agreement aims to achieve universal access to a quality early childhood education program, delivered by a qualified early childhood teacher, for 600 hours in a child's year prior to formal schooling. Funding arrangements between the Commonwealth and state governments support this commitment. Therefore, in planning its early years service delivery now and in the future, Moorabool Shire Council has prioritised the four-year-old kindergarten program at the Ballan & District Kindergarten.

## PROJECT SCOPE AND METHODOLOGY

### Project Scope

Semann & Slattery were engaged by the Moorabool Shire Council to undertake the Ballan Early Years Feasibility Study and determine the future needs for Early Years Services in Ballan from now, 2017, 2021, 2031 and 2041. Specifically, the purpose of this study was to investigate options for the current kindergarten site to accommodate the predicted population increase in the community of Ballan

The scope of works has involved:

- Assessment of current services' ability to meet the demands for Maternal Child Health, three and four-year-old kindergarten and other Early Years Services now and into the future, 2017, 2021, 2031 & 2041.
- Identification of the social and economic benefits of Early Years Services.
- Assessment of current space to meet current best practice as an integrated children's centre
- Investigation of suitable alternative locations/options, including aligning Early Years Services with Primary schools.

The study has also considered planned future growth precincts and residential developments within the Shire, it is consistent with structure planning across the Shire and has considered what facilities/services in neighbouring municipalities where appropriate can assist in meeting demand.

## Research Design

In meeting the objectives of the study, the following research design was employed:

1. **Demographic analysis** of the Ballan area to aid in determining supply and demand of services.
2. **Services Mapping** of current child and family services available to the Ballan community.
3. **Data Analysis (online Surveys and Consultations)** of the experiences and aspirations of current families and service providers of child and family services in Ballan.
4. **Literature review** of coordinated, integrated and collaborative approaches to early years services.
5. **Service models** based on demographic analysis of forecast population growth in 2017, 2021, 2031 & 2041 and consultations with the community and early years service providers of Ballan.

## CONTEXT OF CHILDREN'S SERVICES

The Ballan Early Years Feasibility Study acknowledges existing projects and local initiatives, including Best Start, and the *Moorabool Municipal Early Years Plan 2015-2021 Action Plan*. It also recognises and builds on existing Council policies pertinent to children and families, particularly the *Early Years Plan 2015-2021 (MEYP)*. Along with the *MEYP*, this includes *Moorabool 2041*, the *Council Plan*, the *Health and Well-being Plan*, the *Hike and Bike Strategy*, the *Age Well Live Well Strategy* and *Community Access and Inclusion Plan*, and the *Recreation and Leisure Strategy*.

The study is underpinned by Bronfenbrenner's (1994) ecological model, which begins with children and families, and their diverse needs, desires and priorities. Bronfenbrenner (1994) states that the conditions required for children to thrive begin with their immediate family. This acknowledges the role of the child's parents as children's first and most influential teachers (Commonwealth of Australia, 2009). Beyond this level of influence are conditions outside of the family, incorporating the local community, including informal networks of friends, neighbours and extended family; and more formal networks including the range of available child and family programs and services. A further influence is the broader social and political context, incorporating all levels of government (Sayers, 2012).

From a policy perspective, the Ballan Early Years Feasibility Study builds on relevant State and Federal initiatives pertinent to the child and family service sector. At a State level this includes the *Victorian Early Years Learning and Development Framework (2009)*; the *Child, Youth and Families Act (2005)*; and *Victoria's Vulnerable Children (2013)*. At a Federal level this includes the *National Early Childhood Development Strategy – Investing in the Early Years (2009)*, which informed the *National Quality Framework*, incorporating Australia's two learning frameworks, the *Early Years Learning Framework (2009)* and *My Time Our Place: Framework for School Aged Care (2011)*.

From a global perspective, the study reflects a commitment to uphold the rights of children, as documented in the UN Convention of the Rights of the Child. The recommendations of the feasibility study are underpinned by the increasing evidence base that demonstrates the importance of a child's early years, of life, including the importance of early brain development for future learning and development (Gable & Hunting, 2001); and the long term benefits to children, families and the broader community in investing in children's early years of live (Heckman, 2000; Grunewald & Rolnick, 2005).

## REGULATIONS

In determining the future needs for Early Years Services in 2017, 2021, 2031 and 2041, the *Education and Care Services National Regulations 2011* (National Regulations) and the *Education and Care Services National Law Act 2010* (National Law) have been utilised to underpin the context of service provisioning.

Considerations of the capacity of the current site to meet the future needs of the community have in particular been determined by two aspects of the *Regulations*, educator to child ratios and the minimum requirements for the physical environment of an approved service. Additionally, the current eligibility of per capita funding is also an underpinning proviso of future needs forecasting for children enrolled and attending a funded kindergarten program in the year before school.

The following points relate to the Regulations that have informed the feasibility of the Ballan & District Kindergarten in 2017, 2021, 2031 & 2041:

- a) Educator-to-child ratio for funded kindergarten programs: From 1 January 2016 the ratio for children 36 months up to and including preschool age is 1 educator to 11 children (1:11). (*National Law: Section 169; National Regulations 121-122, 123* (centre-based services).
- b) Indoor space requirements: Education and care service premises must have at least 3.25 square metres of unencumbered indoor space for each child being educated and cared for at the service (*National Regulations 107*). In calculating the area of unencumbered indoor space the following areas are excluded:
  - any passageway or thoroughfare (including door swings)
  - any toilet and hygiene facilities
  - any nappy changing area or area for preparing bottles
  - any area permanently set aside for the use or storage of cots
  - any area permanently set aside for storage
  - any area or room for staff or administration
  - the area of a kitchen (unless the kitchen is primarily to be used by children as part of an educational program provided by the service).
  - any other space that is not suitable for children.
- c) Outdoor space requirements: An education and care service premises must have at least 7 square metres of unencumbered outdoor space for each child being educated and cared for at the service (*National Regulations 108*). In calculating the area of unencumbered outdoor space required, the following areas are excluded:
  - any pathway or thoroughfare, except where used by children as part of the education and care program
  - any car parking area
  - any storage shed or other storage area
  - any other space that is not suitable for children.
- d) Service providers receiving kindergarten funding from the Department of Education & Training are required to provide a program delivered by a qualified early childhood teacher for a minimum of 15 hours per week (or 600 hours per year). All children must be enrolled in a 15-hour per week kindergarten program to be eligible for kindergarten funding (State of Victoria, Department of Education and Training).

## Current Group Sizes, Patterns of Attendance & Licenced Capacity of the Ballan Kindergarten

The Ballan & District Kindergarten has a licenced capacity for 59 children at any given time; therefore 118 four-year-old kindergarten places can be accommodated per week.

The following table outlines the 2016 current group sizes and ratios of the Ballan & District Kindergarten. The first figure in each cell is the utilisation and the bracketed figure is the licenced capacity:

Room 1, Ballan & District Kindergarten					
Group Description	Monday	Tuesday	Wednesday	Thursday	Friday
Purple (4YO) 8.30am-4pm (Current ratio 1:10)	20 (30)		20 (30)		
Green (4YO) 9.30am-2.30pm (Current ratio 1:9)		26 (30)		26 (30)	26 (30)

Room 2, Ballan & District Kindergarten					
Group Description	Monday	Tuesday	Wednesday	Thursday	Friday
Orange (4YO) 8.30am-4pm (Current ratio 1:9, excluding additional needs assistant)	18 (29)		18 (29)		
Activity Group 1: (3 YO Sessional) 9.30am-12.30pm (Current ratio 1:10)		20 (29)			
Activity Group 2: (3 YO Sessional) 9.30am-12.30pm (Current ratio 1:10)				20 (29)	

Monday	Tuesday	Wednesday	Thursday	Friday
38/59	46/59	38/59	46/59	26/59

(\*Information supplied by the Ballan & District Kindergarten)

Current Internal Floor Plan Licence Capacity of Ballan & District Kindergarten:

- Playroom 1: Licenced for 29
- Playroom 2: Licenced for 30
- Office Space 1: currently used by Kindergarten administration
- Office Space 2: used by Kindergarten educators
- Office Space 3 used by MCH
- Office Space 4 used by MCH

Current Outdoor Space: 571 square metres (23.8m x 23.8m). With a licenced capacity of 59 children per day, this equates to 9.7 square metres per child.

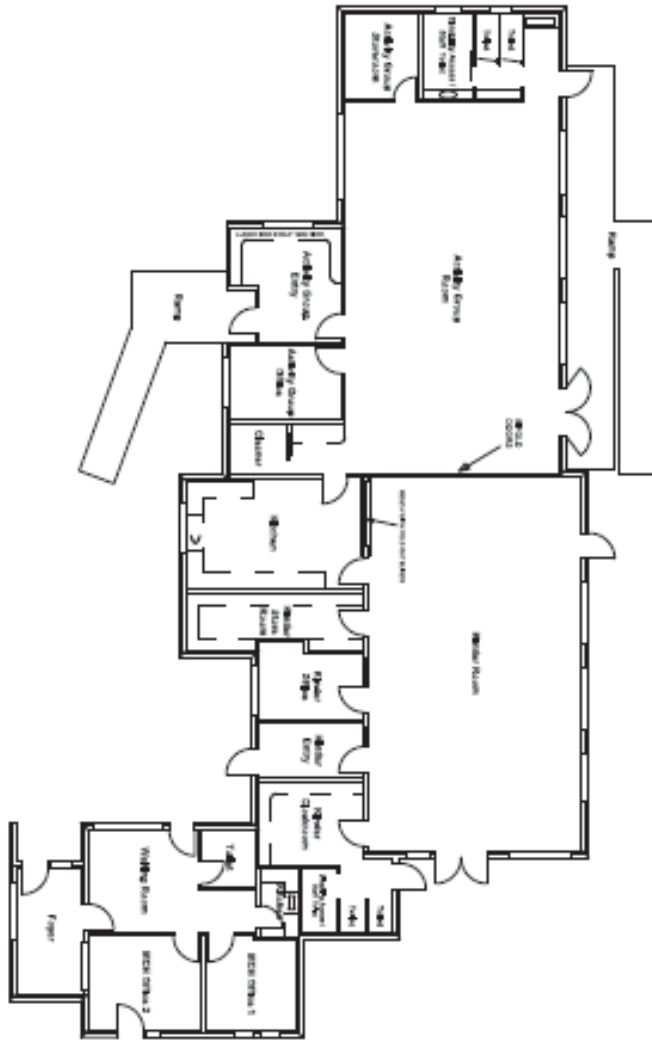


Figure 1. Floor plan of the Ballan & District Kindergarten site  
 Source: Moorabool Shire Council

## FORECASTED DEMAND FOR KINDERGARTEN PLACES

Ballan & District Kindergarten is co-located with the Maternal and Child Health service and Ballan Child Care Centre at 88 Simpson Street. Ballan & District Kindergarten provides both three and four-year-old kindergarten programs and is currently meeting the demands of the community. In addition to families residing in Ballan, families commute to the kindergarten from outlying townships, as it is the closest, therefore figures in this section also consider demand from the Rural West (see Figure 2). An allowance for children living outside of the Moorabool Shire Council area has also been considered.

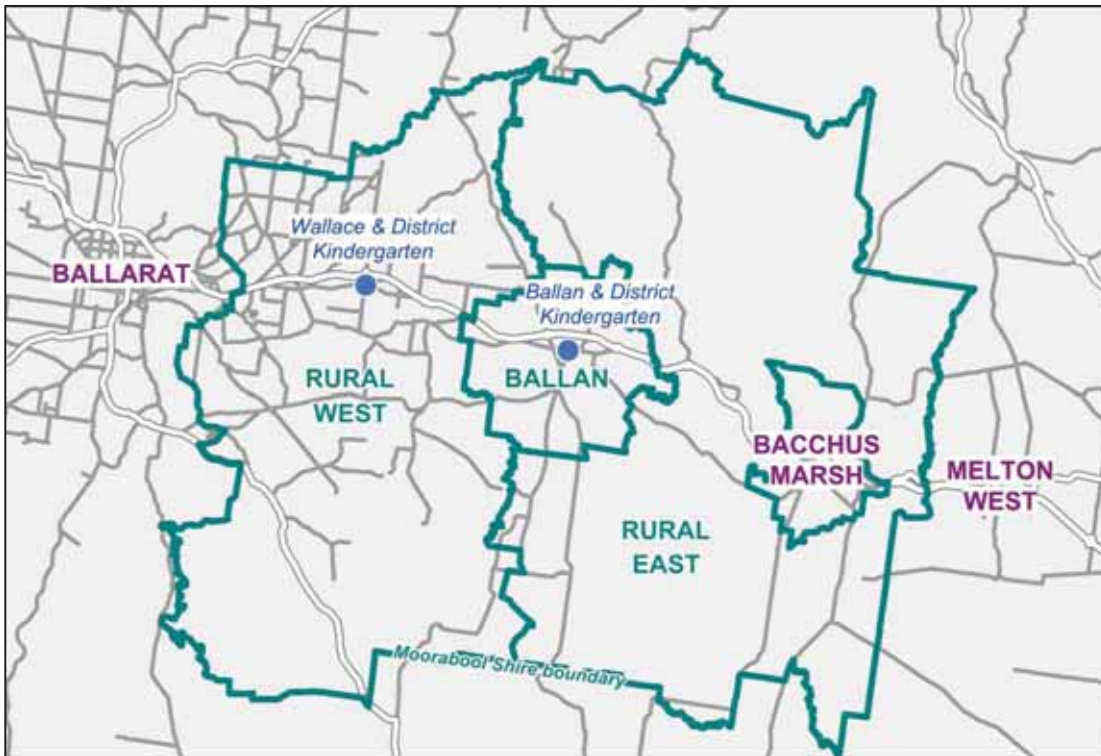


Figure 2. Map of Moorabool Shire

Figure 3 represents the number of four-year-old children and forecasted demand for kindergarten places into the future. The figure for the number of four-year-olds includes, Ballan, the Rural West, and an allowance for children living outside of the Moorabool Shire Council area.

The number of kindergarten places in the figure below is based on the current licenced capacities of the Ballan & District Kindergarten (59 children at any given time) and the Wallace Kindergarten (32 children at any given time). Running 4 kindergarten groups per week (2 at room capacity of 29 children, and 2 at room capacity of 30 children), Ballan & District Kindergarten can service a maximum of 118 four-year-olds per week, while Wallace Kindergarten, running 2 kindergarten groups per week, can service a maximum of 64 four-year-old children per week. Combined, the two kindergarten services can service a maximum of 182 four-year-old children per week.

As can be seen in the figure below, an analysis of this scenario indicates that the demand for kindergarten places at Ballan & District Kindergarten will not exceed supply by 2041.

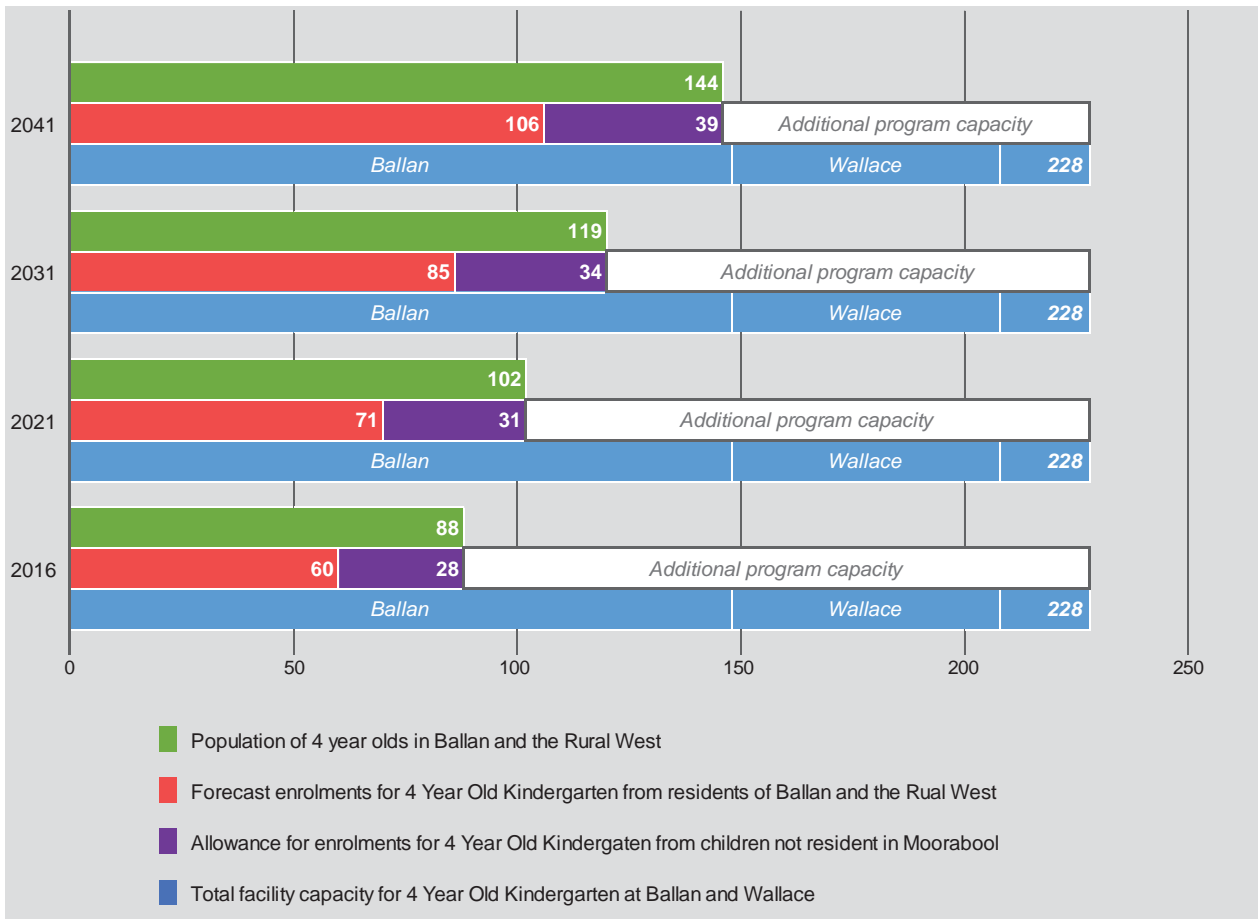


Figure 3: Forecast Enrolments in Four-Year-Old Kindergarten Programs in Ballan & the Rural West  
 Source: ACECQA, 2015 and Moorabool *forecast.id*©

### FORECAST DEMAND FOR THREE-YEAR-OLD KINDERGARTEN PROGRAM

Also carried out was an analysis of the capacity of Ballan & District Kindergarten to simultaneously sustain a three-year-old kindergarten program in years 2017, 2021, 2031 and 2041. According to state government legislation, the provision of funded four-year-old kindergarten programs is a priority over the provision of three-year-old kindergarten programs. Therefore three-year-old kindergarten programs can only be run during times where four-year-old kindergarten programs are not required.

Figure 4 below shows the forecast number of three-year-old kindergarten places for Ballan and the Rural West after prioritising the 15-hour a week four-year-old kindergarten program<sup>1</sup>. There will be a surplus of three-year-old kindergarten places in Ballan and surrounds from 2017 up to 2031, and that based on current and previous enrolment trends the kindergarten services in Ballan and Wallace will continue to be able to provide the number of three year old kindergarten places needed to meet the needs of the community through to 2041.

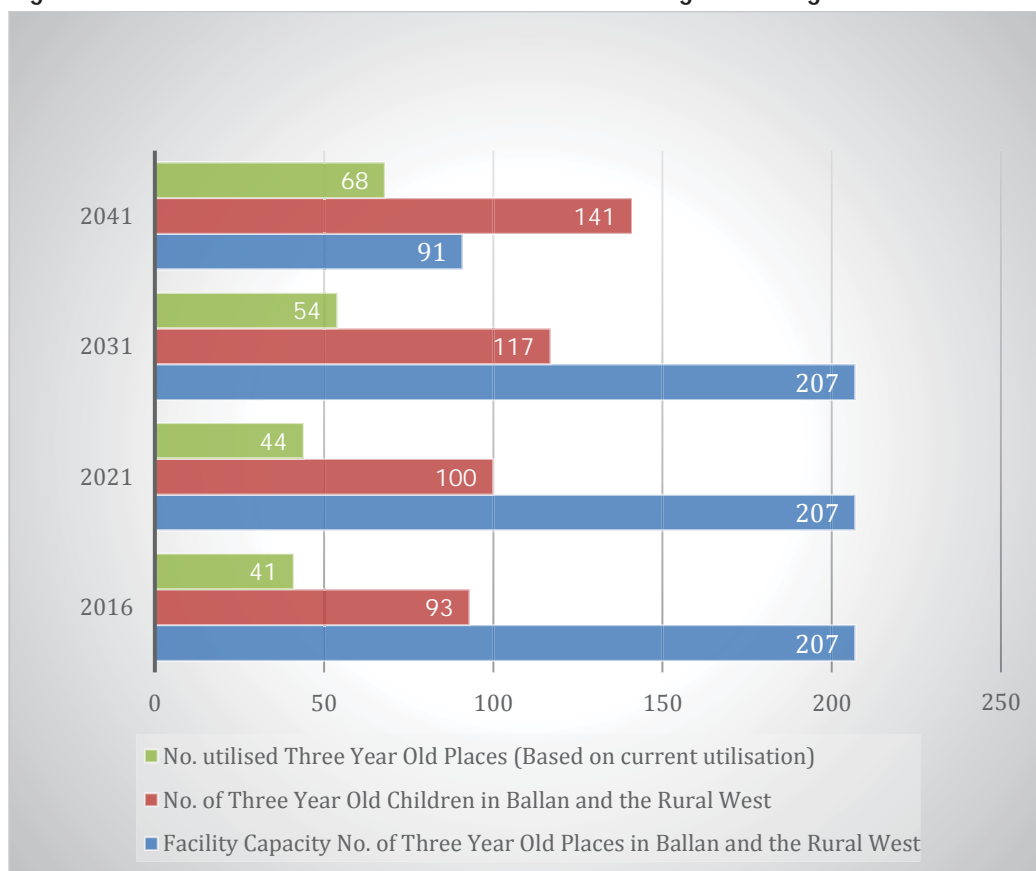
When forecasting the number of three-year-old kindergarten places that Ballan & District Kindergarten will be able to offer, the capacity of the service needs to be considered in conjunction with the capacity of the facility. Figure 3 takes into consideration the capacity of the facility only. When considering the capacity of the service to provide three year-old kindergarten places the following variables need to be considered; staff costs, hours of employment, staff breaks, ratios, the timing of the sessions and the expectations of families, time allocated to program planning, meetings with families, meetings with support agencies, staff meetings, set up and pack up times in the rooms.

<sup>1</sup> Detailed information around group arrangements can be found in the Action Plan and Timetable sections of this report.



It is important to note that this analysis considers three-year-old and four-year-old kindergarten programs operating from Council owned buildings and does not consider other services that may be servicing the population in the Ballan and Rural West area.

**Figure 4: Forecast Enrolments in Three-Year-Old Kindergarten Programs in Ballan & the Rural West**



## FORECAST DEMAND FOR MATERNAL AND CHILD HEALTH

The Maternal and Child Health service (MCH) is co-located with Ballan & District Kindergarten and Ballan Child Care Centre. The service currently operates on Monday, Tuesday and Wednesday. An additional MCH office is located in Wallace which operates two days a week; Tuesday and Wednesday. The Ballan location has 2 office spaces which can be utilised at 125 enrolments per office, or 250 enrolments (if service running Monday to Friday).

The number of nursing staff and equivalent full time hours (EFT) required is based on the number of new enrolments each year and the current Moorabool Shire Council Enterprise Bargaining Agreement (EBA), which in turn indicates the number of offices needed and the maximum enrolments nurses can have. It is important to note that, if the EBA is renegotiated or experiences any change, MCH Nurse workloads will need to be reviewed. Currently Ballan's MCH is running at an EFT of 0.93 (35.5 hours) based on new enrolments in universal service.

The tables and figures on the following pages demonstrate the increase in enrolments in the MCH in Ballan and the Rural West. They provide data which is based on historical trends, the continued increase of engagement in the service and forecast population data all of which assists to inform the future planning for the provision of the service.



## Forecast Increase in Maternal and Child Health Enrolments – Wallace (Rural West)

Wallace (Rural West): forecast MCH enrolments

	2011	2012	2013	2014	2016 <sup>2</sup>	2021	2031	2041
Forecast ID population 0-4 year olds	308	287	279	280	280	303	323	368
Historic enrolments	1	6	1	22				
Scenario 1: historical trend					22	25	30	36
Scenario 2: continuation of current %					22	24	25	29
Scenario 3: increased participation					34	48	65	74

Table 2: Forecast Increase in Maternal and Child Health Enrolments – Wallace (Rural West)

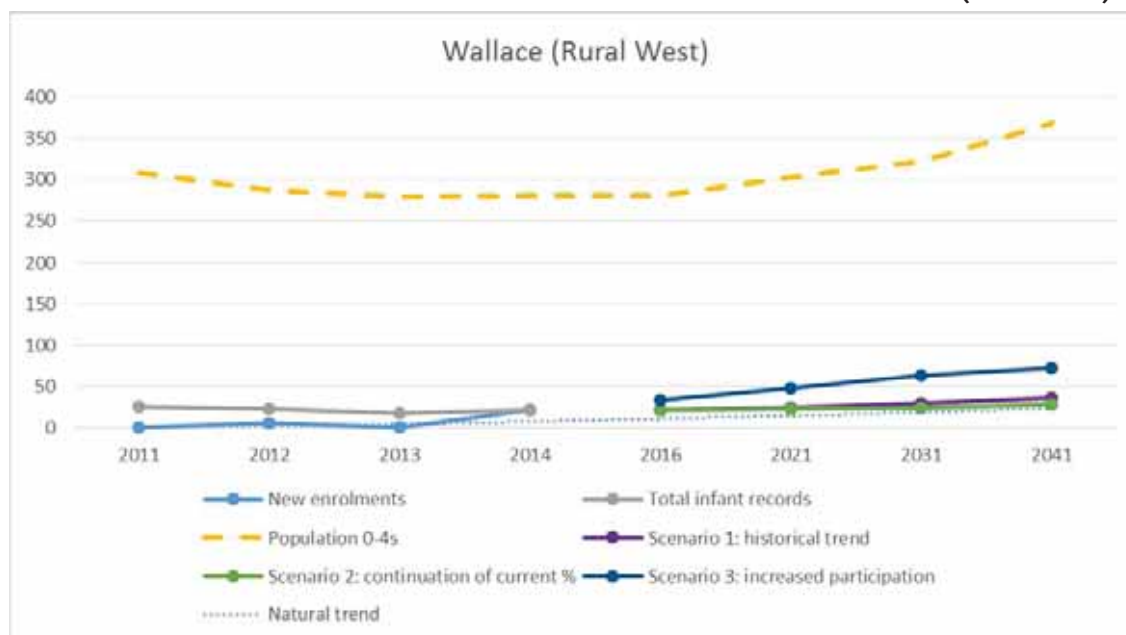


Figure 5. Forecast Increase in Maternal and Child Health Enrolments – Wallace (Rural West) Scenarios Comparison

## Forecast Increase in Maternal and Child Health Enrolments – Ballan

Ballan: forecast MCH enrolments

	2011	2012	2013	2014	2016	2021	2031	2041
Forecast ID population 0-4 year olds	179	173	173	169	164	185	243	319
Historic enrolments	4	4	5	83				
Scenario 1: historical trend					90	114	150	195
Scenario 2: continuation of current %					81	91	119	157
Scenario 3: increased participation					95	126	182	239

\* *italics denote data based on forecasts*

Table 3: Forecast Increase in Maternal and Child Health Increase in Enrolments – Ballan

<sup>2</sup> Data for 2015 is unavailable.

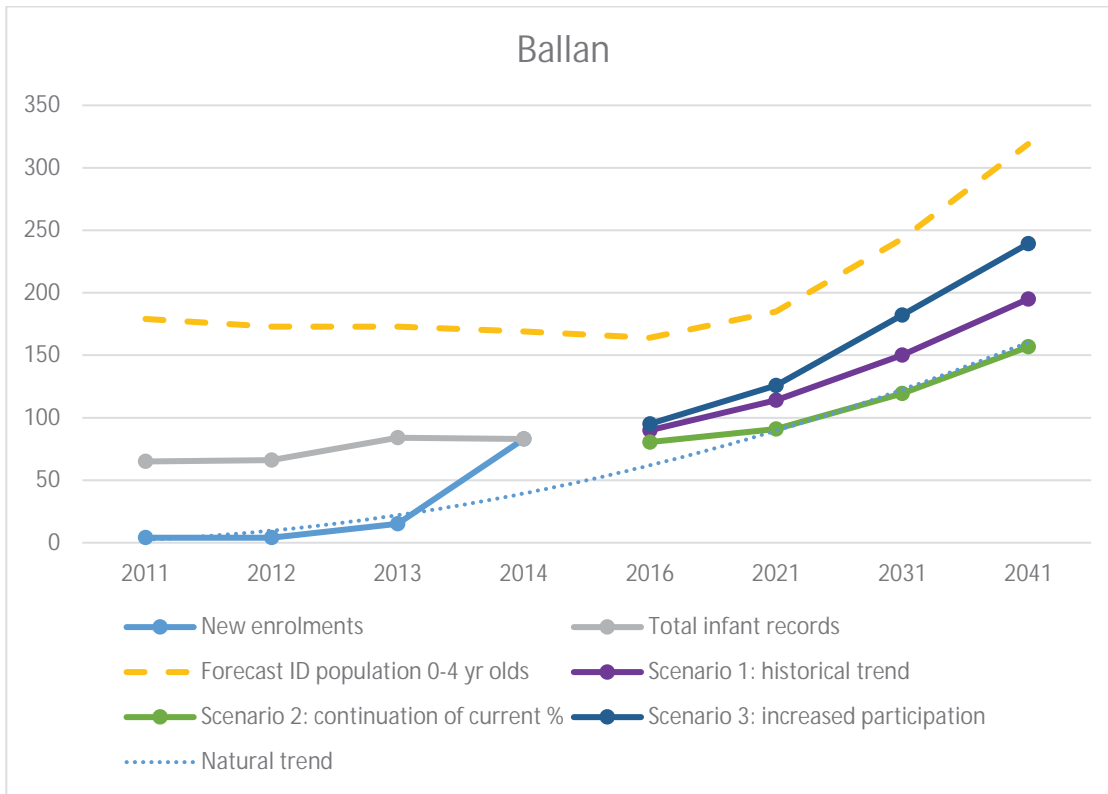


Figure 6. Forecast Increase in Maternal and Child Health Enrolments – Ballan Scenarios Comparison

Table 4 below shows the population of children aged from birth to four years in Ballan and Wallace (Rural West) and the total EFT nurse hours that will be required. To meet the demand for MCH appointments by 2041, a total of 117.5 hours or 3 full-time nurses will be required.

YEAR	Population birth – 4 years	Total EFT Nurse hours required
2011	487	-
2012	460	-
2013	452	-
2014	449	-
2016*	444	42.5
2021^	488	55.5
2031^	566	79.5
2041^	687	117.5

\* data unavailable for 2015

Table 4: EFT Maternal and Child Health nurse hours required, Ballan 2016 – 2041

Table 5 below gives an indication of the vacant hours per week for each of the two office spaces currently utilised solely by the MCH. The vacant office hours provide opportunity for this office space to be utilised as a flexible space, accommodating MCH first and foremost, and secondly, as a space that visiting allied health services could access on a casual or rotational basis. This would therefore increase access to child and family services to the community of Ballan.

YEAR	Total Nurse EFT Hours Required	Capacity in hours per week	Office Space 1: Available hours per week	Office Space 2: Available hours per week
2016	42.5	76	0/38	+33.5 hours /38
2021	55.5	76	0/38	+20.5 hours /38
2031	79.5	76	0/38	-3.5 hours /38
2041	117.5	76	0/38	-41.5 hours /38

Table 5: Maternal and Child Health service vacant office hours, Ballan 2016 - 2041

Therefore, based upon these figures, the office spaces currently utilised by MCH at the Ballan & District Kindergarten will support the forecast population up to 2021. In fact, translated into full days, Office Space #2 is vacant for 4 full days per week in 2016 and 2 full days per week in 2021.

By 2031, Office Space #1 and Office Space #2 will no longer meet the forecast population with a shortfall of 3.5 hours and 41.5 hours in 2031 and 2041 respectively. To meet the forecast additional MCH hours required in 2031, Saturday sessions and after-hours appointments for working families could be added. It is worthwhile to note that families living in surrounding areas have the option of attending the Wallace MCH clinic as well as Ballan's.

### Capacity of the Ballan & District Kindergarten to support co-location of services

Table 6 gives a summary of the capacity of the Ballan & District Kindergarten to accommodate a four-year-old kindergarten program (15 hours per week/ per child), and a three-year-old kindergarten program (3 hour session per week/ per child) based on the current licencing capacity of 59 places and Wallace Kindergarten's licencing capacity of 32 places at any given time in 2017, 2021, 2031, and 2041. The table also summarises the MCH service capacity based on the nurse hours required for enrolments per office for the same time period.

Year	Four-Year-Old Program	Three-Year-Old Program	Maternal and Child Health
2017	✓	✓	✓
2021	✓	✓	✓
2031	✓	✓	✗
2041	✓	✓	✗

Table 6: Capacity to meet program demand – Ballan & District Kindergarten, 2017 - 2041

## ACTION PLAN: 2017, 2021, 2031 & 2041

### Action Plan

Prioritising the four-year-old kindergarten program, the following table presents recommendations around future grouping arrangements and attendance patterns for Ballan & District Kindergarten in the years 2017, 2021, 2031 and 2041. These recommendations are based on population forecasts of four-year-olds, the current licencing capacity of 59 places for Ballan & District Kindergarten (Room 1: 30 places & Room 2: 29 places) and 32 places for Wallace and District Kindergarten (Room 1: 32 places), a 15-hour kindergarten program per week, minimum space and ratio requirements set out in the Education and Care Services National Regulations 2011. Considerations include the impact on the capacity to accommodate a sessional program for three-year-olds and any potential increase to staffing that maybe necessary as a result of increased group sizes. Other considerations relate to the development of an integrated approach to early years service provision across the community of Ballan and supporting change within the service itself.

Year	Forecast Population 4 Years Olds <sup>3</sup>	Service Capacity (based on places per week for a four-year-old accessing a 15-hour per week kindergarten program)	Recommendation (Inc. group size & attendance patterns)	Strategy & Resources (Inc. staffing & room arrangements)	Other Considerations
2017	95	Based on 95 places over 3 groups (2 groups at Ballan District Kindergarten, and 1 group at Wallace Kindergarten): Surplus of 87 places	Service meeting community demand	No action necessary	Implementation of the Ballan and Surrounds Early Years Network
2021	102	Based on 102 places over 5 groups (3 groups at Ballan District Kindergarten, and 2 groups at	Service meeting community demand  Ballan Kindergarten:	This model will require increased staffing. <ul style="list-style-type: none"> <li>7.5 hour per day groups will need the capacity to be covered for breaks and programing time,</li> </ul>	Ensuring that change is supported through clear planning, professional development and an operational model that supports educators to work closely together.

<sup>3</sup> This figure includes Ballan & Rural West populations and limited number of spaces for children from outside of Moorabool Shire Council area.

Year	Forecast Population 4 Years Olds <sup>3</sup>	Service Capacity (based on places per week for a four-year-old accessing a 15-hour per week kindergarten program)	Recommendation (Inc. group size & attendance patterns)	Strategy & Resources (Inc. staffing & room arrangements)	Other Considerations
		Wallace Kindergarten):  Surplus of 80 places	- 3 groups: 7.5 hours x 2 days per week. Group sizes between 20 and 21, ratio 1:10  Wallace Kindergarten: - potentially servicing 40 four-year-old children and 18 three-year-old children per week	potentially part time positions or mixed roles across groups and kindergarten and three-year-old kindergarten programs.  • 7.5 hour per day program requires an additional educator to meet the ratio of 1:11.	With Wallace Kindergarten also providing three-year-old kindergarten programs, this model allows for a three-year-old kindergarten program to run 2 or 3 half-day (3 hour) sessions and meet community demand (44 three-year-olds).
2031	119	Based on 119 places over 5 groups (3 groups at Ballan District Kindergarten, and 2 groups at Wallace Kindergarten).  Surplus of 63 places	Service meeting community demand  Ballan Kindergarten: - 3 groups: 7.5 hours x 2 days per week. Group sizes between 23 and 24, ratio 1:10  Wallace Kindergarten: - potentially servicing 48 four-year-old children and 19 three-year-old children per week	This model will require increased staffing.  • 7.5 hour per day groups will need the capacity to be covered for breaks and programming time, potentially part time positions or mixed roles across groups and kindergarten and three-year-old kindergarten programs.  • 7.5 hour per day program requires an additional educator to meet the ratio of 1:11.	Ongoing change management is essential.  With Wallace Kindergarten also providing three-year-old kindergarten programs, this model allows for a three-year-old kindergarten program to run 2 or 3 half-day (3 hour) sessions and meet community demand (54 three-year-olds).
2041	144	Based on 144 places over 6 groups (4	Service meeting community demand	This model will require increased staffing.	With Wallace Kindergarten also providing three-year-old kindergarten

Year	Forecast Population 4 Years Olds <sup>3</sup>	Service Capacity (based on places per week for a four-year-old accessing a 15-hour per week kindergarten program)	Recommendation (Inc. group size & attendance patterns)	Strategy & Resources (Inc. staffing & room arrangements)	Other Considerations
		<p>groups at Ballan District Kindergarten, and 2 groups at Wallace Kindergarten).</p> <p>Surplus of 38 places</p>	<p>Ballan Kindergarten: - 4 groups: 7.5 hours x 2 days per week. Group sizes of 24, ratio 1:10</p> <p>Wallace Kindergarten: - potentially servicing 48 four-year-old children and 22 three-year-old children per week</p>	<ul style="list-style-type: none"> <li>• 7.5 hour per day groups will need the capacity to be covered for breaks and programing time, potentially part time positions or mixed roles across groups and kindergarten and three-year-old kindergarten programs.</li> <li>• 7.5 hour per day program requires an additional educator to meet the ratio of 1:11.</li> </ul>	<p>programs, this model allows for a three-year-old kindergarten program to run 2 half-day (3 hour) sessions and meet community demand (68 three-year-olds).</p>

## DISCUSSION

The focus of this project is to provide a clear indication of the need for spaces for the MCH service, kindergarten and other early years services in Ballan and surrounds. Meeting community need, capital investment and service delivery model are three areas deemed useful for consolidating and discussing the findings and other considerations for this project. Each of these areas will be considered in turn and provide a rationale for this report's recommendations, which are summarised in the following section.

### 1. Meeting Community Needs

Meeting community need is discussed here in terms of the demand for kindergarten services, both four-year-old and three-year old programs, as well as the demand for MCH services and allied health.

#### 1.1 Ballan & District Kindergarten: Responsive attendance patterns and extended group sizes

To meet community demand for kindergarten programs from 2017 through to 2041, Ballan & District Kindergarten will need to extend group sizes and increase the number of kindergarten programs run per week.

Group sizes will need to be extended to align with the regulatory capacity of 59 licenced places at any given time and enrolment in a 15-hour per week four-year-old kindergarten program. The accompanying Action Plan is indicative of the possible attendance patterns, group sizes and staffing that will meet the demand for places through to 2041.

By being responsive to the continued increase in demand for places the Ballan & District Kindergarten will meet the forecast demand for both four-year-old and three-year-old kindergarten places, even after prioritising the four-year-old funded kindergarten program, through to 2041.

#### 1.2 Ballan MCH service: Utilisation of vacant office space before 2031

The MCH service is able to meet community demand for appointments through to 2021. In fact, translated into full days, one of the two office spaces will be vacant for nearly 4 full days per week in 2017 and 2 full days per week in 2021.

There is potential to utilise the vacant MCH office hours to provide allied health and other services to children and families in Ballan on a casual or rotational basis. This recommendation is supported by stakeholder consultations. Service providers and families consistently identified the limited access to allied health professionals for young children and families of Ballan.

By 2031, however, the enrollment capacity of the two MCH office spaces will no longer meet the forecasted demand. A shortfall of 3.5 hours and 41.5 hours is expected in 2031 and 2041, respectively.

To meet the forecast additional MCH hours required in 2031, a short-term solution would be to add Saturday sessions and after-hours appointments. It is worthwhile to note that families living in surrounding areas have the option of attending the Wallace MCH clinic as well as Ballan's. Two options providing a longer-term solution beyond 2031 are discussed in the following section titled 'Capital Investment'.

## 2. Capital Investment

Capital investment relates to the funding required to refurbish and or expand spaces and structures required to meet the demand for early years services. Two options of capital investment are described here:

- 2.1 Option 1: Expansion of the existing Ballan Early Years Site
- 2.2 Option 2: Investigate potential for a new build of an integrated facility

### 2.1 Option 1: Expansion of the existing Ballan Early Years Site

By 2031, the demand for MCH appointments will exceed the utilisation capacity of existing MCH office space. Therefore, to accommodate increasing numbers of enrolments and potentially accommodate a space for allied health and other service providers, Council may wish to extend the existing MCH office space; it is possible to build an additional third MCH office on the existing building. A relatively minor construction such as this would likely cost a great deal less than a completely new build.

Flexibility of use is particularly important. Flexible spaces should support use by a range of disciplines for a variety of activities and provide opportunities for people to work together in new ways. A flexible space would be usable by visiting allied health and other child and family services; a need for which was cited by both families and service providers in community consultations.

#### 2.1.1 Planning an expansion of MCH office space

A timeframe of approximately five years is recommended for securing capital investment in the existing Ballan Early Years Site. This amount of time would allow for the typical building and development processes to unfold (e.g. review of relevant data, grant applications, securing of Council contributions, planning, tendering and construction). Thus, planning and development of this space should begin by 2026.

Another critical consideration pertaining to the expansion of the existing space is that there is limited physical space and it is likely that only one office can be added.

#### 2.1.2 Comparable Case Study

Rutherglen Kindergarten in the Indigo Shire provides a good case study to draw upon when considering the approach to capital investment in the Ballan Early Years site. Like Ballan Kindergarten, Rutherglen Kindergarten also houses the MCH service. Unlike Ballan, the MCH service has been under the same roof as the Rutherglen Kindergarten since late 2013. As a consequence of the introduction of Universal Access, Rutherglen Kindergarten either had to renovate the building to be able to accommodate a program for three-year-old children or alternatively they would have to withdraw the program.

Funding for the renovation to accommodate a new room included:

- \$294,000 in capital grants
- \$166,000 invested by Indigo Shire Council
- \$25,000 raised by the community

The additional room created by the renovation is a multi-purpose space, utilised by the MCH service, a community meeting room and sessional programs for both three and four-year-olds. Indigo Shire Council believes that an integrated system of early years services is the best way to respond to the emerging needs in the local communities. As a rural Council with a small rate base, Indigo experiences significant challenges



in delivering a range of equitable services to children and families across the Shire. Population dispersion of small and medium-sized rural towns, all with unique and varied characteristics, along with funding constraints place distinctive and sometimes competing demands on the early years service system. In response to the need to increase the coordination of services to improve service delivery the Rutherglen Kindergarten space underwent a renovation to create flexible use of their spaces. This renovation was underpinned by an integrated approach to working across the community and the Shire through strategies such as improved early years partnerships, exchanging ideas and information, program planning, service delivery and pooling of resources.

Rutherglen also has a comparable population to Ballan, with 3,770 district residents and 2,125 town residents. The Indigo Shire itself has a population of 15,431.

### 2.1.3 Option 2: Investigate potential for a new build of an integrated facility

A second option for consideration is to investigate a new build of a co-located, integrated hub facility on a separate site. This option would potentially provide a larger space for incorporating the existing kindergarten and MCH services, as well as potentially providing space for additional services and programs as identified by the community. Community demand for a variety of services could potentially be met well past 2041.

A co-located integrated hub facility is supported by one of the key principles underpinning Council's Community Infrastructure Framework, which is:

*"Council's investment in community infrastructure will seek to develop multipurpose and inter-generational facilities that meet the needs of a broad range of users and services. The Framework will identify opportunities to co-locate or integrate services and involve multiple stakeholders in the planning, design and operation of facilities".*

Furthermore, as highlighted in Council's MEYP, *'the Federal Government's Early Years Learning Framework, Belonging, Being and Becoming (2009) and the Victorian Government's Early Years Strategic Plan (2014), support the development of integrating early years services to operate from centralised hubs. Integrated hubs provide families with access to a range of services including maternal and child health, kindergarten, family support services, playgroups, toy library and early intervene on services, for their children and themselves, from the one accessible location (p.15)'*.

The option of building a new co-located facility is also supported by community consultation data. Service providers and families discussed integrated co-located services when describing their vision for the provision of early needs services in Ballan. Service providers resoundingly held the belief that an integrated co-located facility would serve as a 'complete one stop shop' benefiting the health and wellbeing of children and families in the Ballan community.

Issues commonly cited by families and service providers included lack of services, lengthy wait times, and / or having to travel. Families highlighted early intervention and support services outside of the kindergarten, long day care, and MCH service as lacking. Service providers highlighted a lack of allied health and specialists with one service provider noting that, generally, children wait at least six months to see a paediatrician; this can cause flow on effects for diagnosis and funding support. Some of these services were found to be

inaccessible in Ballan, and even the wider Moorabool Shire; this results in inconvenient and lengthy waiting lists and travel for families.

*“There are no other support services in Shire. We drive 30 minutes to access PINARC early intervention services in Ballarat and when we have to see the occupational therapist, speech therapist or psychologist; the drive is 50 minutes to Ladybug House in East Keilor.”*

*“There’s not enough in the local area for children with disabilities; my children have autism and other disabilities.”*

A new co-located facility has the potential to alleviate these access issues and provide children and families with services they need within the community of Ballan.

#### **2.1.4 Planning a new integrated hub facility**

A timeframe of approximately five years is recommended for securing capital investment in a new co-located integrated facility at a new site. This amount of time would allow for the typical building and development processes to unfold (e.g. review of relevant data, grant applications, securing of Council contributions, planning, tendering and construction).

It is not possible to estimate the cost of an Early Years Hub for Ballan post 2021. Given variables across sites, hub design and projecting building costs into the future, such estimates would be unreasonable. We can, however, draw upon the planning for the Darley Early Years Hub, a 154-place service comprising of a four-year-old kindergarten, three-year-old program, occasional care, playgroup spaces and allied health, which has been costed at \$4.5 million.

#### **2.1.5 Possible sites for new integrated hub facility**

Through community consultation, two spaces were suggested as suitable for a purpose built co-located integrated child and family community hub. Land at the Ballan Primary School was identified by service providers, significantly the School Principal, and families as a natural focal point for the future needs of early years provisioning. Additionally, the space near the Ballan Football Oval was also identified as suitable for supporting the future needs of child and family service provision in Ballan; it was thought that an early years hub in this location could be included in a larger community hub.

### **2.2 Service Delivery Model**

Council supports an integrated service delivery approach for early childhood and family services as reflected in the current MEYP and initiatives such as the Darley Early Years Hub. This model of service delivery refers to the process of services working better together to deliver services that are more streamlined, accessible, and more responsive to the needs of children and families.

### **2.3 Why integrate?**

There are a number of benefits to this method of service delivery. These include easier access to services, a reduction in the number of services families are required to access, more efficient service delivery and fewer families ‘falling through the cracks’. Integrated service systems can also lead to greater parent satisfaction, reduced impact of social isolation, greater parental engagement with children and service providers and improved wellbeing and quality of life (Moore, 2008).

An integrated service delivery model aligns well with Council policies and plans. Interdisciplinary partnerships through integrated delivery of early childhood and family services have been identified as a priority area of the *MEYP, 'Connecting and Working Together'* (p.5).

With a view to provide a more integrated and seamless service for children and families to access, the MEYP highlighted three main objectives:

*a) Promote an integrated service delivery model across the child and family service sector.*

*b) Council departments work collaboratively in the planning and provision of programs, services and facilities for children and families.*

*c) Increase the knowledge, skills and collaborative efforts of service providers in responding to the diverse and sometimes complex needs of families (Ibid).*

In addition, the *Council Plan 2013 – 2017*, Key Result Area 2 - Community Wellbeing: Strategic Objective: Inclusive, responsive and accessible community service, states that Council will "*work in partnership with government and non-government service providers to deliver Early Years services and facilities*".

Community consultation also supports an integrated service delivery model. Service providers felt that an integrated hub for the provisioning of child and family services would have the following benefits:

- Increased access to services and support pathways for children and families;
- More effective and open communication between service providers that would, in turn, facilitate more effective outcomes for young children and families.

#### **2.4 The current service delivery model at existing Ballan Early Years site**

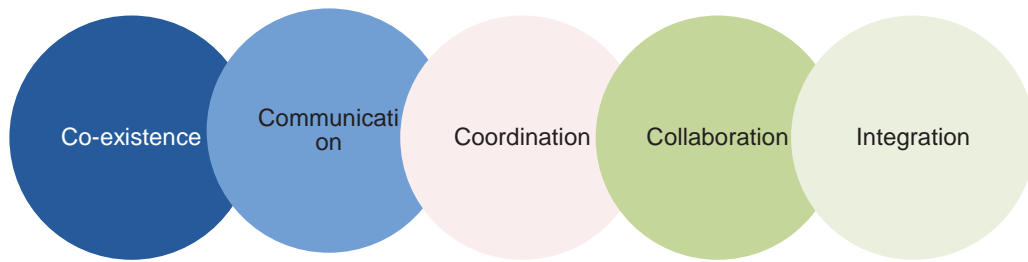
It is important to note that service integration is not dependent on co-location. While there is evidence supporting that co-located environments better facilitate communication and strong relationships across sectors, effective service integration across Ballan's early childhood and family services is achievable without new infrastructure.

The co-location of the MCH service, kindergarten and long day care centre was clearly identified by service providers and families as a strength of child and family service provision in Ballan. Furthermore, the placement of the MCH service within the Ballan Early Years site supports accessibility for families. The MCH service was also identified as a particularly valuable resource for gaining advice and understanding the best avenues to find support for children and families.

It was noted, however, that the current co-location of the kindergarten, long day care and MCH service did not reflect an integrated service model but was simply more a case of service proximity. This current model could be described as 'co-located' and 'informal', where services work alongside one another and share spaces without integrated and collaborative practices. This is not to say that there is not a relationship between the services but rather it is a limited relationship, for example, when information is needed it is accessed from these services. All service providers spoke positively about the partnerships that they had established. Interestingly, however, these partnerships were not a consequence of the co-location of the kindergarten, long day care centre and MCH service but more of an identified need to work together.

A continuum of service integration, Figure 7, may be a helpful visual to consider when thinking about Ballan's current and desired integrated service delivery model. Ballan early childhood services are in

relation to where they Along the continuum of service integration, early years service provision in the community of Ballan can be characterised as operating at the stages of co-existence and communication.



**Figure 7: Continuum of service integration (see Appendix 2 for description of stages)**

Accordingly, there is potential for the Ballan's early childhood and family services to align current practice to a more cooperative and integrated way of working together to promote better outcomes for children, families and the wider community. Features of effective service integration include:

- Sharing a common vision focused on commonly agreed priority outcomes
- Planning together on a local basis
- Collecting and sharing information to ensure that service users' needs are met
- Sharing high quality evidence based practices
- Managing resources flexibly to improve client outcomes (White & Winkworth, 2010)

## **2.5 Integration within Ballan - formalisation of partnerships**

Connections between Ballan District Health, Moorabool Shire and Ballan Primary School (Department of Education and Training) have already been established through a culture of 'good will'. Accordingly, service providers are favourable to working in partnership.

As supported by the Moorabool MEYP, it is now important to build formal partnerships and a Memorandum of Understanding. This should be underpinned by a shared vision and shared way of working that the MEYP sustains. It is envisaged that the key stakeholders in this partnership is Moorabool Shire Council, Ballan District Health Care Hospital and the Department of Education and Training.

Specifically, it is recommended that a formal partnership be established between Moorabool Shire Council and the Ballan Primary School (Department of Education and Training) to address the current informal arrangement of utilising empty classroom spaces at the Ballan Primary School to implement Moorabool Shire Council early years programs.

## **2.6 Ballan & District Early Years Network Group in 2017**

The development of an Early Years Network for Ballan and Surrounds could help facilitate the implementation of a more integrated early years service delivery model. Active involvement of the sector in a network promotes information sharing, collaboration, capacity building, and helps foster strong partnerships. Furthermore, a focus on a continued and meaningful dialogue would have the capacity to influence policy and the planning of targeted and responsive child and family service provision in Ballan.

Effective leadership is required for a network such as this to meet its goals. Council may be well placed to take on this role. Consideration needs to be given to how best facilitate a network that would build shared knowledge to support all service providers to have the capacity to fulfil a 'no wrong door' policy across the community. Also to be considered are the logistics of meetings, which would include the organisation of times and spaces.

## RECOMMENDATIONS

These recommendations are underpinned by population forecasting data (Moorabool *forecast.id*©) and the emerging Moorabool 2041 growth framework indicating that there are several drivers of population change happening in and around Ballan over the coming decades. These drivers include a forecasted increase in residential development and housing stock, an increase in young and mature families, as well as relatively high fertility rates for the Rural West area (see Appendix 1).

This data indicates that, in order to meet the forecast increase in population, early years service provision in Ballan will need to be responsive in its capacity to meet the future needs of children and families. The current capacity of the Ballan & District Kindergarten has the potential to meet community demand for both four-year-old and three-year-old kindergarten programs from 2017 through to 2041. However, capacity of the MCH service to meet the demand for enrollments capacity will no longer meet the forecasted demand by 2031.

### 1. Present (2017) – 2021

#### Study findings recommend that:

##### The Ballan & District Kindergarten

- Continue to meet community demand for four-year-old kindergarten program; increase group sizes and open additional groups as required.
- Continue to meet community demand for three-year-old kindergarten program; increase group sizes and open additional groups as required
- Commit to working together in a more collaborative and integrated way

##### The MCH service

- Continue to meet community demand for MCH appointments; daily utilisation of this space will increase as demand for enrolments increases with the population.
- Utilise vacant office hours to provide community with increased access to allied health and other early childhood services. MCH offices are vacant for nearly 4 full days per week in 2017 and 2 full days per week in 2021.
- Commit to working together in a more collaborative and integrated way

##### With regard to the facilitation of an integrated service delivery model

- Formalise partnerships between Council and key stakeholders (of particular consideration is that of Council and the Ballan Primary School)
- Form a network for Ballan early childhood and family service providers

To maintain accurate figures and projects, it is recommended that forecast data be reviewed annually.

## **2. Meeting community demand in the decade 2021 – 2031**

Ballan & District Kindergarten will continue to meet community demand for both its four-year-old and three-year-old kindergarten programs through to 2041.

By 2031, however, the enrollment capacity of Ballan's two MCH office spaces will no longer meet the forecasted demand. A shortfall of 3.5 hours and 41.5 hours is expected in 2031 and 2041, respectively.

It is understood that a timeframe of approximately five years is recommended for securing capital investment for refurbishments or new builds. This amount of time would allow for the typical building and development processes to unfold (e.g. review of relevant data, grant applications, securing of Council contributions, planning, tendering, and construction). Therefore, this study recommends Council choose a course of action by 2026 that ensures demand for services is met.

This feasibility study has concluded that there are two viable service delivery options available for early years services for Council to consider and ultimately endorse by 2026.

- **Option 1 – Expansion of the existing Ballan Early Years Site**
- **Option 2 – Investigate potential for a new build of an integrated facility**

### **2.1 Option 1: Expansion of the existing Ballan Early Years Site**

An expansion of the existing MCH clinic space is possible. A third MCH office space could be built onto the existing building to accommodate increased community demand; a relatively minor construction such as this would likely cost a great deal less than a completely new build.

Another critical consideration pertaining to the expansion of the existing space is that there is limited physical space on site. As a consequence, it is likely that only one office will be able to be added. As demand for MCH appointments increase, less time is able to be allocated to visiting allied health and other services.

#### **Study findings recommend that:**

- Office spaces be flexible and usable by visiting allied health and other child and family services; a need for which was cited by both families and service providers in community consultations
- Options for Saturday sessions and after-hours appointments be explored in any instance where the service is not keeping up with community demand
- The MCH service and visiting services commit to working in a collaborative and integrated way

### **2.2 Option 2: Investigate potential for a new integrated facility**

Council, in partnership with service providers, investigate potential for utilisation of land for a purpose-built integrated early childhood and family community hub inclusive of kindergarten, the MCH service, and clinical consulting spaces.

A new build of a co-located facility aligns well with other Council strategies and policies. The Community Infrastructure Plan and the MEYP both support the development of integrated co-located facilities to meet the needs of early childhood and family services.

A staged move towards option 2 may wish to be considered. If a completely new build was unattainable by 2031, Council may investigate renting of consultation spaces for MCH services elsewhere in the community while the building of a new site was underway.

This option is a long-term solution to meeting demand for early childhood and family services in Ballan and surrounds. Community demand for a variety of services could potentially be met well past 2041.

**Study findings recommend that:**

- Suitable sites including the Ballan Primary School and the Ballan Football Oval be investigated
- Children and families are provided with effective and responsive services that meet their needs
- Services working from the integrated hub do so in a collaborative and integrated way.



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## APPENDIX 1: SUPPORTING RESEARCH

### A. DEMOGRAPHIC PROFILE

This demographic profile has been created to inform the Ballan Early Years Feasibility Study. It includes information around future growth precincts and residential developments within the Ballan area. Data compiled here represents one component of a comprehensive research project investigating the future needs for Early Years services in Ballan from now, 2017, 2021, 2031 and 2041.

#### 1. Child Population

##### 1.1 Population Birth – 12 years

Table 1 outlines the estimated residential population of birth-12 year old children residing in Ballan and the Rural West from 2001 to 2011.

From 2001 to 2011 the population of birth to 12 year olds in Ballan increased by approximately 10%, while the same group declined by 12% in the Rural West, The increase for Ballan was higher increase than that of the state (+6%) and the wider Moorabool Shire (+6%) for the same period.

From 2001 to 2006 a substantial -11% decrease was recorded for Ballan's population of 0-12 year olds. This contrasts with 10% growth between 2006 and 2011. While not shown here, this data has been compared with Moorabool Shire (1% growth between 2006-2011), Bacchus Marsh and surrounds (0% growth between 2006-2011) and the wider 'Ballan region' (-2% decrease between 2006-11) and demonstrates that Ballan's Birth -12 population has grown much more than the rest of the Shire.

Geography	2001	2006	Change in % 2001 - 2006	2011	Change in % 2006 - 2011
Victoria (STE)	816,431	817,774	0.2%	866,206	+6%
Moorabool Shire (S)	5,216	4,989	- 4%	5,001	+ 1%
Ballan Profile Area (ID Consulting)	480	427	- 11%	468	+ 10%
Rural West Profile Area (ID Consulting)	1,041	990	-5%	874	-12%
Source: ABS. (2001, 2006, 2011). Census of Population and Housing and Moorabool <i>profile.id</i> ®, ID Consulting. (2015).					

Table 1: Estimated Resident Population Birth – 12 year olds, 2001 – 2011

##### 1.2 Population by age group

As can be seen from Table 2, the age structure of children aged birth to 12 years in Ballan and the Rural West is not dissimilar to that of Moorabool Shire in 2017. The proportional differences between Ballan and the Rural West when compared with Moorabool Shire are equal to or less than 1% for each of the three groups; birth to 2 years, 3 to 4 years, and 5 to 12 years.

Geography	Birth – 2 year olds		3 – 4 year olds		5 - 12 year olds	
	No.	%	No.	%	No.	%
Moorabool Shire (LGA)	1,237	3.7	849	2.6	3,776	11.4
Ballan Profile Area (ID consulting)	97	3.2	71	2.3	349	11.5
Rural West Profile Area (ID Consulting)	170	3.0	117	2.0	598	10.4
Source: Moorabool <i>profile.id</i> ®, ID Consulting. (2015). Moorabool Shire – population and age structure map.						
Table 2: Population and age structure Ballan and the Rural West – persons aged 0 to 12 years, 2017						

## 2. Cultural Diversity

Overall the Ballan community is not highly diverse from a cultural perspective. As can be seen below, at the time of the last Census, the vast majority of residents were born in Australia, speak English at home, for those that follow a religion, a type of Catholicism were amongst the top 5 and 25 individuals identified as Indigenous.

### 2.1 Indigenous Population

For the 2011 Census in Ballan, there were 25 Aboriginal and Torres Strait Islander people. Of these, 20 (or 80.0%) were male and 5 (or 20.0%) were female, and 9 were aged birth to 12 years. The median age of the group was 32 years.

### 2.2 Country of Birth

In 2011, 82.6% of Ballan residents were born in Australia. The most common countries of birth other than Australia were England (4.5%), Scotland (1.0%), Netherlands (0.9%), Germany (0.8%) and New Zealand (0.7%).

### 2.3 Language spoken at home

In Ballan 91.8% of people only spoke English at home. Other languages spoken at home included German 0.5%, Italian 0.5%, Dutch 0.4%, Hungarian 0.4% and Croatian 0.3%.

### 2.4 Religion

The most common responses for religion in Ballan were Catholic 31.9%, No Religion 23.4%, Anglican 17.8%, Uniting Church 5.3% and Presbyterian and Reformed 3.0%

### 3. Forecasted Population

Mapping the population distribution and the forecasted population distribution of the birth to 12 years age group across Ballan and the Rural West assists in providing an evidence-base for efficiently targeting and delivering child and family services now and in the future.

#### 3.1 Population Change birth – 12 years

Table 3 shows the forecast change in population from 2017 to 2041 for children aged birth to 12 years. For the 2017 – 2021 period, Ballan is expected to have a slightly lower increase in population than Moorabool Shire, at +8% and +9% respectively. However, the trend is reversed in the 2021-2031 period and continues into the 2031-2041 period, where Ballan's increase sits around 30% and just 18% for Moorabool Shire.

Looking at the period of time as a whole, from 2017 to 2041 Ballan's population of children aged birth to 12 years is expected to increase by 80%, compared with an increase of 22% for the Rural West and an increase of 52% for Moorabool Shire.

Geography	2017	2021	Change between 2017 and 2021		2031	Change between 2021 and 2031		2041	Change between 2031 and 2041		Change between 2017 and 2041	
	No	No	No.	%	No.	No.	%	No	No.	%	No	%
Moorabool	5,864	6,362	+498	+9	7,533	+1,171	+18	8,911	+1,378	+18	+3,047	+52
Ballan	518	558	+41	+8	714	+156	+28	931	+217	+30	+414	+80
Rural West	884	896	+12	+1	965	+70	+8	1,081	+116	+12	+197	+22

Table 3: Estimated population 2017, 2021, 2031, 2041 for children aged 0 – 12 years, Ballan and the Rural West

Source: Moorabool *forecast.ID@*, ID Consulting, 2015a

Refer to Figure 2 of the main report for a map of geographic boundaries

### 3.2 Population Change birth -2 years, 3-5 years, 5-12 years

Table 4 on the following page shows the change in population from 2017 to 2041 for Ballan, the Rural West, and the wider area of Moorabool Shire, by age group; birth-2 years, 3-5 years; and 5-12 years. Moorabool and Ballan present moderate increases of between +6% and +12% for the three age groups represented from 2017 to 2021, while the Rural West experienced a slight decline in the population of children aged 5 to 12 years for the same time period (-1%). Note, 50% of 5 year olds are attributed to the 3-5 years age range and 50% to the 5-12 years age range.

A significant change is expected, however, from 2021 where growth in the population of children aged birth to 12 years in Ballan is expected to exceed that of Moorabool Shire by a notable proportion. The growth of Ballan's child population of birth – 2 years between 2021-2031 will be nearly double that of Moorabool Shire, at +33% and +19% respectively. A similar comparison can be made for the group aged 3 to 5 years where Ballan's increase is 9% higher, and for the 5-12 years the difference in the increase is +8%. This trend is predicted to continue into the next decade, 2031 – 2041. Across all three age groups, Ballan's increase for this period is expected to sit around 30%, compared with an approximate increase of just 18% for Moorabool.

Upon examination of changes in child population from the period of 2017 to 2041 as a whole, Ballan is expected to experience far higher growth than Moorabool Shire. Importantly, growth will be slower until 2021. Figures for Moorabool Shire are expected to increase by +55% for birth – 2 year olds, +56% for 3 to 5 year olds, and 50% for 5 – 12 year olds. On the other hand, it is expected that Ballan's population of birth – 2 year olds will nearly double (+91%), the 3 – 5 year old group will see a significant 89% increase, and the 5 – 12 year olds will increase by 74%.

Geography	2017	2021	Change between 2017 and 2021		2031	Change between 2021 and 2031		2041	Change between 2031 and 2041		Change between 2017 and 2041	
	No.	No.	No.	%	No.	No.	%	No.	No.	%	No.	%
Children aged birth – 2 years												
Moorabool	1,237	1,365	+127	+10	1,618	+253	+19	1,919	+301	+19	+682	+55
Ballan	97	106	+9	+10	141	+35	+33	185	+44	+31	+88	+91
Rural West	170	179	+9	+6	189	+9	+5	215	+27	+14	+45	+27
Children aged 3 – 5* years												
Moorabool	1,071	1,178	107	+10	1,411	+233	+20	1,667	+256	+18	+596	+56
Ballan	89	100	11	+12	129	+29	+29	168	+39	+30	+79	+89
Rural West	147	156	9	+6	170	+14	+9	192	+22	+13	+45	+31
Children aged 5* – 12 years												
Moorabool	3,555	3,817	262	+7	4,504	+687	+18	5,325	+821	+18	+1,770	+50
Ballan	332	352	20	+6	444	+92	+26	578	+134	+30	+246	+74
Rural West	567	559	-8	-1	607	+48	+9	673	+66	+11	+106	+19
Table 4: Population change 2017, 2021, 2031, 2041 by age group												
* 50% of 5 year olds are attributed to the 3-5 years age range and 50% to the 5-12 years age range.												

#### 4. Children’s Development

The Australian Early Development Census (AEDC) is a population measure of young children’s development in communities across Australia. AEDC data is available for 2009 and 2012 for communities including Ballan, Moorabool Shire, Victoria and Australia. The following tables present summary data across five key areas:

- Physical health and wellbeing (physical readiness for the school day, physical independence, gross and fine motor skills) – see Tables 8 and 9 (for sub-domains of physical health and wellbeing)
- Social competence (overall social competence, responsibility and respect, approaches to learning, readiness to explore new things) – see Table 10
- Emotional maturity (pro-social and helping behaviour, anxious, fearful and aggressive behaviour, hyperactivity and inattention) – see Table 11
- Language and cognitive skills (school-based) (basic literacy, interest in literacy/numeracy and memory, advanced literacy, basic numeracy) – see Table 12
- Communication skills and general knowledge (storytelling ability, communication with adults and children) – see Table 13

##### 4.1 AEDC Summary

Table 5 provides summary information of the percentage of children developmentally vulnerable on one or more domains, on two or more domains and developmentally vulnerable children across each of the 5 individual domains for Ballan, Moorabool and the state and national benchmarks for the year 2012.

Compared with Victoria (19.5%) and the wider Moorabool area (15.6%), Ballan Surrounds (12.2%) had a smaller percentage of children developmentally vulnerable on one or more domains.

Geography	Physical	Social	Emotional	Language	Communication	Vuln 1	Vuln 2
Australia	9.3	9.3	7.6	6.8	9.0	22.0	10.8
Victoria	7.8	8.1	7.2	6.1	8.0	19.5	9.5
Moorabool	5.4	5.4	4.5	5.4	5.1	15.6	6.7
Ballan Surrounds	2.4	4.9	2.4	4.9	2.4	12.2	4.9

Table 5: Summary table: Percentage of children developmentally vulnerable, 2012

In respect to children developmentally vulnerable on two or more domains, children in Ballan Surrounds (4.9%) were again faring better than children in Moorabool (6.7%) and the state (9.5%).

##### 4.2 Physical Health and Wellbeing

Table 6 indicates that for the Physical Health and Wellbeing domain, children in Ballan Surrounds (2.4%) were faring far better than the State (7.8%) and national benchmarks (9.3%). Even when compared to the wider Moorabool area (5.4%), Ballan Surrounds had less than half the percentage of developmentally vulnerable children. Remarkably, Ballan Surrounds recorded no child as developmentally at risk or between the 10<sup>th</sup> and 25<sup>th</sup> percentile.

Geography	Average Score	Developmentally Vulnerable %	Developmentally at risk %	On Track %	
				Between the 25 <sup>th</sup> and the 50 <sup>th</sup> percentile	Above the 50 <sup>th</sup> percentile
		Below the 10 <sup>th</sup> percentile	Between the 10 <sup>th</sup> and 25 <sup>th</sup> percentile		
Australia	9.6	9.3	13.4	19.5	57.8
Victoria	10.0	7.8	11.1	18.7	62.5
Moorabool	10.0	5.4	10.5	19.7	64.5
Ballan Surrounds	10.0	2.4	0.0	17.1	80.5

Table 6: Physical Health and Wellbeing, 2012

Figures for the three sub-domains of physical health and wellbeing (physical readiness for school, physical independence and fine and gross motor skills) were below all benchmarks on all three measures (see Table 7).

Geography	Physical readiness for school	Physical independence	Fine and gross motor
	Below the 10 <sup>th</sup> percentile	Below the 10 <sup>th</sup> percentile	Below the 10 <sup>th</sup> percentile
Australia	10.7	7.2	6.6
Victoria	10.8	6.4	6.2
Moorabool	8.7	4.3	4.9
Ballan Surrounds	4.9	4.9	2.4

Table 7: Sub-domains of physical health and wellbeing, 2012

#### 4.3 Social Competence Domain

Table 15 indicates that for the social competence domain, Ballan Surrounds recorded a lower percentage of developmentally vulnerable and developmentally at risk children than any of the benchmarks.

Geography	Average Score	Developmentally Vulnerable %	Developmentally at risk %	On Track %	
				Between the 25 <sup>th</sup> and the 50 <sup>th</sup> percentile	Above the 50 <sup>th</sup> percentile
		Below the 10 <sup>th</sup> percentile	Between the 10 <sup>th</sup> and 25 <sup>th</sup> percentile		
Australia	9.2	9.3	14.3	21.9	54.6
Victoria	9.4	8.1	13.3	21.5	57.1
Moorabool	9.4	5.4	10.2	24.7	59.7
Ballan Surrounds	9.6	4.9	4.9	22.0	68.3



Table 8: Social Competence, 2012

#### 4.4 Emotional Maturity Domain

Table 9 indicates for the emotional maturity domain, Ballan Surrounds recorded a lower percentage of developmentally vulnerable and developmentally at risk children than any of the benchmarks.

Geography	Average Score	Developmentally Vulnerable %	Developmentally at risk %	On Track %	
				Between the 25 <sup>th</sup> and the 50 <sup>th</sup> percentile	Above the 50 <sup>th</sup> percentile
		Below the 10 <sup>th</sup> percentile	Between the 10 <sup>th</sup> and 25 <sup>th</sup> percentile		
Australia	8.7	7.6	14.2	24.	53.9
Victoria	8.8	7.2	13.5	23.3	56.1
Moorabool	9.0	4.5	8.7	26.8	60.1
Ballan Surrounds	9.4	2.4	7.3	14.6	75.6
Table 9: Emotional Maturity, 2012					

#### 4.5 Language and Cognitive Skills Domain

Table 10 indicates that for the language and cognitive skills domain, Ballan Surrounds recorded a lower percentage of children developmentally vulnerable than any of the benchmark geographies.

However, in regard to children developmentally at risk, or between the 10<sup>th</sup> and 25<sup>th</sup> percentile, a slightly higher percentage of children was recorded for Ballan Surrounds (9.8% when compared with Moorabool (8.2%).

Geography	Average Score	Developmentally Vulnerable %	Developmentally at risk %	On Track %	
				Between the 25 <sup>th</sup> and the 50 <sup>th</sup> percentile	Above the 50 <sup>th</sup> percentile
		Below the 10 <sup>th</sup> percentile	Between the 10 <sup>th</sup> and 25 <sup>th</sup> percentile		
Australia	9.6	6.8	10.6	21.7	60.9
Victoria	9.6	6.1	9.9	19.4	64.6
Moorabool	9.6	5.4	8.2	20.3	66.2
Ballan Surrounds	9.6	4.9	9.8	9.8	75.6
Table 10: Language and Cognitive Skills (school based), 2012					

#### 4.6 Communication Skills and General Knowledge Domain

Table 11 indicates that for the communication skills and general knowledge domain, Ballan Surrounds recorded a lower percentage of developmentally vulnerable and developmentally at risk children than any of

the benchmarks. Remarkably, a zero was recorded for the percentage of Ballan Surround's children developmentally at risk.

Geography	Average Score	Developmentally Vulnerable %	Developmentally at risk %	On Track %	
				Between the 25 <sup>th</sup> and the 50 <sup>th</sup> percentile	Above the 50 <sup>th</sup> percentile
Australia	9.4	9.0	16.3	18.7	56.0
Victoria	9.4	8.0	14.6	16.7	60.7
Moorabool	9.4	5.1	9.4	14.0	71.4
Ballan Surrounds	10.0	2.4	0.00	9.8	87.8

**Table 11: Communication Skills and General Knowledge, 2012**

#### 4.7 Developmentally Vulnerable in One or More Domains

Table 12 is a summary table showing the percentage of children developmentally vulnerable on one or more and two or more domains in 2012.

Overall, children in Ballan Surrounds are faring better than benchmarks represented here. In terms of children vulnerable on one or more domains, 3.4% less children are vulnerable in Ballan Surrounds than in Moorabool (5.1%) and when compared to the nation, approximately 10% less children are vulnerable.

For children developmentally vulnerable in two or more domains, Ballan Surrounds (4.9%) has a slightly lower percentage than the wider Moorabool area (6.7%), but again a more significant difference exists for the state and national figures where percentages of vulnerable children are approximately double that of Ballan Surrounds, at 9.5% and 10.8% respectively.

Geography	No. of children	Developmentally Vulnerable in one or more domains %	No. of children	Developmentally Vulnerable in two or more domains %
Australia	272,282	22.0	273,275	10.8
Victoria	63,584	19.5	63,889	9.5
Moorabool	385	15.6	390	6.7
Ballan Surrounds	41	12.2	41	4.9

**Table 12: Developmentally Vulnerable in One or More and Two or More Domains, 2012**

## B. CURRENT EARLY YEARS PROVISION IN BALLAN SUMMARY FINDINGS

### 4.8 Ballan Early Years – Current Provision

The Ballan & District Kindergarten is located alongside the Ballan Child Care Centre. These services operate separately, with distinct land titles and licensees. Moorabool Shire Council is the licenced provider for Ballan & District Kindergarten and Ballan & District Health Services is the licenced provider for the Ballan Child Care Centre. The long day care centre currently accesses council land for the provision of the outdoor space. The Maternal and Child Health service, a Moorabool Shire Council operative, is co-located within the kindergarten, utilising office space.

Ballan Kindergarten provides both 3 and 4-year old kindergarten programs and is currently meeting the demands of the community. As Ballan is one of the largest towns in the Moorabool Shire, families from outlying townships access the centralised position of the Ballan & District Kindergarten.

The Kindergarten and Maternal Child and Health services are highly valued and families indicated being 'extremely satisfied' with both services. The supportive staff, quality of the service and the proximity to home were the main factors cited. The vast majority of Family Survey respondents (91.7%) indicated being able to access the Ballan Kindergarten or Maternal and Child Health in 20 minutes or less. Ballan Kindergarten indicated operations to be at 50 – 74% while the Maternal Child Health stated it was at operating at 75%-99% capacity.

*What families said:*

*"You want to know that you are going to go in and have people listen to you, and people who are going to give appropriate and good care. You want them to be friendly and nice and easy to get along with. And that's exactly what I get at the day care and at the MCH."*

*"It is a great community area, all the teachers and staff are fantastic."*

### Child and Family Services in Ballan - Overview

Operating in Ballan are a number of organisations providing a range of human services with a child and family specific focus. An even greater number, however, are operating from locations within the wider Moorabool Shire area, the City of Ballarat and the City of Melton in particular., will require travelling 23 kilometres or approximately 20 minutes by car. When accessing services in the City of Ballarat or the City of Melton, families are required to travel 34 kilometres and 37 kilometres, respectively, or approximately 25 minutes by car.

The services mapping exercise documented 40 organisations/agencies delivering 70 child and/or family eligible services/programs in Ballan. Of these,

- 27 can be accessed in Ballan. The vast majority of these services, however, operate less than 5 days, on reduced hours and/or on a visiting basis sharing already existing facilities.
- 25 have a base or are delivered in Moorabool Shire in an area other than Ballan
- 18 have a base or are delivered in Ballarat
- 3 have a base or are delivered in Melton
- 4 are outreached and servicing families in Ballan
- 1 is in the form of a website and online newsletter

*(Numbers are greater than 70 as some services/programs are offered in, for example, both Ballan and Ballarat)*

### **What services are being delivered in Ballan?**

Services accessible in Ballan include:

Children's services (long day care, kindergarten), supported playgroup (Council) and community playgroup, primary education, outside school hours care, learning and literacy programs (Council), health and wellbeing services (Ballan District Health and Care), Maternal and Child Health (Moorabool Shire Council), respite for families with disabled children (Moorabool Shire Council Aged & Disability Services), Ballan District Health and Care), parenting support (CAFS, ChildFIRST, , Council), drug and alcohol support (Ballan District Health and Care), Government support services (Centrelink), outreach services (CAFS, ChildFIRST), emergency relief and financial counselling (Ballan District Health and Care).

### **Who are these organisations servicing?**

As noted, given the centralised position of Ballan, as would be expected, a large portion of families accessing Ballan services live elsewhere. In a survey of 77 families who indicated accessing child and family services in Ballan, 50% of respondents resided outside of the Ballan Township. As the Ballan Child Care Centre is the only long day care centre in Ballan, the centre Director reported up to 40% of families are from Rural West and surrounding areas such as Dales Creek, Black Creek, Daylesford, Sailors Flat, Gordon, Mt Edgerton, Wallace, Beremboke and Meredith.

## **C. FUTURE EARLY YEARS PROVISION IN BALLAN SUMMARY FINDINGS**

There are several drivers of population change occurring in and around Ballan that will affect the ability of service provision to meet the future needs of children and families. Briefly summarised below are the findings around these drivers along with other characteristics of the population that impact on child and family services. These findings can be referred to in more detail in the demographic profile provided within this report.

### **Drivers of Population Change**

- Ballan is expected to see a +114% increase in residential development between 2011-2041, second in the Moorabool Shire only to Maddingley (+306%).
- Ballan is set to see a future potential Greenfield development of 770 dwellings between the years 2016 – 2041 and a moderate-high level of infill development of 15-29 dwellings per annum.
- The age group with the highest net migration in Ballan is 35-39 year olds; this is forecast to occur between the years 2021 - 2026. An influx of this age group can put increasing pressure on children's services as, since 2000, women aged 30 to 34 years have continued to record the highest fertility rate of any group in the country.
- In 2011 the Rural West had the second highest fertility rate in the Moorabool Shire area, a rate of 2.28 births per woman. It is expected to remain in second place in 2041 at 2.26 births per woman.

### **Current Population**

- Ballan's 0-12 population has grown considerably when compared of the Shire between 2006-2011. Ballan saw a 10% increase while Moorabool Shire, Bacchus Marsh and Surrounds and the wider Ballan region recorded 1%, 0% and -2% respectively.

### **Population Projected Figures**

- From 2017 to 2041 Ballan and the Rural West's population of children aged birth to 12 years is expected to increase by 80% and 22% respectively, compared with an increase of 52% for Moorabool Shire.
- From the period of 2017 to 2041, Ballan is expected to experience far higher growth than Moorabool Shire. Importantly, growth will be slower until 2021. While figures for Moorabool Shire sit between an increase of 55% for birth – 2 year olds and 50% for the 6 – 12 year olds, it is expected that Ballan's population of 0 – 2 year olds will nearly double (+91%), the 3 – 5 year old group will see a significant 92% increase, and the 6 – 12 year olds will increase by 72%.

### **Household Composition**

- By 2041 the change in the percentage of one-parent families from 2017 is far higher for Ballan (+85%) than Moorabool Shire (+57%). This is of particular interest to this study as the proportion of children aged 0-12 years who usually attended any form of child care is higher in one parent families (57%) than in couple families (46%).
- In Ballan the dominant household type for all years represented in 2011 was 'couples with children' (30%), compared with 35% for Moorabool Shire.

## Appendix 2: Integration Continuum

### **Co-existence:**

Co-existence describes early childhood and family programs that are located in the same neighborhood but operate as distinct services. Families make separate arrangements to participate in each program.

### **Communication:**

Communication describes programs that share information are aware of and inform families of the others' services, and coordinate services to avoid conflicts for families.

### **Co-ordination:**

Coordination is where programs maintain their individual autonomy but agree to some joint planning and coordination for particular time limited projects or services.

### **Collaboration:**

Collaboration is where program areas/services unite under a single auspice to share resources and jointly plan and deliver services.

### **Integration:**

Integration is where there is a merging of services under one entity, whereby programs/services have a shared purpose, congruent practices and collaborative relationships.

Adapted from Turnbull & Turnbull, 2000, cited in Moore, 2008.

## Appendix 3: List of services with established connections

There are already a number of child and family service providers of Ballan that have established connections with a view to support the needs of children and families within their care. These include:

- PINARC (early intervention)
- GP's mainly for referrals
- EKAS (a home based service early intervention)
- Imagination Magic
- Ballarat Health Services (speech, physio)
- Ballarat Community Health
- Melton Community Health
- Ballarat Early Childhood Intervention Services
- WRISC (family violence) not in Ballan (Womens referral information service)
- Breast feeding support nurses (one in Ballan)
- PEP (emotional health worker). There is not a lot of support for women who are experiencing isolation
- CAST parenting program
- State Schools Relief
- Kids Matter
- Noah's Ark
- SCOPE
- Centrecare
- Special Childcare Benefit
- Child First
- Child Protection
- Child and Family Services kinship program
- Best Start Partnership Municipal Health and Wellbeing Plan committee

This extensive list suggests not only is there a high level of need within the community of Ballan but also that the service providers of Ballan are willing to engage in collaborative relationships with external service providers to ensure the best possible outcomes of children and families.

## **Appendix 4: Families' Survey**

### **ABOUT THIS SURVEY**

Moorabool Shire is committed to ensuring families in Moorabool have access to quality infrastructure, services and programs to support them in bringing up their children.

There has been an increase in births in the Ballan area over the last five years, This in turn has increased the number of children accessing kindergarten and maternal and child health services in Ballan.

Moorabool Shire Council is also committed to ensuring that infrastructure for services for families and children are well planned for the years ahead 2021, 2031 and 2041. For that reason, Council are undertaking a study to determine the current and anticipated need for early years services in the Ballan area and how to best plan for and meet the needs of the community into the future.

### **COMPLETING THE SURVEY**

When completing the survey please remember we are seeking your opinion. There are no right or wrong answers.

### **WHY SHOULD YOU BE INVOLVED?**

It is important to us that we hear from families accessing services in Ballan. Your feedback will assist us in the future planning of early years services for Ballan and surrounding areas. The survey will take about 15 minutes to complete.

### **WHAT HAPPENS TO YOUR FEEDBACK?**

Your feedback will be used to prepare a report to Council that will assist in the future planning for the provision of early years services in Ballan.

### **WHAT ABOUT PRIVACY?**

The report to Council will not contain opinions or information that could lead to the identification of any individuals. Survey information will remain confidential, in accordance with the Information Privacy Act 2000. If you have any questions regarding this survey, please contact Jade Moerenhout, Coordinator Early Childhood Education & Care Services on (03) 5366 7100.



### 11.3.2 Draft Insuring Non-Council Owned Assets Policy

#### Introduction

File No.: 21/02/001  
Author: Vanessa O'Toole  
General Manager: Danny Colgan

The purpose of the report is to recommend that the Council endorse the Draft Insuring Non-Council Owned Assets Policy for the purpose of community exhibition for a period of eight weeks.

#### Background

The Shire of Moorabool contains a range of Community Halls, Recreation Reserves and other physical assets that are either owned by Council, the Department of Environment, Land, Water & Planning (DELWP) or a Community Cooperative.

The Council recognises that for many communities the non-council owned reserves and halls are often the only community asset in the area and a vital resource for community members. Council provides operational grants to many committees operating in non-Council owned recreation reserves and community halls.

The DELWP has advised that it does not insure Crown assets and committees are responsible for arranging insurance for damage to building on the reserve (property insurance) and for loss of or damage to contents and other assets owned by the committee (contents insurance) if they desire. If the buildings are occupied under a lease, the tenant can be required to insure the premises.

Over recent years, Council has participated in a range of joint initiatives to redevelop or replace existing assets at various sites. This has included the Bungaree Recreation Reserve redevelopment, the Wallace Jubilee Hall redevelopment, the Blackwood Recreation Reserve redevelopment and a program to replace several children's playgrounds and other assets.

At the Ordinary Meeting of Council on the 7 September 2005 the Council resolved to insure community halls, some of which were non-council owned assets. The report did not make reference to reserves, however a number of non-Council owned reserves are currently included on Council's insurance register. However, there are also some facilities that haven't been insured.

The lack of insurance coverage raises concerns that if a severe or catastrophic loss occurred, Council may be liable to fund the full replacement cost without the assistance of its insurer. Council has recently undertaken a valuation of non-council owned assets for its annual insurance renewal process. Further work is being undertaken to ensure this information is captured within Council's Asset register.

## Proposal

It is proposed that the Council insure the list of Non-Council owned assets in the draft Policy contained in **Attachment 11.3.2**.

In 2005 a commitment was also made to cover the cost of user groups' contents insurance, however due to the difficulty in managing and monitoring this process, the draft policy recommends that the Council should no longer provide coverage of contents insurance for non- council owned assets.

It is proposed that the committees purchase their own content insurances through the operational grants provided to the Committee by the Council.

The responsibilities of the Council and Committees of Management are defined in the draft policy.

When Council purchases insurance it is signing an agreement to take due care of the insured asset and as such commits to act in a way which minimises the risk of property loss or damage. Where the insured asset is managed by a committee this responsibility falls to them; the policy will not change this currently management practice. However, where willful or intentional negligence has been identified which is conflict with the requirements of the Council's Insurance Policy, the draft policy reserves the right of the Council to withdraw its insurance coverage.

It is proposed that in accordance with Moorabool Shire Council Policy Protocol, consideration of items which affect beyond the current year, the draft Insuring Non Council owned Assets Policy lay on the table for further consideration at the next Ordinary Meeting of Council on the 1 November 2017.

## Policy Implications

The 2017-2021 Council Plan provides as follows:

### Council Plan Reference

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure

The proposed Insuring of Non-Council Owned Assets Policy is consistent with the 2017-2021 Council Plan.

## Financial Implications

The policy has been prepared using existing resources. The inclusion of non-council owned assets on Council's asset register may require additional resources and will be subject to budget.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Environment and Community	Loss or significant deterioration of building/asset resulting in loss of community facility	Low	Regular valuations and assessment of maintenance requirements to minimise deterioration
Financial	Rising cost of building replacement and maintenance possibly unsustainable	Low	Regular valuations and assessment of maintenance requirements to minimise deterioration

### Community Engagement Strategy

The following engagement activities will be undertaken in accordance with the Council's Community Engagement Framework and Policy.

The draft policy will be made available on Have your Say, Council's online community engagement portal for comment. The draft policy will be sent to Committees of Management who are responsible for managing non-council owned assets; and the DELWP.

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

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Danny Colgan*

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

*Author – Vanessa O'Toole*

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

## Conclusion

The draft Insuring Non-Council Owned Assets Policy sets out the Council's commitment to insuring and maintaining non-council owned assets. The policy reflects Council's legislative obligations along with outlining the responsibilities of both Council and Committees of Management to ensure assets are valued and adequately insured.

The Draft Insuring Non Council owned Assets Policy was considered at a meeting of the Social Development Committee of Council on the 19 July 2017 with a recommendation by the Committee that it "requests that the Draft Non Council owned Assets Policy (with any identified amendments) be presented to the September Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks".

Given that some committees may not meet monthly or if they do won't have an opportunity to consider the draft policy, it is now proposed that the community exhibition be extended to an eight week period.

## Consideration

The Council has adopted a policy protocol relating to the consideration of items which affect beyond the current year. This policy is detailed below for the information of the Council.

*That in consideration of matters whose impact or influence will extend to directly affect the activities and/or financial planning of Council for a period beyond the term of the Current Council Budget, and whether relating to Council policy pronouncements or specific projects, the Council shall observe the following process, to assist in full and detailed consideration of items of such magnitude as part of the Council's deliberations prior to decision:*

1. *A report from Council Officers relating to the item shall be placed before the Council at an Ordinary or Special Meeting.*
2. *The Mayor as Chair, shall then entertain only the following matters in relation to the item;*
  - (i) *Questions from Councillors*
  - (ii) *Consideration by the Council of a motion requesting further information. Which if successful shall mean the process shall commence upon the receipt of such information.*
  - (iii) *A motion that the item lay on the Table until the next ordinary meeting of the Council. No debate on such motion shall be allowed.*
3. *In the event that the motion as per clause 2 (iii) is successfully carried, the Chief Executive Officer shall ensure the report is listed upon the Council Agenda for the next ordinary meeting.*

**Recommendation:**

**That the Council in accordance with Moorabool Shire Council Policy Protocol, Consideration of items which Affect beyond the Current Year, the draft Insuring Non Council owned Assets Policy now lay on the table for further consideration at the Ordinary Meeting of Council on 1 November 2017.**

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**Report Authorisation**

**Authorised by**   
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** 28 August 2017

# Attachment - Item 11.3.2



<b>Policy No.:</b>	SOD002	<b><i>Draft Insuring Non-Council Owned Assets</i></b>
<b>Review Date:</b>	2021	
<b>Revision No.:</b>	2	
<b>Policy Manual Version No.:</b>		
<b>Adopted by:</b>		September 2017

## 1. Policy Statement

- 1.1. This policy outlines non-council owned assets (NCOA) which will be insured under Council's property insurance policy and the associated processes required to minimise risk to Council.
- 1.2. Within the Moorabool Shire, there are Community Halls, Recreation Reserves, and other physical resources that are owned by the Department of Environment, Land, Water & Planning or Community Cooperatives.  
  
In general, these assets are managed either by Section 86 Committees of Management, Department of Environment, Land, Water & Planning (DELWP) Committees of Management or Community Cooperatives.
- 1.3 Where an asset meets the criteria in this policy, Council agrees to provide an appropriate level of insurance for damage or loss as a result of an unforeseen event such as vandalism, fire, flood, or storm damage.
- 1.4 Council cannot provide contents insurance for any assets which are not owned by Council. Where a Community group wishes to insure their assets it is their responsibility to purchase the most suitable policy to meet their needs.

## 2. General Responsibilities

### 2.1. Council will:

- a) Ensure Non-Council owned assets that Council has committed to insure are included on Council's insurance register;
- b) Provide insurance coverage to the amount identified by the normal property valuation process;
- c) Advise Committees of Management of any changes to insurance coverage that may financially impact the committees;
- d) Undertake initial and ongoing property valuations as required to ensure appropriate cover is provided;
- e) Ensure that Committees of Management have an awareness of their obligations under this policy and this documented in written agreements. This includes the obligation for the Committee to complete an assessment inside buildings to ensure compliance with legislative maintenance provisions. These relate to safety installations in a building that assist in reducing risk to life and property in the event of an emergency; e.g. fire. They include Essential Safety Measures as required under the Building Control Act such as fire hose reels and fire doors.

### 2.2. Committees of Management should:

- a) Advise Council of any insurance policy held by the Committee that covers damage or loss of an asset;
- b) Allow Council employees or contractors full access to the asset for the purpose of undertaking property valuation, condition and/or risk exposure audit. If access is not provided, the Council may withdraw insurance coverage for the affected facility.
- c) Undertake maintenance or housekeeping activities that aim to reduce or remove the risk of loss occurring through vandalism, fire, flood or other such events
- d) Advise if the asset is upgraded or changed in a manner, which will increase the structures rebuilding costs, or change the intended usage.
- e) Committees of Management that wish to have their assets insured under the JMAPP scheme should minimise the risk of claims against the scheme through good risk management practices. By accepting the provision of insurance, Committees will be acknowledging that they have a responsibility to protect the asset and Councils interest through risk mitigating activities that will minimise the risk of property damage or loss.
- f) Nominate a committee contact which Council will liaise with in the event of an insurance issue

### 3. Definitions

- a) Assets – Building, Structure, Outdoor Artwork or Monument.
- b) NCOA – Non-Council owned asset or assets
- c) Section 86 Committee – Established by Council with delegated responsibilities under Section 86 of the Local Government Act (1989) to directly manage facilities on behalf of Council.
- d) DELWP - Department of Environment, Land, Water and Planning
- e) DELWP - Committees of Management – The Minister or Minister’s delegate appoints committees to manage Crown Land and reserves under the Crown Land (Reserves) Act 1978. The powers and responsibilities of Committees of Management are derived from the Act.
- f) JMAPP - JLT (Municipal Asset Protection Plan) Discretionary Trust that insures Council’s assets such as buildings, structures, unregistered plant and building contents.

### 4. Property valuation

- 4.1. All NCOAs listed on the for the purpose of insurance shall be re-valued for structural replacement at least every 5 years.
- 4.2. All NCOAs shall be included in Council’s bi-annual revaluation process
- 4.3. Committees of Management shall provide full access to the asset for the purpose of undertaking property valuation as requested by Council. (Where full access is not provided the result may be that the property is undervalued for full replacement or not insured).



### 5. Condition and Risk Exposure Audits

- 5.1. Committees will undertake at least annually condition and risk exposure audits. The audits should provide sufficient information to allow both Council and the Committee of Management to understand advisable risk mitigating activities.
- 5.2. The requirement to undertake condition and risk exposure audits does not place any further responsibility on Council to undertake any maintenance works, improvements or risk mitigating activities.

### 6. Committees of Management Responsibilities

- 6.1. Where Council believes a Committee is not acting in a manner that will minimise the risk of property damage or loss, Council will assist the Committee as far as possible to resolve any identified issues.
- 6.2. Where intentional or wilful negligence has been identified, which increases the risk of property damage or loss in a manner, which is in conflict with the requirements of the JMAPP Insurance Policy, Council, reserves the right to withdraw insurance coverage.

### 7. Related Legislation / Policies / Guidelines

Local Government Act 1989  
Occupational Health & Safety Act 2004  
Building Control Act  
Victorian Building Regulations 2006

### 8. Council Plan Reference

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context:** Our Assets and Infrastructure

### 9. Review

This policy will be reviewed every four years or as legislation requires it.

.....  
Chief Executive Officer – Rob Croxford

.....  
Date

## Appendix 1 - List of Non-Council Owned Assets

NON-COUNCIL OWNED RESERVES AND HALLS			
Owner	Management Responsibility	Property No	Property Name
DELWP	DELWP – Local CoM	129900	Ballan Mechanics Institute (Ballan & District Community House)
DELWP	DELWP – Local CoM	50700	Ballan Racecourse and Recreation Reserve
DELWP	DELWP – Local CoM	113450	Ballan Recreation Reserve
DELWP	DELWP – Local CoM	900002	Balliang Public Hall
DELWP	DELWP – Local CoM	111250	Beremboke Public Recreation Reserve
DELWP	DELWP – Local CoM	98150	Blackwood Cricket & Recreation Reserve
DELWP	DELWP – Local CoM	85330	Blackwood Historic Police Stables Reserve
DELWP	DELWP – Local CoM	900015	Blackwood Mechanics Institute & Reserve
DELWP	DELWP – Local CoM	900007	Bullarook Recreation Reserve
DELWP	DELWP – Local CoM	289950	Bungaree Public Recreation Reserve
DELWP	DELWP – Local CoM	264600	Clarendon Recreation Reserve
DELWP	DELWP – Local CoM	268500	Elaine Mechanics Institute
DELWP	DELWP – Local CoM	173350	Gordon Public Park
DELWP	DELWP – Local CoM	184750	Gordon Recreation Reserve
DELWP	DELWP – Local CoM	22600	Korweinguboora Recreation Reserve
DELWP	DELWP – Local CoM	138750	Morrisons Recreation Reserve
DELWP	DELWP – Local CoM		Mt Egerton Football Ground Reserve, Reserve Road E, Mt Egerton
DELWP	DELWP – Local CoM	176150	Mt Egerton Mechanics Institute Reserve
DELWP	DELWP – Local CoM	140650	Mt Wallace Public Hall Reserve
DELWP	DELWP – Local CoM	456050	Myrmiong Mechanics Institute
DELWP	DELWP – Local CoM	456150	Myrmiong Recreation Reserve
DELWP	DELWP – Local CoM	486000	Rowsley Hall & Recreation Reserve
DELWP	DELWP – Local CoM	900001	Yendon Recreation & Tennis Reserve

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

#### Introduction

Author: John Whitfield  
General Manager: Danny Colgan

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

#### Background

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

#### Proposal

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

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

#### Policy Implications

The Council Plan 2017 – 2021 provides as follows:

**Strategic Objective 1:** Providing good governance and leadership

**Context 1C:** Our Business and Systems

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

#### Financial Implications

No financial implications to Council.

#### Risk & Occupational Health & Safety Issues

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

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – John Whitfield*

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

### **Conclusion**

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


### **Recommendation:**

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

---

### **Report Authorisation**

#### **Authorised by**

  
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday, 15 August 2017

# Attachment - Item 11.3.3



## **Moorabool Shire Council**

### **Instrument of Appointment and Authorisation**

***(Planning and Environment Act 1987 only)***

**SEPTEMBER 2017**

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

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

<b>Officer</b>	<b>Position</b>	<b>Position Abbreviation</b>
Allan Leslie May	Environmental Health Technical Officer	[EHTO]
Andrew Goodsell	Manager Strategic and Sustainable Development	[MSSD]
Andy Gaze	Coordinator Community Health and Safety	[CCHS]
Bronwyn Southee	Coordinator Statutory Planning.	[CSP]
Debbie Anne Frappa	Statutory Planning Enforcement Officer	[SPEO]
Faye Laskaris	Senior Environmental Health Officer	[SEHO]
Glenn Burns	Senior Community Safety Officer	[SCSO]
Jacqueline Reid	Community Safety Officer	[CSO]
Julie Menzies	Environmental Health Officer	[EHO]
Justin Horne	Coordinator Environmental Planning	[CEP]
Kathleen Ly	Statutory Planner	[SP]
Katie McDonald	Environmental Health Officer	[EHO]
Lisa Handley	Community Safety Officer	[CSO]
Mark Lovell	Senior Statutory Planner	[SSP]
Robert Brunton	Senior Environmental Health Officer	[EHO]
Robert Fillisch	Manager Statutory Planning & Community Safety	[MSPCS]
Rod Davison	Strategic Planning Officer	[STPO]
Satwinder Sandhu	General Manager Growth and Development	[GMGD]
Shannon Walsh	Community Safety Officer	[CSO]
Thomas Tonkin	Statutory Planner	[SP]
Victoria Mack	Statutory Planner	[SP]

**By this instrument of appointment and authorisation Moorabool Shire Council -**

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

**It is declared that** this instrument –

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

This instrument is authorised by a resolution of the Moorabool Shire Council on Wednesday 6 September 2017.

The **COMMON SEAL** of the  
**MOORABOOL SHIRE COUNCIL**  
was affixed this Wednesday 6 September  
2017 in the presence of –

.....Mayor

..... Chief Executive Officer



### 11.3.4 Revised Draft Community Grants Policy

#### Introduction

File No.: 06/03/004  
Author: Kirsty Doncon  
General Manager: Danny Colgan

The purpose of this report is to present to the Council the finding of the review of the Community Grants Program and to recommend that the Council endorse the draft revised Community Grants Policy for the purpose of community engagement for a period of four weeks.

#### Background

The Council's Community Grants Program currently makes available \$140,000 annually to community groups and organisations to help support and enhance innovative community activities, projects and events. The program is currently delivered over two separate funding rounds offering \$70,000 in each, under three categories: Community Strengthening; Community Arts and Culture; and Community Events.

At the Ordinary Meeting of Council on the 19 May 2010, the Council adopted the Community Grants Guidelines. The Guidelines included the following:

*“Council will review the performance of the Community Grant Program every 3 years to ensure that the Grant Program is both achieving its objectives and meeting community needs.”*

A review of the Community Grants program was conducted in 2013 and at the Ordinary Meeting of Council on the 4 September 2013, the Council resolved to adopt a revised Community Grants Policy.

A review of the Community Development Fund was conducted in 2014. At the Ordinary Meeting of Council on the 3 December 2014, the Council resolved to: “continue to work with the Community Development Fund under the present guidelines and to seek seed funding for the small projects throughout the Shire”.

At the Ordinary Meeting of Council held on the 2 March 2016, the Council resolved to “.....bring forward a review of the Community Development Fund and as part of that review, include the process in which we communicate with the community”.

To ensure the program continually evolves to meet the changing needs of the communities of Moorabool, regular review of the community grants process is required.

#### Community Grants Program Review

The Community Grants Program is reviewed every 3 years to ensure the program is achieving its objectives and meeting the needs of the community. A review of the program was undertaken in April 2017 involving key internal stakeholders and previous community grant applicants. The report on the review of the Community Grants Program is contained in **Attachment 11.3.4A**.

The aims of the Community Grants Program Review were to:

- update the policy to align it with the Council Plan objectives;
- engage the community, including past applicants, in providing feedback to improve the program;
- improve the accessibility and understanding of the grant program in the community;
- review the objectives of the program to ensure the outcomes are meeting current community needs; and
- improve community group understanding of guidelines and application forms.

The review of the Community Grants Program focused on the following:

- inclusion of Community Development Fund Grants under the Community Development Grant Program;
- introduction of Sustainability and Environmental Engagement Grants;
- updating the program objectives and funding schedule to reflect the proposed introduction of new grant streams; and
- review of funding round dates and titles.

### **Community Grants Program Review Findings**

Key findings of the review included:

- recommendations to incorporate the Community Development Fund as part of the Community Grants Program;
- introduction of Sustainability and Environmental Engagement Grants;
- feedback that the application form was simple to use but some groups had difficulties with filling out the budget;
- funding amounts of \$5,000 Strengthening and \$3,000 Arts and Events have been identified as adequate;
- February identified as a difficult time for applicants to put together and application; and
- confusion around the Summer and Winter titles for funding rounds.
- Ensuring quality of applications

Recommendations to findings:

- incorporating the Community Development Fund under the Community Grants Program;
- introducing a Sustainability and Environmental Engagement funding stream;
- introduction of online application portal to simplify budget input;
- funding round changed from February to March; and
- funding rounds titles changed to Round 1 (March 1 -31) and Round 2 (August 1 -31)
- Applications must receive an assessment score of 70 or higher to be funded.

### **Revised Draft Community Grants Policy**

The revised Community Grants Program Policy comprises information about how the program will be implemented in the community. The proposed additional funding streams have been incorporated into the revised policy.

The revised draft Community Grants Policy is contained in **Attachment 11.3.4B**. The policy has been revised based on community engagement outcomes and the recommendations from the review.

The following changes have been made to the policy based on the review:

- including the following funding streams under the community grants program:
  - Community Development Fund
  - Sustainability and Environmental Education
- update of objectives to reflect inclusion of additional grant streams.
- inclusion of online application process
- updated funding schedule to reflect inclusion of additional
- funding rounds changed to Round 1 (March 1-31) and Round 2 (August 1-31)

**Introduction of additional funding streams to Community Grants Program**

*Community Development Fund*

The Community Development Fund was established by the Council at the Ordinary Meeting of Council on the 19 October, 2011. The purpose of the fund is to provide a more robust and transparent process for the allocation of the \$100,000 capital funding which had previously been committed to support capital projects under the Moorabool Communities in Action (MCiA) Program. The Community Development Fund provides \$100,000 annually to community groups/committees, community networks, progress groups and development associations as seed funding (and leverage for external funding opportunities) to support community infrastructure projects that have a significant impact on community development, liveability and wellbeing in the Shire.

It is proposed that the Community Development Fund be incorporated into the under the Community Grants Program with the priority toward funding large/major Community Capital Projects or Programs/Initiatives that enhance community capacity, liveability and wellbeing in local communities.

The following changes are recommended to bring the Community Development Fund under the Community Grants Program

- Community groups can apply for a grant of between \$5,001 and \$100,000. To be successful applicant must meet the minimum funding threshold requirements as follows:

<b>Funding Thresholds</b>	<b>Requirements</b>
\$5,001 - \$25,000	<ul style="list-style-type: none"> <li>• 3 Written Quotes</li> <li>• Project Plan</li> </ul>
\$25,001 - \$50,000	<ul style="list-style-type: none"> <li>• 3 Quotes</li> <li>• In-kind Ratio Maximum 50%</li> <li>• 1 Letter of Support</li> <li>• Project Plan</li> <li>• Minimum \$5,000 Leveraged Funds Required</li> <li>• Other Funding Sources Identified</li> </ul>
\$50,001 - \$75,000	<ul style="list-style-type: none"> <li>• 3 Written Quotes</li> <li>• In-kind Ratio Maximum 30%</li> </ul>

Funding Thresholds	Requirements
	<ul style="list-style-type: none"> <li>• 2 Letters of Support</li> <li>• Masterplan</li> <li>• Design Drawings</li> <li>• Project Plan</li> <li>• Minimum \$5,000 Leveraged Funds Required</li> <li>• Other Funding Sources Identified</li> </ul>
\$75,001, \$100,000	<ul style="list-style-type: none"> <li>• 3 Written Quotes</li> <li>• In-kind Ratio Maximum 20%</li> <li>• 3 Letters of support</li> <li>• Masterplan</li> <li>• Design Drawings</li> <li>• Project Plan</li> <li>• Risk Management Plan</li> <li>• Community Consultation Plan</li> <li>• Minimum \$10,000 Leveraged Funds Required</li> <li>• Other Funding Sources Identified</li> </ul>

- For successful applicants to be allocated funds, they must secure all additional funding before funds are released. Successful applicants will have 12 months to secure additional funding.
- Demonstrated establishment of community partnerships in the delivery of the project will be scored highly.
- A funding ratio of 1:1. Applications with higher funding ratios will be more favourably received and receive a higher project score.

*Sustainability and Environmental Engagement Grants*

A key priority area of the Council’s Sustainable Environment Strategy 2016–2026 is that there is a measurable increase in community awareness of the natural environment and participation in Natural Resource Management based activities in the Shire. Council has identified the objective of encouraging and supporting community based Natural Resource Management Groups through actions including the provision of resources, information and funding.

In the strategy, Council has identified the objectives of encouraging and supporting community based Natural Resource Management and Environment Groups through actions including the provision of resources, information and funding. (Action 4.4 of the implementation plan). Including a sustainability and environmental engagement stream into the Community Grants Program has been identified by staff to assist achieve this objective. The programs key objectives are to:

- assist community groups with funding to help reduce their expenditure on gas and electricity;
- provide community groups with seed funding for larger capital investment in sustainability measures in existing facilities including solar; and
- provide opportunities to raise awareness of environmental issues to the broader community in different ways

The following is recommended to incorporate the Sustainability and Environmental Engagement Grants under the Community Grants Program:

- include the funding stream as part of the Community Grants Round 2 Program;

- funding pool of \$10,400; and
- Eligible groups able to apply for up to \$3,000.

It is proposed that in accordance with Moorabool Shire Council Policy Protocol, consideration of items which affect beyond the current year, the draft revised Community Grants Policy lay on the table for further consideration at the next Ordinary Meeting of Council on the 4 October 2017.

The September 2017 of the community grants is being delivered under the existing community grants policy and guidelines. If the revised policy is adopted by the Council, the next program would be delivered in March 2018 under the revised policy.

### **Policy Implications**

The Council Plan 2017-2021 provides as follows:

#### **Council Plan Reference**

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure

**Strategic Objective 4:** Improving Social Outcomes

**Context 4A:** Health and Wellbeing

The proposal Community Grants Program review is consistent with the Council Plan 2017-2021.

### **Financial Implications**

Council allocates the following funding for the grant programs: \$250,400 annually to a pool of Community Grants; comprising of \$,100,000 annually to Community Strengthening Grants; \$20,000 annually to Community Arts Grants; \$20,000 annually to Community Events Grants; \$100,000 annually to Community Development Fund Grants; and \$10,400 annually to Sustainability and Environmental Engagement Grants.

The Community Grants Program is administered by the Community & Recreation Development Unit and requires resources primarily from this unit. Community Development Officer Staff will implement enhanced promotional activities for the grant program within existing resources.

Financial requirements for the introduction Sustainability and Environmental Engagement Grants are within current Strategic and Sustainability Unit resources.

Funds not allocated in any round by the Council will be carried over to the next round.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Program review	Program review not implemented	Medium	Review program every three years

### Communications and Consultation Strategy

The following community engagement was undertaken, in accordance with Council's Community Engagement Policy and Framework.

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community Grant recipients	Phone interview	Various	April - June 2017	Ongoing
Consult	Community members	Survey – Have your say Moorabool	Various	June 2017	Ongoing
Collaborate	Internal Staff	Working Group	Darley	April – June 2017	Ongoing

The revised Community Grants Policy will be distributed to community groups to provide feedback following consideration by Council.

The Communication plan will involve: advertisements in newspapers; correspondence to community groups; website information; and promotion of the revised policy by Officers, requesting community feedback on the revised policy.

### Promotion and Awareness of Community Grant Program

In the lead up to community grant rounds, officers will advertise the program to the community through the following methods: advertisements in newspapers; correspondence to community groups; website information and social media. There will also be regular articles in Moorabool Matters and Moorabool News, which will further increase awareness of the Community Grants Program.

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

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

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

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

*General Manager –Danny Colgan*

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

*Author – Kirsty Doncon*

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

### **Conclusion**

Council's Community Grant Programs provide significant support to community groups in the Shire of Moorabool. Following an initial review of the program, a revised Community Grants Policy has been developed. The Draft Community Grants Policy has been presented for Council's consideration to be placed on public exhibition inviting submissions.

### **Consideration**

The Council has adopted a policy protocol relating to the consideration of items which affect beyond the current year. This policy is detailed below for the information of the Council.

That in consideration of matters whose impact or influence will extend to directly affect the activities and/or financial planning of Council for a period beyond the term of the Current Council Budget, and whether relating to Council policy pronouncements or specific projects, the Council shall observe the following process, to assist in full and detailed consideration of items of such magnitude as part of the Council's deliberations prior to decision:

1. A report from Council Officers relating to the item shall be placed before the Council at an Ordinary or Special Meeting.
2. The Mayor as Chair, shall then entertain only the following matters in relation to the item;
  - (i) Questions from Councillors
  - (ii) Consideration by the Council of a motion requesting further information. Which if successful shall mean the process shall commence upon the receipt of such information.
  - (iii) A motion that the item Lay on the Table until the next ordinary meeting of the Council. No debate on such motion shall be allowed.
3. In the event that the motion as per clause 2 (iii) is successfully carried, the Chief Executive Officer shall ensure the report is listed upon the Council Agenda for the next ordinary meeting.



**Recommendation:**

**That the Council:**

1. in accordance with Moorabool Shire Council Policy Protocol, Consideration of items which Affect beyond the Current Year, the draft Revised Community Grants Policy now lay on the table for further consideration at the next Ordinary Meeting of Council on the 4 October 2017.
  2. note that the September 2017 round of community grants will be delivered under the existing policy and guidelines
- 

**Report Authorisation**

Authorised by: 

**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Thursday, 24 August 2017



# Attachment - Item 11.3.4(a)

# 2017 Community Grants Program Review



# Table of Contents

## Table of Contents

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## **2017 Community Grant Program Review**

### **Introduction**

At the Ordinary Council Meeting on the 19 May 2010, the Council adopted the Community Grants Guidelines and Application Form. The Guidelines included the following:

“Council will review the performance of the Community Grant Program every 3 years to ensure that the Grant Program is both achieving its objectives and meeting community needs.”

To ensure the program continually evolves to meet the changing needs of the communities of Moorabool, regular review of the community grants process is required.

The Council’s Community Grants Program currently makes available \$140,000 annually to community groups and organisations to help support and enhance innovative community activities, projects and events over two separate funding rounds offering \$70,000 in each, under three categories: Community Strengthening; Community Arts & Culture; and Community Events.

### **Aims & Objectives**

The aims of the Community Grants Program Review are to:

- Update the Community Grants Policy
- Update the Guidelines to align it with the Council Plan objectives
- Engage the community, including past applicants, in providing feedback to improve the program
- Improve the accessibility and understanding of the grant program in the community
- Review the objectives of the program to ensure the outcomes are meeting current community needs
- Improve community group understanding of guidelines and application forms
- Increase number and range of funded projects, including number of ‘first time’ applicants.

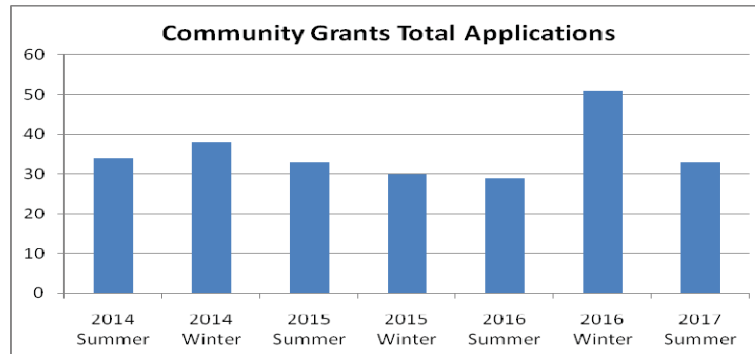
### **Methodology**

The following methodology was followed in the review of the grant program guidelines and application forms:

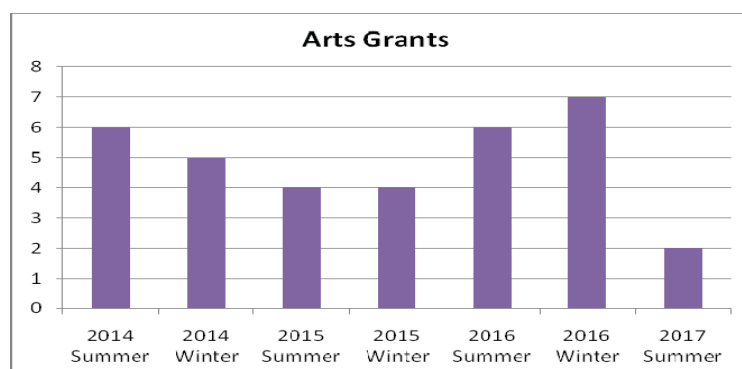
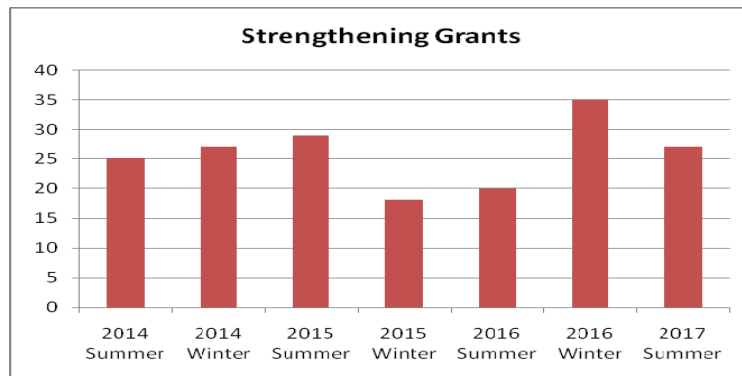
- Implementation of a Community Engagement Plan in accordance with the Council’s Community Engagement Policy and Framework.
- Undertaking a literature review of current trends in community grant programs and collating evidence to highlight best practice to inform outcomes of the review; and
- Development of a revised Draft Policy, including new funding streams

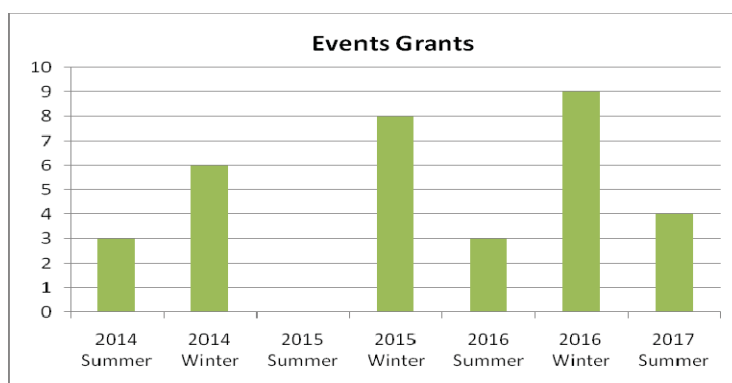
## Background

From the Summer 2014 Community Grants Round to the Summer 2017 Community Grants Round, the Council has provided 156 grants to Community Groups totalling \$512,521. The total project value of the 156 projects including Council grant funds is estimated at \$1.762 million. Between 2014 and 2017 Council received a total of 248 applications as outlined in the table below.



A breakdown of the grants allocated in the period 2014-2017 across the three grant categories is contained below:





Total Funds allocated by Council for the Community Grant Program and the overall value of the projects that were funded.

Grant Category	Council allocation	Total Project Value
<b>Community Strengthening Grants</b>	\$386,156	\$1,069,256
<b>Community Events Grants</b>	\$60,400	\$222,165
<b>Community Arts Grants</b>	\$65,815	\$232,232
<b>Total</b>	<b>\$512,371</b>	<b>\$1,523,653</b>

### Community Engagement

Council officers undertook a community engagement process in accordance with the Council’s Community Engagement Policy.

The following table provides an overview of the community engagement process undertaken:

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community Grant recipients	Phone interview	Various	May 2017	7 interviews
Consult	Community members	Survey – Have your say Moorabool	Various	June 2017	
Collaborate	Internal Committee	Committee meetings	Darley	April -May 2017	

### Proposal for Discussion:

#### Community Grant Rounds

Feedback from previous applicants and potential applicants has indicated a preference to move the February round to March. This is due to summer vacations and groups only having their first meetings for the year in February. The following table shows the grant rounds for other councils. The majority of Council’s have their

grant rounds later in the year. Port Phillip Council, Moonee Valley Council and Stonington Council have a mid February start date but accept applications till the middle of March.

Council	Rounds	Month	Length (weeks)
Melbourne	1	May	4
Port Phillip	1	20-Feb	6
Stonington	1	10-Feb	7
Baw Baw	2	March / Aug	6
Moonee Valley	2	Feb / July	6
Hepburn Shire	1	September	1
Ballarat	1	April	1

Baw Baw Shire Council a peri urban Council and has two grant rounds like Moorabool. Round 1 March and Round 2 August. It is proposed that Moorabool change current community grant rounds to Round 1 March and Round 2 August.

### Community Grant Program Categories

The current Community Grant Program includes Community Strengthening Grants, Community Arts Grants and Community Events Grants. It has been proposed that the Community Development Fund Grants be moved under the Community Grants program and that a new category be added; Sustainability and Environmental Engagement grants.

### Community Development Fund

The Community Development Fund was established by the Council at the Ordinary Meeting of Council on the 19 October, 2011. The purpose of the fund was to provide a more robust and transparent process for the allocation of the \$100,000 capital funding which had previously been committed to support capital projects under the Moorabool Communities in Action (MCiA) Program. The Community Development Fund provides \$100,000 annually to community groups/committees, community networks, progress groups and development associations as seed funding (and leverage for external funding opportunities) to support community infrastructure projects that have a significant impact on community development, liveability and wellbeing in the Shire.

The February 2017 review of the Community Development Fund recommended for consideration the incorporation of the Community Development Fund under the Community Grants Program with toward large/major Community Capital Projects or Programs/Initiatives that enhance community capacity, liveability and wellbeing in local communities. To bring the Community Development Fund under the community grants program the following needs to be considered:

- Allocation of funds over the two grant separating the 100k over the two Community Grant rounds (\$50k per round)
- Funding for the Community Development Fund is currently up to \$25k and this could continue under the new program
- Preference to groups that can demonstrate establishment of community partnerships in the delivery of the project as well as leveraging funding to secure other funding contributions.

- The leveraging component is a preference and not a requirement and should extend to various funding sources, not exclusively State Government funding programs. Applicants are required to have confirmed additional funding before applying under the Community Grants Program.
- Introduction of funding ratios to bring the program in line with the Community grants program. Initial community consultation has indicated a 3:1 ratio is unlikely to be met by the majority of community groups. The initial community consultation indicates the possibility of a 2:1 ratio with a preference of a 1:1 ratio. This could be broken up as \$5,000 to \$10,000 1:1 and \$10,000 to 25,000 2:1. **Appendix 1**

### Sustainability and Environmental Engagement Grants

A key priority area of the Moorabool Shire Council Sustainable Environment Strategy 2016 – 2026 is that there is a measurable increase in community awareness of the natural environment and participation in Natural Resource Management based activities in the Shire. Council has identified the objective of encouraging and supporting community based Natural Resource Management Groups through actions including the provision of resources, information and funding.

In the strategy Council has identified the objectives of encouraging and supporting community based Natural Resource Management and Environment Groups through actions including the provision of resources, information and funding. (Action 4.4 of the implementation plan). Including a sustainability and environmental engagement stream into the Community Grants Program has been identified by staff to assist achieve this objective. The programs key objectives are to:

- assist community groups with funding to help reduce their expenditure on gas and electricity;
- provide community groups with seed funding for larger capital investment in sustainability measures in existing facilities including solar; and
- provide opportunities to raise awareness of environmental issues to the broader community in different ways

Since 2014 there has been 16 applications for sustainability and environment projects indicating that there is a demand for a sustainability and environment grant stream. Other Councils across Victoria have incorporated a sustainability and/or environment stream into their grant programs including: Hepburn Shire, Towards Zero- Energy Efficiency Initiatives; Wyndham Council, Community Environment Grants; Banyule Council, Environment and Sustainability Grants; and Melton Council Environment Grants.

It is there for recommended that Council incorporate a Sustainability and Environmental Engagement grant stream under the Community Grants Program.

The following is recommended to incorporate Sustainability and Environmental Engagement Grants under the Community Grants Program:

- include the funding stream as part of the Community Grants Round 2 Program;
- funding pool of \$10,400 from current Environment Operational Budget; and
- eligible groups able to apply for up to \$3000.

The following table contains proposed changes to the Community Grants Program Guidelines. These have been informed through the community engagement process



and experiences of program staff. The table is structured to present the section, existing wording, issues identified with the existing wording and proposed changes to wording.

Policy	Existing status	Considerations
<b>Community Grants Categories</b>	<ul style="list-style-type: none"> <li>• Community Strengthening Grants</li> <li>• Community Arts Grants</li> <li>• Community Events Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Include the following funding streams under the community grants program:               <ul style="list-style-type: none"> <li>- Sustainability and Environment Engagement Grants</li> <li>- Community Development Fund Grants</li> </ul> </li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Support the development of local projects, programs and initiatives;</li> <li>• improve community facilities;</li> <li>• increase resources and opportunities for local groups who have limited avenues of support but wish to undertake activities that engage the wider community;</li> <li>• encourage and support community groups to build capacity and sustainability by undertaking planning activities and developing new skills;</li> <li>• support community groups to leverage Community Grants funds by applying to external funding programs such as state and federal government;</li> <li>• support projects that provide opportunities for the community</li> <li>• generate and foster collaborative relationships between community groups, Council, state and federal government and other organisations; and</li> <li>• promote projects that are inclusive, accessible for the broader community and will involve participants across a range of demographic</li> </ul>	<p>Revise objectives to reflect inclusion of other grant streams.</p> <ul style="list-style-type: none"> <li>• support the development of local projects, programs and initiatives that enhance community capacity, liveability and wellbeing in local communities;</li> <li>• improve community facilities to build capacity of facilities, increase building efficiency and running costs;</li> <li>• increase resources and opportunities for local groups who have limited avenues of support but wish to undertake activities that engage the wider community; support community networks, committees and other groups to leverage Moorabool Shire Council Grant funds by applying to external funding programs such as state and federal government;</li> <li>• promote projects that are inclusive and accessible to the broader community and increase participation and opportunities across a wide range of demographic groups including for older adults, young people, people with a disability and young families;</li> <li>• support projects that provide opportunities for the community and increase participation and provide opportunities;</li> <li>• generate and foster collaborative relationships</li> </ul>

	groups.	<p>between community groups, Council, state and federal government and other organisations;</p> <ul style="list-style-type: none"> <li>• support projects that build community capacity through educational and engagement projects; and</li> <li>• encourage and support the establishment of community partnerships and networks to build capacity.</li> </ul>
<b>Application form</b>	<ul style="list-style-type: none"> <li>• A Community Grants Program Guideline and application process has been developed. The assessment process is competitive and based on merit. The Guidelines and Application Form provide the operational requirements for implementing the grant program each round.</li> </ul>	<ul style="list-style-type: none"> <li>• Inclusion of online grants process. <ul style="list-style-type: none"> <li>- Moorabool Shire Council Grant Program Guidelines and an online application process has been developed. The assessment process is competitive and based on merit. The Guidelines and Online Application Form provide the operational requirements for implementing the grant program each round.</li> </ul> </li> </ul>
<b>Appendix: Funding Schedule</b>	<ul style="list-style-type: none"> <li>• Community Grants Funding amount for 2013/14</li> <li>• The Moorabool Shire Council Community Grants Program will provide \$140,000 in 2013/14 to community groups and organisations to help support community activities, projects and events.</li> <li>• Community Grants are offered twice each year under two separate funding rounds (“Summer” &amp; “Winter”). A total of \$70,000 is available in each grant round across three grant program categories: <ul style="list-style-type: none"> <li>• Community Strengthening Grants (\$50,000)</li> <li>• Arts and Culture Grants (\$10,000)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• See attachment</li> </ul>

	<ul style="list-style-type: none"> <li>Community Events Grants (\$10,000)</li> <li>Community groups and organisations can apply for up to \$5,000 and need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support. Small Community Strengthening Projects under \$1000 are not required to provide a contribution.</li> </ul>	
<b>Funding Rounds</b>	Summer and Winter round	<ul style="list-style-type: none"> <li>Clearly define grant rounds by changing the names to <i>Grant Round 1 and Grant Round 2</i>.</li> <li>Feedback from community groups indicated a preference to move the summer round to March. February a short month and groups are just starting to reform after the Summer break.</li> <li><i>Grant Round 1 March</i> <i>Grant Round 2 August</i></li> </ul>
<b>Guidelines</b>	<b>Existing status</b>	<b>Considerations</b>
<b>Auspice Requirements</b>		Add in the guidelines that any monies must go to the auspice body.
<b>Paperwork required</b>	<ul style="list-style-type: none"> <li>Bank statement</li> <li>Annual Financial Statement</li> <li>Public liability</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of incorporation required</li> <li>Annual Financial statement</li> <li>Public liability</li> </ul>

<b>Community Events Grants</b>		Clarify timeframes for applications for events. Round 1: Events held between July and December Round 2: Events held between January and June
<b>Updating guidelines</b>	Guidelines currently state the round and year	Streamline application process so that guidelines do not need to be updated each round. - Include timeframes for both round - Deadlines 12 months after receiving grant money

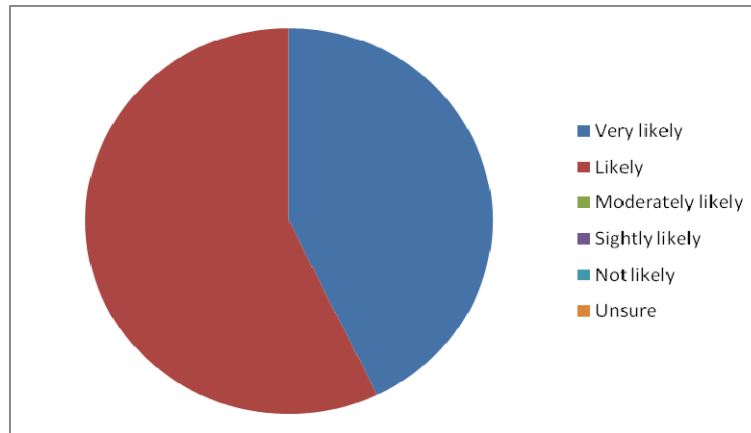
## **Conclusion**

The review of the Community Grant Programs is consistent with the Community Grants Program Guidelines adopted by Council on 19 May 2010. The review of the grant program will ensure that the grant program is consistent with the new Council Plan.

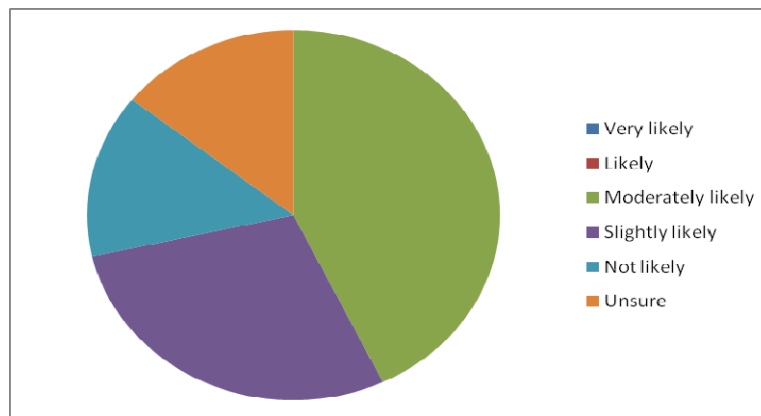
Officers have undertaken a community engagement process, consistent with the Council's Community Engagement Framework. The community engagement process will inform the outcomes of the review. The community engagement undertaken has indicated the grant program is valued, appreciated and provides enormous benefit to the community. Community members have provided feedback that the grant program could be improved to ensure projects funded have greater participation outcomes that help groups attract new members. The identified areas for improvement will be used to develop a revised grant program policy to be presented to an Ordinary Meeting of Council.

## Appendix 1 Community Development Fund Ratios

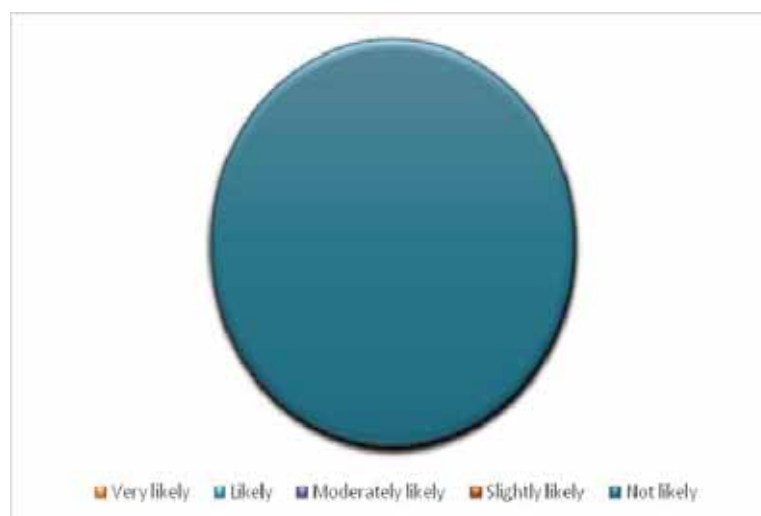
If grants were available for up to \$25,000 would your group be able to match a 1 for 1 ratio?



If grants were available for up to \$25,000 would your group be able to match a 2 for 1 ratio?



If grants were available for up to \$25,000 would your group be able to match a 3 for 1 ratio?



# Attachment - Item 11.3.4(b)





<b>Policy No.:</b>		<b>Community Grants Policy</b>
<b>Review Date:</b>	September 2017	
<b>Revision No.:</b>	4	
<b>Policy Manual Version No.:</b>	1	
<b>Adopted by:</b>		

## 1. Introduction and Purpose

The purpose of this policy is provide a policy statement about the Council's role in supporting the community through the Community Grants Program.

The Moorabool Shire Council is committed to the Community Grants Program and the community outcomes achieved through this program. The Community Grants program provides opportunities for community groups and organisations throughout the Shire to improve their facilities and equipment; provide new and enhanced programs and events; build their capacity and skills; and provide important community connections for residents.

## 2. Objectives

The objectives of the Community Grants Program are to:

- support the development of local projects, programs and initiatives that enhance community capacity, liveability and wellbeing in local communities;
- improve community facilities to build capacity of facilities, increase building efficiency and running costs;
- increase resources and opportunities for local groups who have limited avenues of support but wish to undertake activities that engage the wider community;
- support community networks, committees and other groups to leverage Moorabool Shire Council Grant funds by applying to external funding programs such as state and federal government;
- promote projects that are inclusive and accessible to the broader community and increase participation and opportunities across a wide range of demographic groups including for older adults, young people, people with a disability and young families;
- support projects that build community capacity through educational and engagement projects; and
- encourage and support the establishment of community partnerships and networks to build capacity.

## 3. Principles and Guidelines

To ensure that the projects funded under the Community Grants Program meet the objectives of the program, a Community Grants Program Guideline and application process has been developed. This assessment process is competitive and based on merit. The Guidelines and

application process including an Online Application Portal has provide the operational requirements for implementing the grant program each round. This will ensure that all community groups in the Moorabool Shire will have equitable access and support to submit an application to the Community Grants Program.

### Principles:

- The Moorabool Shire Council recognises the value and contribution of community groups in the Shire to building resilient and cohesive communities that support opportunities for local residents.
- The Community Grants Program provides an ongoing avenue Council to build relationships with community groups and talk about their needs
- Council will utilise the Community Grant Program to promote its vision and mission and meet the objectives of the Council Plan. Applications that address the key result areas of the Council Plan will be strongly considered.
- The process of grant allocation and monitor will be fair, transparent and inclusive
- The grant program will be used to fund projects that meet community needs and build community capacity and connectedness

#### 4. Related Legislation/policies/Guidelines

- Community Grants Program Guidelines

#### 5. Council Plan Reference – Key Performance Area

**Key result Area:** Improving Social Outcomes  
**Objective:** Community Connectedness and Capacity  
**Strategy:** Provide community development support and partnership projects

#### 6. Review

Council will review the performance of the Community Grant Policy every three years to ensure that the Grant Program is both achieving its objectives and meeting community needs

#### 7. References

Dept	Department
MSC	Moorabool Shire Council

### Appendix: Funding Schedule

Moorabool Shire Council Grants Funding amounts for 2017/18

Moorabool Shire Council grants are offered twice a year under two separate funding rounds ("Round 1" March and "Round 2" August). There are five grant streams available for eligible community groups and organisations:

- Community Strengthening Grants (\$50,000 Round 1; \$50,000 Round 2)
- Community Arts and Culture Grants (\$10,000 Round 1; \$10,000 Round 2)
- Community Events Grants (\$10,000 Round 1; \$10,000 Round 2)
- Community Development Fund Grants (\$50,000 Round 1; \$50,000 Round 2)
- Sustainability and Environmental Engagement Grants (\$10,400, Round 2)

Funds not allocated in any round by the Council will be carried over to the next round.

#### Community Strengthening Grants

- Community groups and organisations can apply for:
  - Community Programs, Activities and Initiatives; (Up to \$5,000)
  - Capital Improvement Projects (Up to \$5,000); and
  - Small Projects (Up to \$1,000).

Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support. Small community strengthening projects under \$1000 are not required to provide a contribution.

#### Community Arts and Culture Grants

Community groups and organisations can apply for up to \$3,000. Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support.

#### Community Events Grants

Community groups and organisations can apply for up to \$3,000. Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support.

#### Community Development Fund Grants

Community groups and organisations can apply for up to \$25,000. Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1) for grants of between \$5,000 and 10,000 and \$2 for \$1 (Council \$1: Group \$2) for grants between \$10,000 and \$25,000. This contribution can be demonstrated either by cash or in-kind support.

#### Sustainability and Environmental Engagement Grants

Community groups and organisations can apply for up to \$3,000. Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support.

### 11.3.5 Bacchus Marsh Leisure Centre Gym & Fitness Services

File No.: 17/02/002  
Author: Ian Waugh  
General Manager: Danny Colgan

The purpose of this report is to present an analysis of the expression of interest received for the provision of gym and group fitness programs at the Bacchus Marsh Leisure Centre and recommend that as all of the expressions of interest are non-conforming that the Council not accept any of the expression of interest and cease provision of the fitness and gym programs at the Bacchus Marsh Leisure Centre.

#### Background

At the Ordinary meeting of the Council held on the 1 February 2017, the Council resolved to:

1. Directly manage the Bacchus Marsh and Ballan outdoor pools under the revised temperature policy.
2. License the use of the Indoor sports courts to the key user groups at the Bacchus Marsh Leisure Centre and the Darley Civic Community Hub Indoor Sports Stadium.
3. Directly program court time/space not required by ongoing users to increase utilisation.
4. Lease the Gym to an external provider of Gym and/or group fitness services. If an external operator cannot be found Council will, after formal consultation with the community, provide a further report to Council on other options for this space.
5. Directly operate the kiosk facilities at Bacchus Marsh Leisure Centre and the Bacchus Marsh and Ballan Outdoor pools.
6. Formally advise Belgravia Leisure of the Council's decision to operate its Leisure and Aquatics Facilities in-house at the conclusion of the current contract on the 30 June 2017.
7. Formally thank Belgravia Leisure for their service and professional approach to managing the facilities under contract.

At the Ordinary meeting of the Council held on the 7 June 2017, a further report was provided to the Council. The Council resolved to directly operate the health and fitness programs at the Bacchus Marsh Leisure Centre within the following parameters:

1. The current gym and health club space at the Bacchus Marsh Leisure Centre be utilised to operate a limited gym and as a base for Group Fitness including Les Mills programs.
2. Programs will operate utilising a mix of Centre Staff, paid sessional instructors and community agency volunteers (e.g. Disability, Aged Services, and Sports Associations).
3. Council will continue the current opening hours for the Gymnasium and will offer a minimum of ten group fitness classes and five OAD classes with a timetable that is developed in consultation with participants.

4. Council will offer memberships at the status quo, at no additional charge per class.
5. That Group Fitness develops a committee that can report to council on a regular basis in order to address any issues that may arise.
6. An additional \$11,000 be allocated in the 2017/2018 operating budget towards the costs of operating the gym and fitness programs for an initial period of 12 months.
7. A further report on the operation of the health and fitness programs be presented to the Council within three months.

The Council at its meeting held on the 5 July 2017, resolved to: “seek an expression of interest from community groups that may wish to utilise the space and equipment under a peppercorn agreement; and work with the existing group fitness members to establish a community run group fitness and well-being group, and commit \$6,000 and use of council facilities as seed funding to establish a successful community group”.

Advertisements seeking Expressions of Interest for operation of the gym and fitness programs were placed on Council’s website and in the local media. The closing date for the lodgement of expression of interest was the 1 August 2017. At the close of the Expressions of interest period, four proposals had been received.

### **Proposal**

A summary and analysis of the expressions of interest received has been undertaken against the Council resolution of July 2017 and are contained in **Attachment 11.3.5**. The names of individuals and organisations have been removed for privacy reasons and being competing expressions of interest which may contain confidential information. The expressions of interest have been assessed against the key components of the council resolution being:

1. community groups that may wish to utilise the space and equipment under a peppercorn agreement;
2. work with the existing group fitness members to establish a community run group fitness and well-being group,
3. commit \$6,000 and use of council facilities as seed funding to establish a successful community group”.

In summary:

- The two proposals received from private companies were excluded from the assessment as they are non-conforming
- The proposals received from two individuals proposing to establish or expand an existing community organisation were assessed against the key components of the council resolution.

### **Proposal A**

The proposal is non-conforming as it:

- seeks an operating subsidy from Council of \$120,000 over three years.
- seeks for the Council to cover the costs of utilities; cleaning; maintenance of equipment and provision of public liability insurance.
- is for group fitness only

- proposes to use space at the Darley Hub not the Bacchus Marsh Leisure Centre

**Proposal B**

The proposal is non-conforming as it:

- seeks a loan of \$30,000 from Council and subsidy of \$2,400 for up to six months to cover the cost of the trainer. A total if paid for six month of \$14,400
- proposes to use space at the Darley Hub for group fitness not the Bacchus Marsh Leisure Centre

A meeting was held with the two individuals proposing to establish or expand an existing community organisation. At the meetings, clarification was sought on a number of points in the expression of interest including: the status of the groups; the service levels and to seek to reduce the cost to Council.

Given all the proposals are non-conforming and that the Council received no submissions to lease the gym and fitness program spaces to an external operator earlier in the year, it is recommended that the Council not accept any of the expression of interest and cease provision of the fitness and gym programs at the Bacchus Marsh Leisure Centre.

Officers in accordance with the resolution of the Council at its meeting held on the 1 February 2017 will continue to “directly program court time/space not required by ongoing users to increase utilisation”.

**Policy Implications**

The 2017 - 2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership  
**Context 1A:** Our Assets and Infrastructure

**Strategic Objective 4:** Improving Social Outcomes  
**Context 4A:** Health and Wellbeing

**Financial Implications**

If the Council was to proceed with any of the expressions of interest, the direct cost to the Council would be as follows:

Name	Direct cash contribution	Operating expenses	Room Hire – in kind	Leasing Costs – in - kind
Proposal A	\$120,000	Council payment of Utilities; cleaning; maintenance of equipment and provision of public liability insurance.	Peppercorn rental	N/A



Name	Direct cash contribution	Operating expenses	Room Hire – in kind	Leasing Costs – in - kind
Proposal B	\$30,000 loan and subsidy of \$2,400 for up to six months to cover the cost of the trainer. A total if paid for six month of \$14,400.	Use of Council equipment	Peppercorn rental	Free rental/lease of the Bacchus Marsh Leisure

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Safety	Risk of injury and security concerns if the centre is not staffed appropriately	Possible	Employment of appropriate skilled, experienced and qualified staff covering the hours of operation of the centre
Political & Reputational	Health Club members and general users may disagree with the outcomes of the service review	Possible	Ensure reasons for the review and outcomes are clearly and directly communicated with all affected individuals
Financial	Forecast revenues and expenditures may vary due to reduction in demand	Possible	Detailed budgets to be developed and financial performance monitored closely

### Communications Strategy

Various stakeholders have already been consulted and involved in discussions regarding the operation of the health and fitness programs at the centre.

Once a final decision is made further information and promotion will be undertaken to advise and inform the community of the final operating model.

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

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Danny Colgan*

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

*Author – Ian Waugh*

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

### Recommendation:

#### That the Council:

1. **not accept any of the expression of interest as they are all non-conforming;**
2. **cease provision of the fitness and gym programs at the Bacchus Marsh Leisure Centre;**
3. **authorise officers to directly program the court use and the gymnasium space at the Bacchus Marsh Leisure Centre not required by ongoing users to increase utilisation; and**
4. **authorise officers to write to all submitters thanking them for their expression of interest and advising them of the outcome.**

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### Report Authorisation

Authorised by: 

**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** 25 August 2017



# Attachment - Item 11.3.5

## Attachment 1

### Summary of Expressions of Interest – Bacchus Marsh Leisure Centre Gym & Fitness Services

Name	Description	Financials	Programs Offered
Proposal A	<p>This proposal is for an ASIC registered committee, acting on behalf of the User Group, to run the daily operations of the <b>Group Fitness programs</b>.</p> <p>Utilizing the sports room at the Darley Hub as a permanent base for a regular timetable of classes, we would like to request a minimum 3 years arrangement, with an option to continue beyond that.</p> <p>It is requested the Moorabool Shire Council (MSC) supports this project for the first 3 years on a diminishing scale with a total amount of \$120,000 spread over the period.</p>	<ul style="list-style-type: none"> <li>• \$60,000 year 1</li> <li>• \$40,000 year 2</li> <li>• \$20,000 year 3</li> <li>• Hub rental,</li> <li>• insurance,</li> <li>• equipment</li> <li>• Maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• 16 sessions per week group fitness program.</li> <li>• No gym</li> </ul>
Proposal B	<p>We are a new group and with the support of council, we would like to establish &amp; operate the gym at Bacchus marsh leisure centre, to expand activities and develop the capacity to operate programs.</p> <p>We will continue operation of Les Mills endorsed group fitness programs; however, we propose to operate the classes out of the Darley Hub.</p> <p>We would like to request a long-term lease and a \$30,000 <b>loan</b> to assist with rebuilding the facility and its membership base.</p> <p>We would require a maximum monthly payment of \$2400 for up to six months, to cover the cost of the trainer.</p>	<ul style="list-style-type: none"> <li>• \$36,000 first 6 months.</li> </ul>	<ul style="list-style-type: none"> <li>• Operation of Gym at BMLC.</li> <li>• Relocation of Group Fitness to Darley Hub.</li> </ul>

## Analysis of Expressions of Interest – Bacchus Marsh Leisure Centre Gym & Fitness Services

Submitter	Criterion				Assessment	Recommendation
	Community groups	Utilise the space and equipment under a peppercorn agreement	Work with existing group fitness members to establish a community run group fitness and well-being group	Commit \$6,000 and use of council facilities as seed funding		
<b>Proposal A</b>	<p>Proposing establishment “ASIC registered” committee, acting on behalf of the user group, to run the daily operations of the group fitness programs.</p> <p>Private individual although proposing what appears to be the establishment of a community based committee/organisation</p>	<p>Proposes use of space at the Darley Hub not Bacchus Marsh Leisure Centre</p> <p>Proposes access to the occasional care service at the Darley early years hub.</p> <p><b>Note:</b> places are limited at the centre and hours of operation are between 9am-2pm Monday to Friday<sup>1</sup></p> <p>Proposes use of Council equipment</p> <p>Doesn't include operation of the gym at</p>	<p>Submitter is a previous group fitness program member/user at the Bacchus Marsh Leisure Centre</p> <p>Proposing establishment “ASIC registered” committee, acting on behalf of the user group, to run the daily operations of the group fitness programs.</p> <p>Proposes group fitness programs for older adults and people with disabilities</p>	<p>Seeks for Council to provide the room at the Darley Hub and cover the utilities and cleaning costs under a peppercorn rent</p> <p>Equipment and ongoing maintenance to be provided by Council</p> <p>Also refers to “understanding that Public Liability insurance will be covered as part of the whole building complex”.</p>	<p>Proposes establishment of “ASIC” registered committee/community run entity but currently proposal is from an individual. Nature of the committee is unclear. Community groups and organisations are generally constituted under the Incorporations Associations Reform Act 2012 in Victoria.</p> <p>Proposes group fitness programs for older adults and people with disabilities</p> <p>Non-conforming in that the proposal seeks an operating subsidy from</p>	<p>The proposal is non-conforming as it:</p> <ul style="list-style-type: none"> <li>Seeks an operating subsidy from Council of \$120,000 over three years.</li> <li>Seeks for the Council to cover the costs of utilities; cleaning; maintenance of equipment and provision of public liability insurance.</li> <li>is for group fitness only</li> <li>proposes to use space at the Darley Hub not the Bacchus</li> </ul>

<sup>1</sup> The Occasional Care Service takes 5 children under the age of 3 years and 14 children over the age of 3 years at any one time. The cost is \$9 per hour and parents must book a minimum of two hours. The Service runs currently on a Monday, Wednesday and Friday between 9am-2pm

Submitter	Criterion			Assessment	Recommendation
	Community groups	Utilise the space and equipment under a peppercorn agreement	Work with existing group fitness members to establish a community run group fitness and well-being group		
		the Bacchus Marsh Leisure Centre		<p>Council of \$120,000 over three years.</p> <p>The proposal further seeks for the Council to cover the costs of utilities; cleaning; maintenance of equipment and provision of public liability insurance.</p> <p><b>Note:</b> proposal states that "it is anticipated this level of support will enable the restoration of what has been a self-sufficient program....." The Council has actually subsidised the operation of the group fitness program for many years.</p> <p>Non-conforming in that the proposal is for group fitness only</p> <p>Non-conforming in that the proposal is to use space at the Darley Hub not the Bacchus Marsh Leisure Centre</p>	Marsh Leisure Centre

Submitter	Criterion				Assessment	Recommendation
	Community groups	Utilise the space and equipment under a peppercorn agreement	Work with existing group fitness members to establish a community run group fitness and well-being group	Commit \$6,000 and use of council facilities as seed funding		
<b>Proposal B</b>	<p>Reference is made to being "local" and a "new group".</p>	<p>Propose operation of the gym at the Bacchus Marsh Leisure Centre</p> <p>Proposes operating group fitness programs at the Darley Hub</p> <p>Proposes access to the occasional care service at the Darley early years hub.</p> <p><b>Note:</b> places are limited at the centre and hours of operation are between 9am-2pm Monday to Friday</p> <p>Proposes to exchange/upgrade some of the existing equipment owned by Council</p> <p>Proposing in time to "install CCTV cameras, duress systems and swipe access facilities through an appropriate provider" This is</p>	<p>Proposes to consult with previous members and users to inform equipment required and timetabling fitness classes.</p> <p>Proposing to maintain the same fitness instructors</p> <p>Proposes group fitness programs for older adults and people with disabilities</p>	<p>Request a long term lease and a \$30,000 loan to assist with rebuilding the facility and its membership base</p> <p>Also request a maximum monthly payment of \$2,400 for up to six months, to cover the cost of the trainer. A total if paid for six month is \$14,400</p> <p>Once the gym reaches 48 members, will no longer require the funding to cover the trainer</p> <p>The loan will be paid back following the gym reaching 150 members (expected to be achieved in 13 months)</p>	<p>It is unclear as to the nature of the group.</p> <p>Proposes operation of the gym at Bacchus Marsh Leisure</p> <p>Non-conforming in that the proposal is to use space at the Darley Hub for group fitness not the Bacchus Marsh Leisure Centre</p> <p>Non-conforming in that the proposal seeks a loan of \$30,000 from Council and subsidy of \$2,400 for up to six months to cover the cost of the trainer. A total if paid for six month of \$14,400</p> <p>Risk associated with proposal to operate the facilities (confirm gym only) with no staff</p>	<p>The proposal is non-conforming as it:</p> <ul style="list-style-type: none"> <li>proposes to use space at the Darley Hub for group fitness not the Bacchus Marsh Leisure Centre</li> <li>Seeks a loan of \$30,000 from Council and subsidy of \$2,400 for up to six months to cover the cost of the trainer. A total if paid for six month of \$14,400</li> </ul>

Submitter	Criterion			Assessment	Recommendation
	Community groups	Utilise the space and equipment under a peppercorn agreement	Work with existing group fitness members to establish a community run group fitness and well-being group		
		<p>regarded as a way of increasing operational hours of the "facility" without the financial burden of employing staff.</p> <p>Once the membership base has been brought back to a "sustainable level", the gym will be staffed by a suitably qualified trainer.</p>			

## 11.4 INFRASTRUCTURE

### 11.4.1 Ballan Industrial Estate (Haddon Drive) – RDV Funding

#### Introduction

File No.: 06/03/030  
Author: Corinne Jacobson  
General Manager: Phil Jeffrey

#### Background

At the Ordinary Meeting of 7 December 2016, Council resolved to retain a \$450,000 Regional Development Victoria (RDV) grant and proceed with the extension of Haddon Drive with associated services.

This funding was originally approved by RDV based on Council's commitment to build the Ballan depot. As a result of the adoption of the 2017/18 Budget and deferral of the Ballan depot relocation project a decision regarding the \$450,000 funding is required.

Discussions have taken place with RDV, who have advised that funding is no longer available under the current model if Council do not commit to delivering the depot project, however there is an opportunity to retain the funding if the project was based on a 3:1 funding ratio.

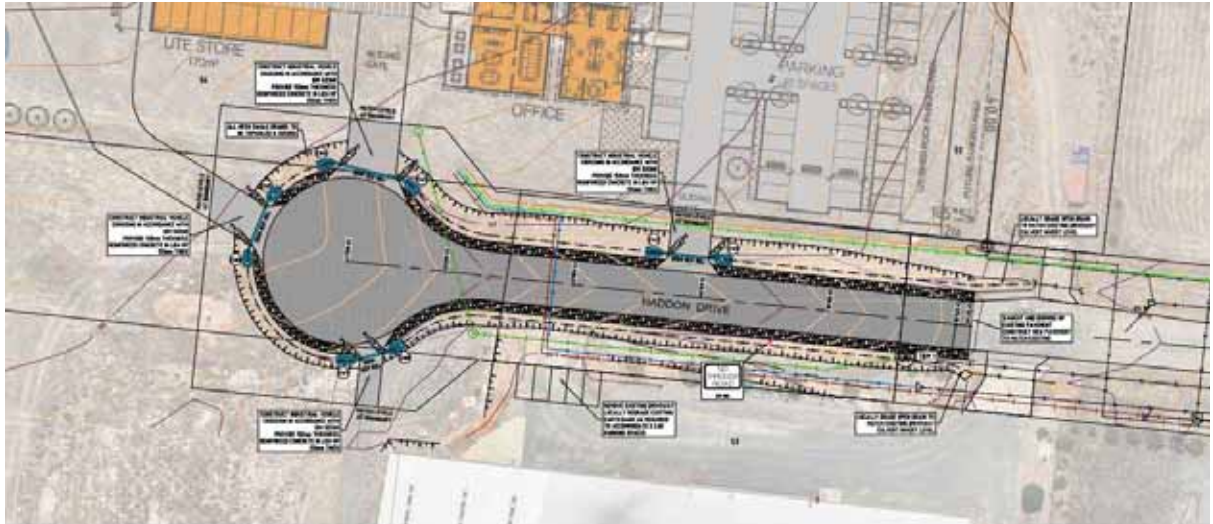
#### Proposal

As the RDV allocation to the project cannot be retained without Council committing additional funding, it is recommended that Council allocates funds to a broader project for the industrial estate. Based on 3:1 funding mix, Council would need to commit a minimum of \$150,000 to provide a \$600,000 total project budget.

Subject to agreement by RDV, a revised scope of works would deliver a larger project including:

- Extension of Haddon Drive to provide a court bowl and extension of services to the depot site including street lighting.
- Formalisation of Haddon Drive/Gillespies Lane intersection including a left turn lane into Haddon Drive and basic right turn lane.
- Extension of gas main from Gillespies Lane (to tap into the proposed CFA extension along Gillespies Lane to Ingliston Road).
- Sealing of shoulders on Gillespies Lane between Ingliston Road and Windle Street.

This revised scope is estimated at \$690,000 which will require a \$240,000 contribution from Council. The revised scope provides improvements to the wider road network around the industrial estate which will benefit the greater community. It is recommended that the \$240,000 be allocated from the "Various Assets Renewal Projects" or unallocated funds in the 2017/2018 Budget thus exhausting this item.



*Haddon Drive, Ballan – proposed extension*



*Gillespies Lane, Ballan – shoulder sealing*

**Policy Implications**

The 2017-2021 Council Plan provides as follows:

**Strategic Framework 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure

The proposal is consistent with the 2017-2021 Council Plan.

**Financial Implications**

In order to retain the existing \$450,000 RDV grant allocation, Council must commit a minimum of \$150,000 toward the overall project. Based on an estimated total project cost of \$690,000, Council would need to contribute \$240,000. It is recommended that these funds are allocated from the “Various Assets Renewal Projects” or unallocated funds in the 2017/2018 Budget. This would exhaust this allocation.

**Risk & Occupational Health & Safety Issues**

There are no Risk or Occupational Health and Safety issues associated with the recommendation within this report.



## **Communications Strategy**

There is no formal communications strategy required as a result of the recommendation within this report.

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Corinne Jacobson*

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

## **Conclusion**

Following adoption of the 2017/18 Budget and deferral of the Ballan Depot relocation, discussions have occurred with RDV regarding the \$450,000 grant for the extension of Haddon Drive.

Given the existing \$450,000 grant provided by RDV is unable to be allocated to an alternative project, it is proposed that it be utilised to deliver an extension of Haddon Drive, in the Ballan Industrial Estate, with Council contributing additional funding, rather than handing back the grant allocation.


## **Recommendation:**

### **That Council**

- 1. Seeks a variation to the \$450,000 RDV Ballan Industrial Estate grant to incorporate the revised project scope including Haddon Drive extension, gas main provision along the estate (for future connection), intersection formalisation and shoulder sealing on Gillespies Lane.**
- 2. Allocates the \$240,000 “Various Asset Renewal Projects” item in the 2017/2018 Budget to the project to implement works through the Capital Improvement Program.**

**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Wednesday 30 August 2017

## 11.4.2 Draft Borrowing Policy

### Introduction

File No: 07/02/001  
Author: Steve Ivelja  
General Manager: Phil Jeffrey

### Background

As part of Council's 2016/17 successful rate cap variation, the Essential Services Commission noted the lack of a formal borrowing/debt management policy and recommended that Moorabool Shire develop a Borrowing Policy. As a result, the draft Borrowing Policy seeks to formalise and document Council's current practices whilst incorporating new elements based on benchmarking and a strategic review.

The purpose of the Borrowing Policy is to:

1. Establish objectives and principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework;
2. Set out the manner in which Council may establish and manage a debt portfolio and;
3. To ensure Council's new borrowings comply with legislative requirements.

The draft Borrowing Policy was presented to the Audit & Risk Management Committee on Wednesday 9 August 2017.

### Proposal

It is now recommended that Council adopt the draft Borrowing Policy as attached to this report.

### Policy Implications

The 2017 - 2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance & Leadership

**Context 1C:** Our Business & Systems

The proposal is consistent with the 2017 - 2021 Council Plan.

### Financial Implications

The Borrowing Policy aims to ensure that Council borrowings are managed in a consistent and responsible manner whilst ensuring that Council has a structured and disciplined approach to borrowing of funds that fit within a financially sustainable framework.

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

There are no risk or occupational health and safety implications associated with the adoption of this policy.

## **Communications and Consultation Strategy**

The Borrowing Policy will be made available to relevant staff and the public via Council's web site.

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Steven Ivelja*

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

## **Conclusion**

Following feedback from the Essential Services Commission, a draft Borrowing Policy (*IS018/Version 1*) has been prepared, which in large part reflects Moorabool Shire's current borrowing practices. The Borrowing policy also aims to ensure compliance with relevant standards, guidelines and best practice.

## **Recommendation:**

### **That Council:**

- 1. Receives the Draft Borrowing Policy (IS018/Version 1); and**
- 2. In accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, the Borrowing Policy (IS018/Version 1) as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.**

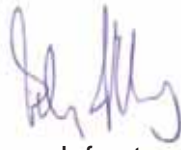
**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Thursday 17 August 2017



# Attachment - Item 11.4.2



<b>Policy No.:</b>	IS018	<b>Borrowing Policy</b>
<b>Review Date:</b>	January 2021	
<b>Revision No.:</b>	-	
<b>Policy Manual</b>	Version 1	
<b>Adopted by:</b>	Moorabool Shire Council	

## 1. Purpose

The purpose of this Borrowing Policy is to:

- a) Establish objectives and principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework consistent with Section 136 of the Local Government Act 1989;
- b) Set out the manner in which Council may establish and manage a debt portfolio
- c) To ensure Council's new borrowings comply with legislative requirements.

### 1.1 Background

Borrowing funds is a legitimate and responsible financial management tool when used to finance major projects, as it spreads the payments for such assets across the generations who benefit.

#### Legislative Framework

##### The Local Government Act 1989

The Local Government Act 1989 (the Act) provides Councils the power to borrow.

Section 144(1) of the Act states 'Subject to the principles of sound financial management, a Council may borrow money to enable the Council to perform the functions and exercise the power conferred on the Council under this Act or any other Act.'

Sections 145 to 150 of the Act further specify the circumstances in which the power to borrow may be exercised, securities to be used for local government borrowings, and how the borrowings should be disclosed, etc.

Council must approve all borrowings and Section 98(1)(c) stipulates that Council not delegate the power to borrow money.

##### Local Government Performance Reporting Framework

The Victorian Government established the Local Government Performance Reporting Framework (LGPRF) in 2014. It outlines the measures Council must report in its performance report, which forms part of Council's Annual Report. Certain indicators must also be included in Council's Annual Budget and Strategic Resource Plan (SRP). This framework includes financial performance of a Council, and specific to this policy, includes measures in relation to Council's obligations (to determine whether debt and other long term obligations are appropriate to the size and nature of Council's activities).

## 2. Scope

This policy applies to all Councillors, and Council employees who make decisions regarding borrowings.

### 3. Policy Statement / Objectives

- To provide an alternative financing option for:
  - capital works projects that are of strategic significance (that could not otherwise be financed from ongoing income sources and provide benefit across generations); or to
  - meet Council's obligations in relation to future defined benefit superannuation calls, if required;
- To ensure the total amount of loan borrowings is sustainable in terms of ability to meet future repayments, budgetary constraints and established ratios;
- Manage any new borrowings in the context of optimising cash flow;
- Develop and maintain a borrowing structure that achieves a balance between predictability and flexibility and aims to minimise borrowing costs and / or maximise the best value for our community

#### 3.1 Principles

The following principles have been set to ensure Council has a structured and disciplined approach to borrowing of funds that fit with a longer term financially sustainable framework.

- Borrowings are only to be used to finance items described in the policy statement / objectives;
- Council will not borrow to fund recurrent capital works which is inclusive of acquisition, replacement or renewal of assets (e.g. road resurfacing). This type of expenditure is to be funded from operating revenue streams.
- Council will not borrow to fund operating expenditure (other than large defined benefit superannuation calls);
- All borrowings will be considered as part of Council's long term financial planning using sound financial management principles (and fall within the borrowing ratios outlined in this policy); and
- The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will take into account the purpose of the loan and seek to balance interest rate exposure with refinancing flexibility.
- Council will explore opportunities to maximise business activity within the Shire and to provide best value to our community by inviting Community banks to participate in the debt procurement process.
- When entering into borrowing arrangements, Council will seek to minimise interest costs and / or maximise the best value for our community over the long term without introducing undue volatility in annual interest costs.

#### 3.2 Ethics and Conflict of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Moorabool Shire Council's Borrowings. This includes activities that would impair the Officer's ability to make impartial decisions.

This Policy requires that Officers disclose to the Chief Executive Officer any conflict of interest that relates to Borrowings.



### 3.3 Borrowing Arrangements

- When entering into borrowing arrangements, Council will seek to minimise interest costs and or/ maximise the best value for our community over the long term without introducing undue volatility in annual interest costs.
- Council will consider the appropriateness of the various types of debt products available (including savings offset arrangements);
- The tenor of a loan will not be greater than the expected useful life of the asset being funded by the loan and will be managed strategically to stagger Council's debt maturity profile and reduce financial risk;
- Council intends to maintain a repayment schedule consistent with "principal and interest" repayment calculations. In the case of interest only borrowings, this will require a cash reserve to be established to hold funds equivalent to principal repayments;
- Loan repayments will be made in a regular schedule, such as monthly, quarterly, semi-annually or otherwise determined at the time of entering the loan agreement. Consideration should be given to efficiency of payment while minimising interest costs
- The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will take into account the purpose of the loan and seek to balance interest rate exposure with refinancing flexibility.
- When making borrowing decisions, Council's ongoing funding requirements will be considered and borrowings will be aggregated into a single loan where practical.

### 3.4 Borrowings Ratios and Limits

Borrowings shall not be undertaken if the effect of such borrowings are projected to result in borrowing ratios greater than the maximum levels indicated in the table below.

Measure	Council's Target Ratio	Recommended Targets
<b>Loans and Borrowings Ratio</b> Interest bearing loans and borrowings / rate revenue	0% to 60%	LGPRF 20% to 60%

In addition, the Local Government Performance Reporting Framework (LGPRF) borrowing ratios will be projected in Council's SRP and Annual Budget and reported in Council's Annual Performance Report.

### 3.5 Determining Appropriate Lending Institution

Council will use bank debt and the Local Government Funding Vehicle or other aggregated funding streams as sources of debt funding. If bank debt is chosen as the appropriate source of funding, requests to appropriate lending institutions will be made in accordance with Council's Procurement Policy inviting written quotations on Council's borrowing requirements.

Written quotations must include the:

- Interest rate
- Term of loan
- Repayment intervals (monthly, quarterly, etc.)
- Repayment instalment amount
- Any applicable fees
- Loan break costs

### 3.6 Leases

Leasing as a funding option may form part of Council's overall borrowing strategy. There are two types of lease:

- An **operating lease** is where Council hires the asset for a set fee per period and at the end of the agreed time ownership of the asset remains with the lessor or the hire company. Council can terminate the lease at any time without incurring a penalty.
- A **finance lease** is where Council agrees to a series of payments and a residual value for the asset. There is a penalty for terminating the agreement prior to the finishing date. At the end of the period it is expected that Council purchase the asset for the agreed residual value.

Council will periodically undertake a lease versus buy analysis for assets:

- Which diminish in value quickly (e.g. motor vehicles, IT and Gym equipment);
- Where assets will be disposed of in a short timeframe; and
- Where the lease option transfers responsibilities to the asset owner for maintenance and disposal.

Council will not consider finance leases as an ownership option.

### 3.7 Reporting

Council will use the LGPRF measures to monitor and predict its borrowing requirements. These measures will be annually audited by the Victorian Auditor General and will be reported on in our Strategic Resource Plan and the Know Your Council website.

### 3.8 Management Framework

Borrowing decisions will be made annually as part of Council's Annual Budget process. Public comment is sought each year on Council's Budget and Strategic Resource Plan.

### 3.9 Responsibilities

- Council is responsible for approving borrowings by way of inclusion of all borrowings in the Annual Budget (or Amended Annual Budget where applicable).
- The Chief Executive has authority to accept loan offers, following the resolution of Council, so long as the requirements of this Policy are adhered to.
- The Chief Financial Officer is responsible for ensuring policies and procedures are followed when borrowing funds.

## 4 Related Legislation/policies/Guidelines

- Local Government Act 1989
- MSC Councillors Code of Conduct
- MSC Fraud Prevention Plan
- MSC Counselling & Disciplinary Action Policy
- MSC Employee, Volunteer & Contractor Code of Conduct

## 5 Council Plan Reference

Strategic Objective:	Providing Good Governance & Leadership
Strategic Context:	Our Business & Systems
Strategic Action:	Financial Sustainability

## 6 Review

The policy is reviewed when any of the following occur;

- The relevant legislation is amended or replaced
- Other circumstances as determined from time to time by a resolution of the council
- Any other change or update which materially impacts and alters this policy

Notwithstanding the above, this policy is to be reviewed every 4 years

## 7 References

<b>Leadership Group</b>	CEO, General Managers & Executive Managers
<b>MSC</b>	Moorabool Shire Council
<b>LGPRF</b>	The Local Government Performance Reporting Framework outlines the measures Council must report in its performance report, which forms part of Council's Annual Report. Certain indicators must also be included in Council's Annual Budget and Strategic Resource Plan (SRP).

### 11.4.3 Review of Procurement Policy

#### Introduction

File No.: 03/01/007  
Author: Jacinta Erdody  
General Manager: Phil Jeffrey

#### Background

In accordance with section 186A(7) of the Local Government Act:

*“at least once in a financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy.”*

The existing Council Procurement Policy was first adopted 18 November 2009 and in accordance with legislative requirements has continued to be reviewed on an annual basis. The last formal review and adoption of the policy was 7 December 2016.

#### Proposal

As a result of the most recent review, there are only minor adjustments being proposed. This will not affect the overall intent of the policy.

The revised policy is presented as an attachment to this report. The key changes being proposed to the policy being;

- The addition of 2.5.1 Purchase Orders – this clause outlines that purchase orders are to be raised prior to engaging suppliers or prior to entering into a transaction for goods or services
- A clarification to councils payment terms has been made to clause 2.6

This policy will continue to be reviewed in accordance with legislative requirements.

#### Policy Implications

The 2017 – 2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business and Systems

The proposal is consistent with the 2017 - 2021 Council Plan.

#### Financial Implications

The adoption of the revised Procurement Policy has no additional known financial implications to Council.

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

As the annual review of this policy is legislated, there is a risk of non-compliance with the Local Government Act if this policy is not reviewed annually.

## **Communications Strategy**

Once Council has adopted the revised Procurement Policy, the updated document will be communicated to all staff and will be placed on Council's website.

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

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

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

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

*General Manager Infrastructure – Phil Jeffrey*

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

*Author – Jacinta Erdody*

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

## **Conclusion**

After considering the revised Procurement Policy, Council resolve to adopt the document.

## **Recommendation:**

### **That Council:**

- 1. Receives the revised Procurement Policy (IS014/Version 008).**
- 2. In accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, the Procurement Policy (IS014/Version 008) as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.**

**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Thursday 17 August 2017



# Attachment - Item 11.4.3

<b>Policy No.:</b>	IS014	<b>IS014 – Procurement Policy</b>
<b>Review Date:</b>	Annually	
<b>Revision No.:</b>	008	
<b>Policy Manual Version No.:</b>	008	
<b>Adopted by:</b>	Moorabool Shire Council	

## 1. PRINCIPLES

### 1.1 Background

Moorabool Shire Council:

- Recognises that:
  - Developing a procurement policy and adopting appropriate best practice contracting and procurement principles, polices, processes and procedures for all goods, services and works by Council, will enhance achievement of Council objectives such as sustainable and socially responsible procurement; bottom-line cost savings; supporting local economies; achieving innovation; and better services for communities.
  - The elements of best practice applicable to Local Government procurement incorporate:
    - Broad principles covering ethics, value for money responsibilities and accountabilities;
    - Guidelines giving effect to those principles;
    - A system of delegations;
    - Procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement; and
    - A professional approach.
- Requires that Council's contracting, purchasing and contract management activities:
  - Support Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
  - Span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
  - Provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
  - Achieve value for money and quality in the acquisition of goods, services and works by Council;
  - Can demonstrate that public money has been well spent;
  - Are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
  - Seek continual improvement including the embrace of innovative and technological initiatives such as electronic tendering processes to reduce activity cost;
  - Generate and support business in the local community; and



- Comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

## 1.2 Scope

This procurement Policy is made under Section 186a of the Local Government Act 1989.

This section of the Act requires Council to prepare, approve and comply with a Procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council.

## 1.3 Purpose

The purpose of this Policy is to:

- Provide policy and guidance to Council to allow consistency and control over Procurement activities;
- To develop sound and ethical procurement practices and systems;
- To manage risk associated with each stage of the procurement process;
- Demonstrate accountability to ratepayers; and
- Demonstrate the application of elements of best practice in procurement.

## 1.4 Treatment of GST

All monetary values stated in this policy include GST, except where specifically stated otherwise.

## 1.5 Definitions and Abbreviations

Term	Definition
Australian Business Number (ABN)	A unique 11 digit identifier for businesses. An enterprise must have an ABN to register for GST.
Act	<i>Local Government Act 1989.</i>
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g., prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff/Officer	Includes full-time and part-time Council officers, and temporary employees, contractors and consultants while engaged by Council.
Financial Delegation	The authority to purchase goods and services on behalf of Council.
Goods and Services Tax (GST)	A 10% consumption tax on most goods and services. An enterprise must have an ABN and be registered for GST before GST can be applied.

Local Content	Includes the purchases of works, goods and/or services and/or labour from a business that is based within the boundaries of MSC.
Local Supplier	A supplier whose business is within the boundaries of MSC. For large organisations, this definition of local supplier is limited to the section or unit of the organisation that is submitting the tender.
MSC	Moorabool Shire Council
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Standing Offer Arrangements (SOA)	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Quotation	A written and/or verbal offer to Council to carry out works, provide services or supply goods at a stated price.
Tender Process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Superintendent	The person appointed by Council to exercise powers and duties defined in a particular contract and to administer the contract.
Value for Money	Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> <li>▪ contribution to the advancement of Council's priorities;</li> <li>▪ non-cost factors such as fitness for purpose, quality, service and support; and</li> <li>▪ cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul>

## 2. EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE AND CONTROL

### 2.1 Ethics and Probity

#### 2.1.1 Requirement

Council's procurement activities will be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

#### 2.1.2 Conduct of Councillors and Council Staff

##### 2.1.2.1 General

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

Council staff who are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

##### 2.1.2.2 Members of Professional Bodies

Councillors and Council staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

#### 2.1.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

#### 2.1.4 Conflict of Interest

Councillors and Council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

The Local Government Act defines and provides examples of conflicts of interest in sections 77A to 78E.

Councillors and Council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or

approval), where that person or any member of their immediate family has a significant interest, or holds a position of influence or power in a business undertaking tendering for the work.

The onus is on the Councillor and the Council officer involved being alert to and promptly declaring an actual or potential conflict of interest to Council.

Where a direct or indirect conflict is identified, Attachment 1 to this policy (Procurement Disclosure of Conflict of Interest form) must be completed and submitted to Council's Governance Team and will be held on a central register. The register will be audited annually by the CEO.

### **2.1.5 Fair and Honest Dealing**

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

### **2.1.6 Accountability and Transparency**

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with Council's procurement policies and procedures as set out in this policy and other related, relevant Council policies and procedures.

Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council and provide feedback on them; and
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

### **2.1.7 Disclosure of Information**

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location.

Councillors and Council officers are to protect, by refusing to release or discuss the following:

- Allocated Council budgets for proposed tenders;

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council officers are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorised pre-contract negotiations.

## 2.2 Governance

### 2.2.1 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or external source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council officers must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

All Council Officers have a responsibility to ensure that this Procurement Policy and associated procedures are adhered to.

## 2.3 Achieving Value for Money

### 2.3.1 Requirement

Council's procurement activities will be carried out on the basis of obtaining Value for Money.

This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability, accessibility and delivery considerations. Lowest price is not the sole determinate of value for money, and Council is not required to accept the lowest tender.

Achieving best value also requires challenging the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, comparing service provision options against all those available, consulting with key stakeholders and ensuring competition in the open market.

Achieving best value for money must be the basis of all procurement decisions within Council.

### 2.3.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts and SOAs where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within Council providing competent advice in terms of available approaches and agreements; and
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

### 2.3.3 Support of Local Business

Council is committed to generating, supporting and buying:

- from local businesses;
- from businesses outside the boundaries of MSC, who purchase goods and/or services from local suppliers and/or who use local labour;
- has a preference for Australian made products and goods.

Support to Local Business and Australian made products and goods will be achieved through local price preferencing of 5% to obviate additional fees and charges (E.g.: cartage, transport, postage and handling). Every reasonable effort will be given to seek local quotations and to ensure that local suppliers are aware of current and upcoming tenders.

## 2.4 Internal Controls

Council have a framework of internal controls over procurement processes that ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.



## 2.5 Procurement methods according to amount

Threshold Amount (Inc. GST)	Available Methods
1. \$0 - \$100	<ul style="list-style-type: none"> <li>▪ **MSC Purchase Card</li> <li>▪ Petty Cash (Employee Reimbursement Form)</li> <li>▪ Purchase Order (electronic)</li> <li>▪ Request for Payment</li> </ul>
2. \$101 - \$5,000	<ul style="list-style-type: none"> <li>▪ **MSC Purchase Card (&lt;\$2,500)</li> <li>▪ Purchase Order (electronic) (in conjunction with 1 verbal quote)</li> <li>▪ Request For Payment</li> </ul>
3. \$5,001 - \$50,000	<ul style="list-style-type: none"> <li>▪ **Purchase Order (electronic) (in conjunction with a request for a minimum of 3 Written Quotations)</li> <li>▪ Request for Payment</li> </ul>
4. \$50,001 - \$150,000 (Goods and Services) or \$200,000 (Carrying out of works)	<ul style="list-style-type: none"> <li>▪ **Purchase Order (electronic) (in conjunction with an approved project brief and a request for a minimum of 3 Written Quotations)</li> <li>▪ Request for Payment</li> <li>▪ Tender (electronic) (Optional)</li> </ul>
5. \$150,000 + (for Goods and Services) or \$200,000 + (Carrying out of works)	<ul style="list-style-type: none"> <li>▪ **Tender (electronic) (Compulsory – in accordance with LGA 1989 S186)</li> </ul>

\*\* Denotes Council's preferred method of procurement

Tenders can be one-stage, multi-stage, and/or one-part or multi-part.

An Expression of Interest (EOI) may be appropriate prior to issuing a tender.

### 2.5.1 Purchase Orders

Purchase orders (electronic) must be raised prior to engaging the supplier or prior to the goods or services being received or provided. A copy of the purchase order must be provided to the supplier and the purchase order number has to be quoted on their invoice. This ensures that invoices received by Accounts are easily identified and directed to the appropriate authorising Council Officer and approved for payment in a timely manner.

### 2.5.2 Other Procurement Methods

Council may also use aggregated purchasing arrangements with:

- other Councils;
- Municipal Association Victoria Procurement (MAV);
- Procurement Australia (PA – formerly known as MAPS Group and Strategic Purchasing); or
- Victorian State Purchasing Board (whole of Government Contracts).

The Minister may, from time to time, grant Section 186 exemptions to Local Government for the provision of goods or services.

Section 186(5) provides for circumstances where Section 186(1) does not apply. For Example: In the event of an emergency Council can resolve that a contract must be entered into without first undertaking a public tender process.

### 2.5.3 Exceptions To Requirement To Obtain Quotations

It is recognised and understood that in some circumstances quotations will be impractical to seek and obtain. Some of these circumstances include:

- Emergency works and circumstances;
- Existing IT hardware and software;
- Exempt payments (insurance premiums, workcover etc); and
- Other extraordinary circumstances.

In such circumstances, the employee responsible must obtain approval from the relevant General Manager. This clause doesn't apply to the requirement to tender under the Local Government Act unless exempt.

### 2.6 Payment Terms

Council's standard payment terms are 28 days from the date of the invoice and 14 days for local suppliers. Council's payment terms override supplier's terms and the supplier should be informed of this at the time of engagement. Alternative arrangements may be made within contract documents.

Council's preferred method of payment is Electronic Funds Transfer.

### 2.7 Delegation of Authority

#### 2.7.1 Requirement

Delegations define the limitations within which Council Officers are permitted to work. Delegation of procurement authority allows specified Council Officers to approve certain purchases, and quotation, tender and contractual processes without prior referral to Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to Council and the public that procurement activities are dealt with at the appropriate level.

As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for Contract Management activities.

#### 2.7.2 Delegations - Council Officers

Council shall maintain a documented scheme of procurement delegations, identifying Council Officers authorised to make such procurement commitments in respect of goods, services and works on behalf of Council and their respective delegations contained in Financial Delegations policies for:

- acceptance of tenders
- acceptance of quotes
- contract term extensions (within authorised delegation limit)
- contract amendment (non-financial)
- contract amendment (financial)
- appointment to register of pre-qualified suppliers
- credit card purchases



- procedural exceptions

### 2.7.3 Delegations - Reserved for Council

Commitments and processes which exceed the CEOs delegation and which must be approved by Council are:

- signing and sealing of contract documents (unless provided for in a Council resolution);
- tender recommendations and contract approval for all expenditure in excess of the CEOs Financial Delegation; and
- contract term extensions in excess of the CEOs Financial Delegation.

## 3 CODE OF CONDUCT

This policy is to be read in conjunction with the “Employee, Volunteer & Contractor Code of Conduct” and the “Councillors Code of Conduct”.

Any breach of this policy will be addressed in accordance with the “Counselling & Disciplinary Action Policy”.

## 4 RELATED LEGISLATION/POLICIES/GUIDELINES INCLUDE BUT ARE NOT LIMITED TO:

Australian Competition and Consumer Commission (ACCC)  
A New Tax System (Goods and Services Tax) Act 1999  
Local Government Act 1989  
MSC Councillors Code of Conduct  
MSC Fraud Prevention Plan  
MSC Counselling & Disciplinary Action Policy  
MSC Employee, Volunteer & Contractor Code of Conduct  
MSC Finance 1 Procedures  
MSC OH&S Policy  
Municipal Association of Victoria (MAV) Model Procurement Policy (August 2011)  
Trade Practices Act 1974

## 5 CONTINUAL IMPROVEMENT/REVIEW

Council is committed to continuous improvement and will review the Procurement Policy to ensure that it continues to meet its wider strategic objectives as follows:

- on an annual basis in accordance with the LGA Section 186A(7), and
- when amendments that affect the scope and effect of this policy are made to the Legislative Power / Requirements.

## 6 COMPLAINTS

Any complaints in relation to procurement activities at Moorabool Shire Council are to be directed to the General Manager Infrastructure as follows:

Phone: (03) 5366 7100  
Fax: (03) 5368 1757  
Email: [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au)

## 7 POLICY OWNER AND CONTACT DETAILS

Moorabool Shire Council's Finance Manager is the designated owner of this Policy. For further information on the Policy, please contact Council via email [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) or phone (03) 5366 7100.

### **8 ATTACHMENT**

Form 1 – Procurement Disclosure of Conflict of Interest Form

**PROCUREMENT DISCLOSURE OF CONFLICT OF INTEREST FORM**

File Number: 02/01/008

I, \_\_\_\_\_ hereby disclose a conflict of interest in the following matter:

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The nature of the interest is  Direct Interest  Indirect Interest

The type of interest is: Tick relevant interest

- A close association as specified in Section 78
- An indirect financial interest as specified in Section 78A
- A conflicting duty as specified in Section 78B
- Received an applicable gift as specified in Section 78C
- Become an interested party as specified in Section 78D
- A residential amenity that may be altered as specified in Section 78E

*Note: All references to Sections are references to sections in the [Local Government Act 1989](#).*

The specific nature of the interest is as follows:

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Actions taken to address conflict were as follows:

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Printed Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Note: Completed form to be submitted to the Governance Unit.*

#### 11.4.4 Petition; – Request in Relation to Traffic Congestion, On-Street Parking and Pedestrian Safety – Manor Street, Bacchus Marsh

##### Introduction

File No.: 02/06/008  
Author: John Miller  
General Manager: Phil Jeffrey

##### Background

At the Ordinary Meeting on Wednesday 5 April 2017, Council formally received a petition containing 34 signatures, requesting Council to urgently take action in relation to traffic congestion, on-street parking and pedestrian safety issues along Manor Street, Bacchus Marsh. At that meeting it was resolved that a further report be presented for Council's consideration.

##### Site Analysis

###### 1. Site Location and Surrounding Land Context

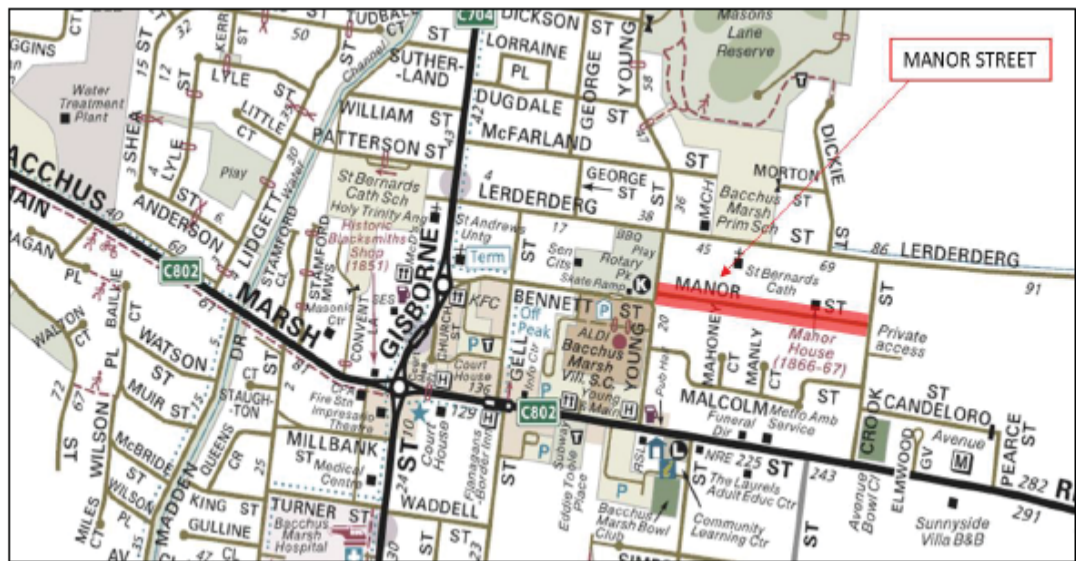
Manor Street is a local Access 1 Road in accordance with Council's Road Management Plan (RMP). The road has a carriageway width of 7.5m (kerb to kerb) and is aligned approximately 410 metres east - west between Young Street and Crook Street to the south of Lerderderg Street.







Manor Street is located in an established residential area to the east of the Bacchus Marsh town centre as shown in the locality plan below.



All land use abutting Manor Street is residential in nature, with the exception of the St. Bernard's Parish Complex on the northern side of the street, approximately midway between Young Street and Crook Street.

The complex accommodates a church, presbytery, parish centre and associated car parking. An opportunity shop is operated by St. Vincent De Paul out of a shed within the complex.

The below image shows the land uses surrounding Manor Street.



Further notable land uses in the vicinity of Manor Street include Bacchus Marsh Primary School, 'The Village' Shopping Complex and Bacchus Marsh Kindergarten.

## 2. Manor Street Traffic Configuration:

Manor Street has a road reservation width of approximately 15 metres which accommodates a two-way carriageway of approximately 7.5 metres width and provides footpaths along both sides of the reservation. Unrestricted parallel car parking is permitted along both sides and all residents along the street have their own off-street parking space.

This arrangement allows concurrent opposing vehicles to pass alongside a single parked vehicle on one side of the carriageway. Where two vehicles are parked opposite one another, one vehicle is required to yield to allow the opposing vehicle pass.

This is a common form of traffic calming, particularly in residential areas, to keep vehicle speeds low. Opportunities for a vehicle to prop and yield to an oncoming vehicle are provided at vehicle crossovers to the abutting properties.

At the eastern end, Manor Street intersects with Crook Street as the minor leg of an unsignalised T-intersection. At the western end, Manor Street intersects with Young Street just north of a staggered 'left-right' T-intersection, at which Young Street (south) and Bennett Street (west) have priority.

**Traffic Data**

**1. Collected Traffic Count Report**

Date	15 June 2017
Location	40m West of Crook Street
AADT (Average Annual Daily Traffic)	246 vehicles/day
Commercial Vehicles Per Day	7 vehicles/day
85%ile speed (speed at which 85% of vehicles travel at or below)	43km/hour

A review of the last 7 years of data available on the VicRoads CrashStats website indicates that there have been no casualty crashes along Manor Street during this time.

The data also shows traffic in Manor Street to have an 85th percentile speed below the zoned speed limit (50km/hr). The VLimits test performed suggests the current speed of 50Km/hr as appropriate. This is not to say that there could not be isolated incidences of speeding.

**2. Parking Observations**

The area was surveyed on Wednesday 28 June 2017 from 7.00am to 9.15am and 2.00pm to 4.00pm in the afternoon, to observe the parking characteristics associated with the set-down and collection times of students at the nearby Bacchus Marsh Primary School.

To determine the locations most favoured by motorists, the length of Manor Street was split into three (3) segments, as illustrated below.



The results of parking surveys are quantified in the table below, with observations made during both set-down and collection times described in the section following.



### Parking Occupancy Surveys

Area	Supply	Morning									Afternoon						
		7:00am	7:15am	7:30am	7:45am	8:00am	8:15am	8:30am	8:45am	9:00am	2:00pm	2:15pm	2:30pm	2:45pm	3:00pm	3:15pm	3:45pm
A	22*	4	4	4	4	4	4	10	11	13	15	15	14	14	19	20	11
B	27*	0	0	0	0	0	5	9	16	11	10	11	11	12	25	26	8
C	39*	2	4	4	4	4	4	4	4	5	5	5	5	15	14	8	

\* Kerbside parking is not line-marked. Parking supplies are estimates only.

Based on observations of the site, it is evident that Manor Street accommodates some long-term car parking demands associated with the Bacchus Marsh Primary School. Several cars were also observed parked on a long-term basis at the western end of Manor Street which may have been associated with residents and/or staff at nearby businesses, including those within The Village Shopping Centre.

The short-term car parking demands associated with the set-down and collection of students were much greater in the afternoon collection period than during the morning set-down period. This is common at primary schools as parents typically pre-organise a familiar collection point with their child from which they can be collected. This generally means that some parents arrive significantly ahead of the conclusion of classes to guarantee a parking space in their pre-organised area.

It is noted that much of the long-term car parking demand generated along Manor Street was near the Parish Centre Gates, which is the most convenient area from which a parent could collect a child. In effect, these long-term parking demands displaced collection parking demands to areas further west and east along Manor Street.

As a result it is experiencing heavy parking demand and traffic movements. The combination of increased traffic volume, unrestricted parking on both sides of the street have resulted in slowing movement of traffic in Manor Street.

In short, the traffic issues being experienced in Manor Street are:

- Maneuverability issues (oncoming traffic)
- Congestion
- Unrestricted drop off and pick zone
- Lack of parking space for local residents
- Occasional speeding vehicles

It is noted that parking on both sides of a carriageway is a common form of traffic calming, particularly in residential areas, to keep vehicle speeds low.

### Traffic Study Report

In July 2017, Council engaged Cardno to undertake a review of on-street car parking and traffic safety at Manor Street, Bacchus Marsh.



Cardno undertook inspections of Manor Street throughout the morning set-down and afternoon collection periods and noted that the unrestricted parking of vehicles throughout the day was largely attributed to teachers, employees at nearby businesses, including those within The Village Shopping Centre and some residents.

Parking restrictions permitting stays no longer than 10-minutes are already in place along both sides of Lerderderg Street, the eastern side of Young Street and both sides of McFarland Street during student set-down and collection times (8:00am to 9:30am & 2:30pm to 4:00pm, Monday to Friday). Vehicles displaying resident permits are exempt from this restriction.

Although difficult to enforce, this type of restriction often serves as a deterrent to long-term parking demands that typically occur throughout conventional business hours including the 2:30pm to 4:00pm collection time.

It was noted during their site inspections that many parents arrive to the school more than 10-minutes prior to the conclusion of classes to secure a parking space in an area that has been pre-arranged with their child. This includes Lerderderg Street which is already subject to 10-minute restrictions.

It is considered that the installation of 10-minute car parking restrictions along Manor Street during school times would be reasonable to deter long-term car parking demands, but note that they are impractical to enforce and are unlikely to shorten the duration which a parent typically parks when waiting for their child, which included stays of around 30-minutes during their inspections.

Though the revised arrangements are considered to be warranted for the subject area, new restrictions will still displace long-term parking demands onto neighbouring local streets. These issues will be considered in the proposed Local Area Traffic Management study to be completed this year.

### **Proposal**

A number of options have been considered including a "Staggered Parking Strategy", however due to the impact that vehicle speeds are likely to increase as a result, the on-street parking supply will be diminished, and the school collection parking demands are likely to be spread over a larger area. It is recommended that the following "Restricted Parking Strategy" be implemented in Manor Street:

- P10m: School Days 8:00am-9:00am & 3:00pm-3:30pm; and
- 2P: School Days 9:00am-3:00pm (Resident Permit Exempt).

A 'No Stopping' zone will also be installed on the northern side of Manor Street for a length of 30 metres from the Young Street intersection.

These arrangements would deter long-term parking from occurring on Manor Street, whilst maintaining as much of the existing on-street parking supply as possible. A review of the parking occupancy surveys indicates that around twenty-one (21) long-term parkers would be removed from Manor Street as a result of the parking restrictions, which would 'free up' available parking capacity along Manor Street and make passing opportunities for opposing vehicle movements more frequent.

See image below for the proposed 'Restricted Parking Strategy' at Manor Street, Bacchus Marsh with P10m: School Days 8:00am-9:00am & 3:00pm-3:30pm and 2P: School Days 9:00am-3:00pm (Resident Permit Excepted).

Furthermore, it is not considered that the need for two continuous lanes of through traffic is required along a street which carries an AADT of 246 vehicle movements per day.



### Resident Permits

Council's Community Safety Department will issue permits to the Manor Street residents. The maximum number of permits to be issued is one per household. However, that the permit does not allow the holder to park or stop any vehicle in any statutory restricted zone, other than the permit zone area.

Some examples of such zone areas are:

- No Stopping Area
- Within 10 metres of an Intersection or
- No Parking Area

Should the holder of a permit, park their vehicle in such a zone, he/she will be liable to receive a Parking Infringement Notice, despite holding a valid resident motor vehicle parking permit.

Further resident motor vehicle permits will not be issued to trailers, caravans, commercial vans, large trucks and earthmoving equipment above 4.5 tonnes or 7.5 metres in length and the issue of a permit does not guarantee the availability of a parking space to the holder.

Once the new restrictions are in place, there will be a two week grace period where offenders will be issued a "Warning Notice" and following that infringement notices will be issued.

## **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure

The proposal is consistent with the 2017-2021 Council Plan.

## **Financial Implications**

The cost to implement the new signage will be covered by existing maintenance budgets therefore there are no financial implications associated with the recommendation within this report.

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

There are no Risk or Occupational Health and Safety issues associated with the recommendation within this report.

## **Communications Strategy**

The convener of the petition will be formally notified of Council's decision following a resolution of Council. Bacchus Marsh Primary School will also be notified of the changes prior to implementation to ensure that staff and parents are informed.

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – John Miller*

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

## Conclusion

Following community concerns about traffic and pedestrian safety movement problems in Manor Street, it is recommended that Council implement a '**Restricted Parking Strategy**' as developed by Council's consultant Cardno, with parking restrictions designed to eliminate current traffic congestion and safety issues. Further the implementation of the strategy will provide a safer environment to local residents and pedestrians with improved on-street parking availability.

Though the above arrangements are considered to be satisfactory for the subject area, the new restrictions will still displace long-term parking demands onto nearby local streets. These issues will be considered in the proposed Local Area Traffic Management study to be completed this year.

## Recommendation:


### That Council:

1. **Receives the report from Officers in relation to Traffic Congestion, On-Street Parking and Pedestrian Safety – Manor Street, Bacchus Marsh.**
2. **Approves the implementation of a 'Restricted Parking Strategy' along Manor Street.**
3. **Requests officers write to property owners along Manor Street as well as the Bacchus Marsh Primary School advising of the implementation of the parking strategy prior to any amendments to existing conditions being made.**

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## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday 17 August 2017

# Attachment - Item 11.4.4

6 March 2017

Mr Phillip Jeffrey  
General Manager- Infrastructure  
Shire of Moorabool  
P O Box 18  
BALLAN. VIC. 3342



MOORABOOL SHIRE COUNCIL  
CENTRAL RECORDS

14 MAR 2017

Dear Mr Jeffrey

File No. 02/06/008  
1160

Traffic Congestion, On-Street Parking and Pedestrian Safety  
**Manor Street, Bacchus Marsh**

We the undersigned residents of Manor Street hereby make the following submission in respect to the traffic congestion and on-street parking and related safety issues occurring in Manor Street. We are very concerned that nothing has been done to alleviate these problems over a long period of time. By contrast, we note Council has adopted a number of traffic management measures and parking restrictions in streets neighbouring Manor Street including: Young, Lerderderg, McFarland and Morton Streets.

We have until now assumed Council would also do something in Manor Street given it's very narrow nature and close proximity to the Bacchus Marsh Primary School, Bacchus Marsh Pre-School Centre, St Bernard's Church and the Central Business District. We believe it is unreasonable to expect Manor Street residents' to put up with the same and, in some respect, worse issues that were occurring in its neighbouring streets and not have anything done about it.

Manor Street should be a relatively quiet street as it is a small and narrow thoroughfare abutted mainly by a small number of single detached family dwellings. It measures only 8.1m in width and is 400 metres in length. It has only a very limited capacity to absorb traffic and on-street parking, Under Council's traffic planning of the area it has been completely ignored.

**Issues:**

- a. Manor Street continues to be an "unrestricted" drop off and pick up zone for the Bacchus Marsh Primary School. A significant number of parents are using it every school day. It is 60 metres from the main school gate via a walk through the Church grounds. Without restrictions parents can and do park for any period of time. Both periods of the day create hazardous conditions for drivers and pedestrians with unmanageable levels of congestion, haphazard parking, and driveway encroachments. Manor Street becomes a dangerous one (1) lane passageway. This is a huge burden on residents' many of whom are elderly drivers. Most choose not to leave or enter their properties in these times as its too unsafe to do so. Expected visitors, deliveries or trades are advised not to come at these times. It is critical parking restrictions are introduced in Manor Street to limit parent parking time as done in Lerderderg, Young,



Morton and McFarland Streets and to make sure this allows a 2 lane passageway to remain during the day.

- b. Again, because there are no parking restrictions in Manor Street there are non-resident cars parking in the street for the whole day. This extends the difficulties experienced during the drop off and pick up periods throughout the day. Residents cannot drive along Manor Street for most of the day without having to "zig-zag" around parked cars or wait for other cars to come through. This is a ridiculous predicament for residents and clearly makes Manor Street unsafe. Also, the parking restrictions in surrounding streets have brought more cars into Manor Street, which is unfair given it is smaller and narrower. It was not designed for the on-street parking nor levels of traffic it now attracts. Residents egress is difficult with cars parked right to the drive which makes it impossible to see oncoming traffic until out on the road. The all-day parking of cars along Manor Street by non-residents eg., teachers both pre-school and primary, is a real safety issue and needs to be urgently addressed with 2 hour parking introduced.
- c. Manor Street is located on the north -east edge of the Bacchus Marsh Shopping Village and as such it has the added burden of attracting unwanted cars off Young Street and Bennett Street. These cars from time to time use Manor Street as a "rat-run" to avoid heavy traffic or delays in Bennett and Main Streets. Even though it is not safe cars on entering Manor Street will immediately speed up to 50 - 60kms because there is no speed restriction. This problem is serious as these drivers are entering and driving at unacceptable speeds in a narrow and congested street populated with very young children and elderly residents. A new speed limit of 40km needs to be introduced in Manor Street without delay.
- d. Adding to our concerns and exacerbating the issues we have is the growing pressure from developers and builders to bring higher density levels to Manor Street. While the issues affecting Manor Street are ignored or not addressed it is becoming a target for overdevelopment, which will cripple the street. As an example there is a current application at 1 Manor Street which, if approved, will bring 7 additional cars into the street. This is outrageous but developers and builders will continue to be encouraged by Council's seemingly lack of interest in protecting Manor Street from serious issues such as the traffic and parking conditions.
- e. There are also other users of Manor Street such as the Church and the St Vincents Op Shop in the grounds of the Church and the Community Housing Unit at 5 Manor Street. From time to time their activities will have some impact on the street which needs to be acknowledged in any assessment of the traffic and parking in Manor Street.

Attached are some photos taken late morning, ie., after the period of drop off, at 10:30am on 2 March 2017 showing the level of non-resident parking in Manor Street. Photos 1-3 for example, show cars parked in Manor Street reducing it to

one lane. This is how it is all day and of course it is far worse at drop off and pick up times. Clearly at 10:30 am Manor Street is still affected by non-resident cars while other affected streets with restrictions are mostly empty of any cars. It is difficult to understand why Manor Street the narrowest of all streets involved near the school has no restrictions.

In summary we are urgently seeking the following measures:






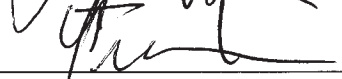
1. **Parking restrictions in Manor Street to limit the time parents can park while dropping off and picking up their children attending Bacchus Marsh Primary School to 10 minutes**
2. **Parking restrictions such as "No Standing" areas on one side of the street on school days, resident permit excepted, to ensure the street can remain a 2 lane passageway during the day.**
3. **A two (2) hour parking restriction from Monday -Saturday to limit the level of on-street car-parking, residents permits excepted.**
4. **A permanent 40km speed limit for Manor Street to discourage vehicles using Manor Street as a "rat-run".**

The above measures will bring Manor Street into line with the neighbouring streets mentioned. In recent years a lot is being asked of Manor Street which as a small and narrow street it was never designed to do. It is now incumbent on Council to take measures to ensure Manor Street can be a safe thoroughfare for its residents' and other road users.

We accordingly request urgent action in this matter for the reasons outlined above. For further information on this submission please contact Brian Cochrane on telephone No. 5367-8685. or write to Brian Cochrane at

Yours Sincerely

4 Manor Street  
Bacchus Marsh .3340

<u>Name</u>	<u>Address</u>	<u>Signature</u>
Brian & Joni Cochrane	4 Manor Street	
Judith Thomas	2A Manor St	
MICHAEL BROWN	.1B MANOR ST	
BILL & MARGARET TAYLOR	6 B MANOR ST.	
MICHAEL MACRI JAN ANDERSON	7 MANOR ST 7 MANOR ST	
Yvonne Trowers	7 Manor St	



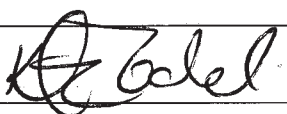

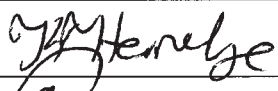

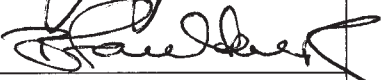

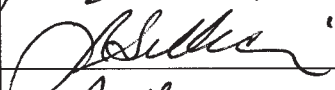




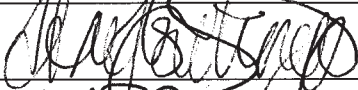
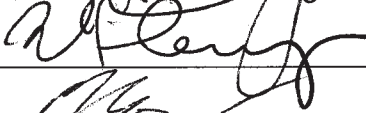


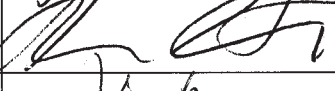
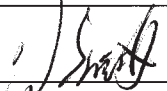

Name:	Address:	Signature:
KEZI + SHANNON TODD	9 MANOR ST BACCHUS MARSH 3340	
Avon + Christine Harden	19 Manor St Bacchus Marsh	
KRISTY & MATT HERRIDGE	22 MANOR ST BACCHUS MARSH	
KRISTIN + Matt Cape	24 Manor St Bacchus Marsh	
JOHN + BARB FAULKNER	26 MANOR ST. BACCHUS MARSH	
James + Pauline <sup>KENNEDY</sup>	31 Manor St B/m	
JAN SULLIVAN	1A MANOR ST B/m	
RUTH LUDBALL	21A MANOR ST	R. Ludball.
TRAVIS POORTER	1/23 MANOR	
BRAD JAMESON	27 MANOR ST	
Briony Faulkner	27 Manor St	
SUE WEBBER	3/3 MANOR ST.	
Alexandros Isilingos	2/3 Manor St	
Wayne Fleming	29 Manor St	
Maree Singh	1B Manor St	
DEBRA WHITNEY	33 MANOR ST	
SHANE HEANON	33 MANOR ST	
John Sam Smith	2 MANOR ST	
Debbie Barton	21A MANOR ST	

PHOTO ① - TAKEN 10:30AM 2 MARCH 2017  
MANOR STREET





PHOTO ② - TAKEN AT 10:30AM 2 MARCH 2017  
MANOR STREET



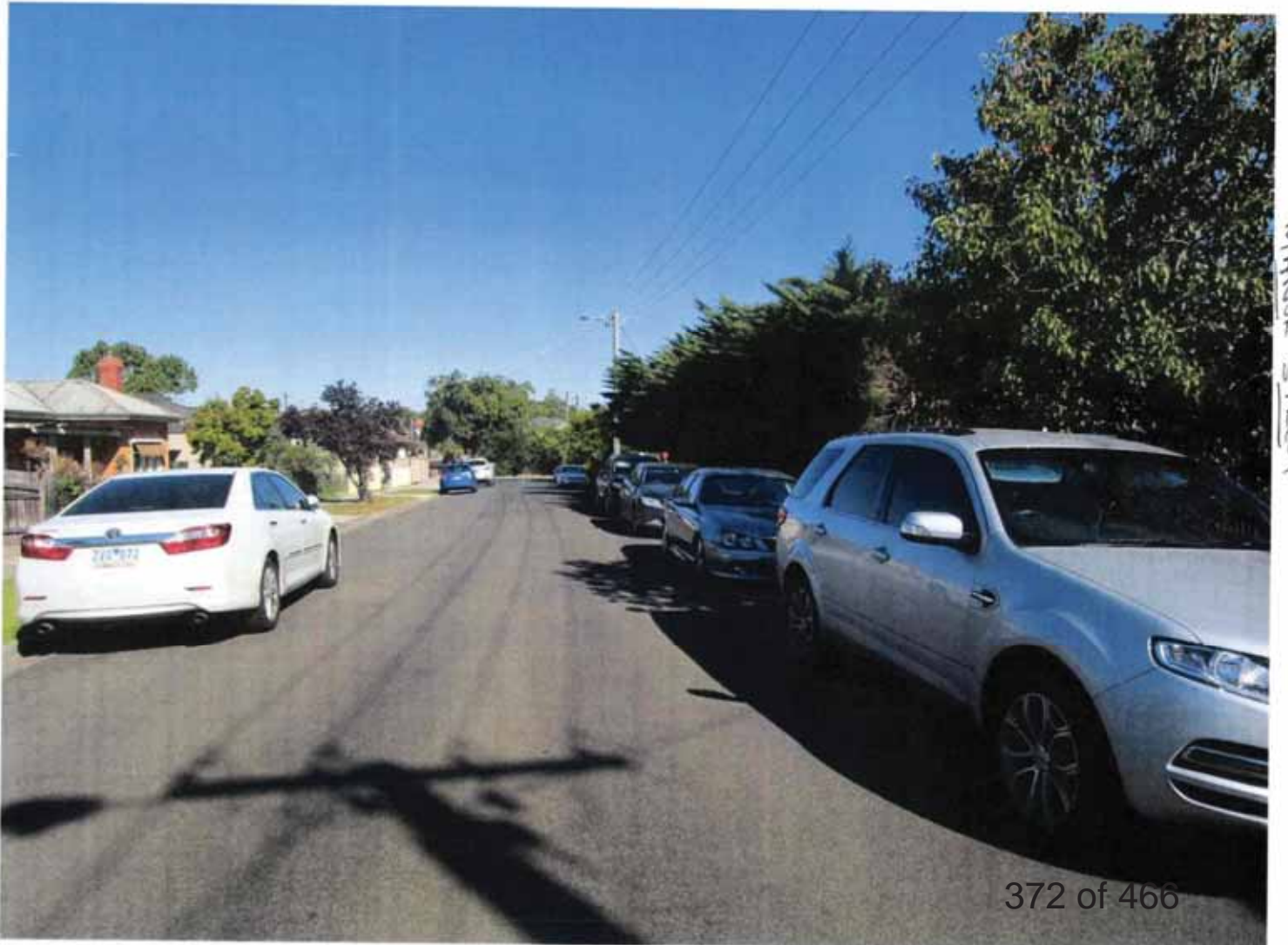


PHOTO ③ TAKEN 10:30 AM 2 MARCH 2011  
MANOR STREET





ADDITIONAL PHOTOS TAKEN 10:30 AM 2 APRIL 2017  
TO COMPARE CONDITIONS IN LEORDERDELL STREET AT SAMETIME.  
LEORDERDELL STREET - LITTLE PARKING AND 2 LANES OPEN





YOUNG STREET - NO CARS  
PHOTOS IN YOUNG STREET AND McFARLAND STREET AT 10:30 AM 2 MARCH 2017



McFARLAND STREET - NO CARS





OTHER PHOTOS OF McFARLAND STREET TAKEN AT SAMETIME  
McFARLAND STREET - NO CARS



YOUNG STREET - NO CARS.

### 11.4.5 Petition; Request for Traffic Control Measures – Farrow Place, Maddingley

#### Introduction

File No. 02/06/008  
Author: Tristan May  
General Manager: Phil Jeffrey

At the Ordinary Meeting on 7 June 2017, Council received a petition containing 11 signatures, requesting the installation of traffic control measures at the intersection of O'Leary Way and Farrow Place, Maddingley. This petition follows a customer request in the same regard.

As this meeting, Council resolved that a report be prepared by officers for Council's consideration. This report includes officers' assessment and recommendation in relation to the request.

#### Background

Farrow Place is a road located in Stonehill Estate, Maddingley, running between Mimulus Drive and O'Leary Way.



Farrow Place was created as part of Stage 3MD of the Stonehill Estate. The planning permit application was received on 10 February 2014. As there were no objections to the application, a planning permit was issued under delegated authority on 27 May 2014.



The layout of the Stonehill Stage 3 precinct generally, differs somewhat from the original Development Plan Overlay. The variations were approved as part of the application process for Stage 3 (PA2011313). The Development Plan Overlay is not a binding document in determining the final layout of each stage of the development. It is intended to define the general pattern of the development, and illustrate the land uses within the development, and will inevitably change as time progresses. The detail of each parcel of land being purchased in any stage is revealed in the Plan of Subdivision.

The application for certification of the plan of subdivision for Stage 3MD, PS724944D was received on 4 March 2014. The plan was initially certified by Council on 28 January 2015. Statement of Compliance was issued on 16 September 2015, the plan was registered at Land Victoria on 1 October 2015.

The layout of Stage 3MD has been publicly available knowledge since January 2014.

The construction of Farrow Place was completed less than two years ago (October 2015), Dwellings have been constructed since April 2016. Council is holding incomplete works bonds for the landscaping of the road reserve and the completion of the intersection with O'Leary Way.

The entrance to Farrow Place from O'Leary Way has not been completed, due to the potential conflict with the construction of the Halletts Way South/O'Leary Way works. These works were programmed to be undertaken when the Halletts Way/O'Leary Way construction works were completed.

### **Site Assessment**

Farrow Place is approximately 80 meters in length, has a road reservation width of 11m and includes a two way road pavement width of 5.5m. The road provides access to Eleven properties (eight currently occupied), and is classified as a Local Access 2 Sealed Road under Council's Road Management Plan.

The road has regulatory signs identifying it as a "Shared Pedestrian Zone", with a 10 km/h speed limit.

### **Traffic Count Data**

There is no long term traffic volume data available for Farrow Place due to its recent date of construction. A traffic count has been undertaken at the Southern end of the street to collect data on the current level of usage. The count indicates an average volume of 32 vehicles per day, with an 85%ile speed of 17 km/h. The highest measured speed was 27 km/h.

There is no traffic data available for O'Leary Way, as construction works were still in progress at the time of writing.

**Comments:**

The petition expresses strong concerns about the future impact on through traffic on Farrow Place, specifically the likelihood of drivers exceeding the speed limit through the street and the risk to pedestrians. The comments are based on the application of raw State-wide data in regard to speeding and pedestrian fatalities, with limited relevance to a local traffic scenario where no long term data is available on traffic volumes or driver behaviour. The road network in the area is still evolving and patterns of behaviour are not yet observable, much less predictable.

The petition seeks to have the road closed at the Northern end, to prevent all through traffic. This is not practical as it will be necessary for large vehicles to enter Farrow Place to collect waste and recyclables to provide street cleaning and for emergency services. This layout of the street would require these vehicles to reverse out of Farrow Place after completing their task. This is a dangerous manoeuvre which has resulted in documented fatalities as these vehicles have limited visibility to the rear when reversing. The Coroner of Victoria commented after an investigation into one such fatality, that this manoeuvre should be prevented wherever possible.

There may be merit in modifying the intersection of Farrow Place and O'Leary Way by restricting traffic movements to left hand turns out of Farrow Place, while preventing entry from O'Leary Way. This would allow the waste collection vehicles free passage through the street and two way movement for the residents only, while excluding vehicles entering from O'Leary Way.

A Road Safety Audit was commissioned to inspect the location, and to comment on the efficacy of the proposed measure and the current conditions.

The Auditor expressed general support for the 'exit only' traffic movement at the intersection, but added that additional signage should also be considered to minimise the likelihood of "rat running" along Farrow Place. These include the relocation of the "Farrow Place" street sign, and the provision of a sign at the Southern entrance stating "Local Traffic Only".

The Auditor had difficulty assessing the current conditions from a road safety perspective as O'Leary Way is not currently open to traffic although he expressed the proposed modification to the Farrow Place and O'Leary Way intersection was preferable than the current arrangement as it reduced the points of conflict at the location to only one.

**Proposal**

As the Halletts Way/O'Leary Way extension project has reached completion, Council officers will now work with the Developer to finalise all outstanding works in Farrow Place inclusive of the recommendations below;

- (a) The Intersection of O'Leary Way and Farrow Place be constructed to allow only a left turn out of Farrow Place, and signage be installed prohibiting entry to Farrow Place from O'Leary Way, after the completion of the Halletts Way/O'Leary Way Extension Project. (Works to be developer funded from incomplete works bond.)
- (b) The street sign be relocated and a Local Traffic Only sign be installed at the Southern End of Farrow Place.

(c) Removal of the “Shared Zone” signage.

In discussions with the developer, it is envisaged that they would be willing to complete these works as a priority given Council is holding Developer security bonds until the works are complete. It is therefore expected that these construction works would be likely to commence within two months.

### **Policy Implications**

The 2017-2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure

The proposal is consistent with the 2017–2021 Council Plan.

### **Financial Implications**

There are no financial implications for Council associated with the recommendation within this report. The proposed intersection alteration and associated works will be financed through incomplete works bonds Council are currently holding from the developer.

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

The recommendation of this report will greatly improve any perceived Risk or Occupational Health and Safety issues associated with Farrow Place.

### **Communications Strategy**

The convener of the petition will be formally notified of Council's decision following a resolution.

### **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 – Tristan May*

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

## Conclusion

Following concerns from the residents of Farrow Place, Maddingley and receipt of a petition containing 11 signatures, it is recommended that minor works be undertaken at the site to improve safety and decrease the flow of through traffic in this quiet residential street.

It's recommended the Intersection of O'Leary Way and Farrow Place be constructed to allow only a left turn out of Farrow Place, prohibiting entry to Farrow Place from O'Leary Way along with traffic signage amendments.

## Recommendation:

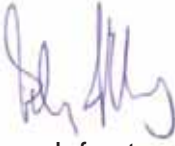
### That Council:

1. **Receives the report in relation to Farrow Place, Maddingley**
2. **Requests that the developer finalise the construction of the O'Leary Way and Farrow Place intersection as a left turn only in accordance with this report.**
3. **Requests officers formally notify the convener of the petition of Council's decision, following a resolution being made.**

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## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday 17 August 2017

# Attachment - Item 11.4.5



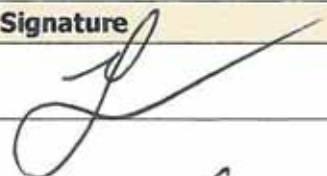
PETITION

24 MAY 2017

Moorabool Shire - Council

File No. 1493

Petition summary and background	<b>RESIDENTS OF FARROW PLACE - Regards to Farrow place being a shared zone - thru Road for all traffic - Consider this to be an unsafe area and a potential serious incident scenario, both for pedestrians and traffic wishing to access/use the major arterial road that adjoins Farrow place</b>
Action petitioned for	<p><b>We, the undersigned, are concerned citizens who urge our leaders to act now to Change the shared zone</b> and prevent thru traffic in both directions along Farrow place which meets up with a major arterial road ( O'leary Way/Hallett's Way). We are concerned for the safety of residents in Farrow Place particularly the children and elderly (some with disabilities), when there are no footpaths for pedestrians ( elderly with walking aids, visual/hearing impairment/school children), two way traffic, it is considered inappropriate at the junction of two minor streets as per Aust - Roads/Vic roads recommendations, it also adjoins a future major arterial road, it is further considered that drivers may not adhere to restricted speed limits ( that is supported by the numerous speeding tickets issued to all drivers TAC stats further support this) no distinguishable difference/texture ( ie paving) between the shared zone and adjoining roads, no bollards being considered, Farrow place not being a discontinuous road, and TAC stats indicate that over two hundred pedestrians have been killed on Victorian roads and streets over the last five years with over one third being elderly ( in 2015, 60% of people killed were on signposted roads of 60 ks or less, so why is the future shared zone at Farrow place considered to be safe when it would appear Aust roads guideline and the Vic roads supplement hasn't been used or referred to. There is no footpaths being considered therefore with two way traffic residents/pedestrians will be required to use the road as a walkway - WE CONSIDER THIS EXTREMELY UNSAFE. We further consider that if changes are made now drivers will not need to be re -educated in regards to the changes made when completely open to all traffic. ( although some vehicles etc are using it now as a thru road)</p> <p>Please note changes that should be considered would include but not limited to - One way street ( from Farrow Place to O'leary/Hallets Way with left hand turn only, blocking that intersection SO IT IS A NO THRU ROAD altogether, so there is no exit or entry to and from O'leary / Hallets way, distinguishable road as per above, suitable signage including LOCAL TRAFFIC ONLY, OR NO THRU ROAD, speed signs regardless, pedestrian traffic regardless.</p>

Printed Name	Signature	Address	Comment	Date
Mark Frackowski		16 FARROW PLACE	POTENTIAL INCIDENT WAITING TO HAPPEN	4/15/17

CONTACT Mark Frackowski 0418554482 DANGEROUS ← NOT SIGN POSTED ADEQUATELY

Printed Name	Signature	Address	Comment	Date
Belinda Frackowski		16 Farrow Place	Concerned for safety re pedestrians & traffic	4/5/17
Tina Frackowski		16 Farrow Place	unsafe for pedestrians	4/5/17
BRADLEY SMITH		7 FARROW PLACE	UNSAFE FOR ALL ROAD USERS	6/5/17
SARAH HENLEY-SMITH		7 FARROW PLACE	Concerned for all pedestrians, particularly kids	6/5/17
Natalie Henley-Smith	Natalie H	7 Farrow place	My safety	6/5/17
LACHLAN HENLEY-SMITH	Lachlan H S	7 FARROW PLACE	SAFE WALKING HOME	6/5/17
CELLEEN DOOLEY		6 FARROW PLACE	NOT APPROPRIATE AS TARD RD	8/5/17
JAMIE DITCHFIELD		4 FARROW PLACE	NARROW ROAD	9/5/17
RICK HATSON		4 FARROW PLACE	NARROW ROAD	9/5/17
Troy Fortinson		3 Farrow Place	unsafe narrow road	23/5/17
TAMARA FRACKOWSKI		16 Farrow Place	PUSHING A PRAM?	24/5/17
			Safely, Small	
			CHILDREN - UNSAFE	
			PEOPLE WITH DISABILITIES	

"IF WHAT IS IN PLACE NOW" - TOTALLY UNACCEPTABLE - IF SIGNS -  
 (Lack of) SPEEDS RESTRICTION, WALKING AREA, SIGNS - AS PROMISED AT COUNCIL MEETINGS INCLUDING TRAFFIC COUNCIL PRIOR TO OPENING ?



## 11.4.6 Hopetoun Park Estate; Works Without Consent

### Introduction

Author: John Miller  
General Manager: Phil Jeffrey

Officers have received a number of complaints in relation to works being undertaken by property owners within Council's road reserve and easements including filling of table drains, construction of pipes and pits, driveways, letterboxes and landscaping without Council consent.

A report was presented to the Place Making Advisory Committee on Tuesday 22 August 2017 where the following was resolved:

*That the place Making Advisory Committee:*

1. *Receive the draft – 'Hopetoun Park Estate – Works Without Council Consent' report.*
2. *Request that the report to be presented to the September Ordinary Meeting of Council endorsing the following recommendations:*
  - a) *Council receives the report in relation to Hopetoun Park Estate – Works Without Council Consent.*
  - b) *Confirms that landowners will be liable for the corrective maintenance works of Road Reserves and table drains adjoining their property.*
  - c) *Requests officers send an initial letter to all residents within the Hopetoun Park Estate informing them that Council has become aware of works being carried out within the Road Reserve without Council approval and will be conducting an audit to determine the extent of these works.*
  - d) *Following this, a notice be sent to the responsible landowners for reinstatement of road reserves, table drains and removal of any hazards within a specified timeframe or Council will carry out the necessary rectification works and seek reimbursement for these costs.*
3. *Requests officers develop a policy in relation to works within road reserves, on Council controlled roads.*

### Background

The Planning Permit for the Hopetoun Park Estate was first issued in May of 2002 and is still under construction. Currently the estate has 243 established houses, 6 houses are under construction and 20 vacant lots.

The estate is situated within a Low Density Residential Development (LDRD) zone, which consists of large properties in a low-density setting, LDRD zones are usually situated on the fringe of urban areas and townships. Drainage for such developments usually consists of interconnected swale drains designed to withstand a 100-year flood event, as is the case at Hopetoun Park.

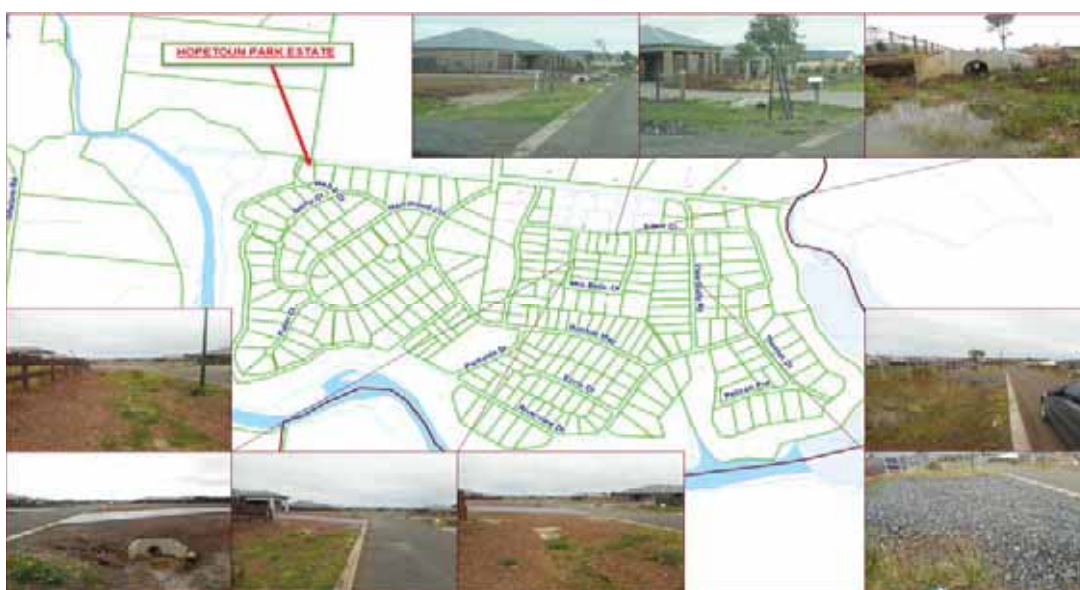


Some residents have raised concerns about repeated flooding issues within neighbouring properties, road reserves and roads, potential public liability risks to vehicles, pedestrians and Council and are now seeking Council to intervene and rectify the works.

While flooding issues between neighbouring properties is a civil matter addressed through the Water Act 1989 (VIC). Obstruction of table drains within a road reserve will result in damage to the road pavement and shorten its life. This may also cause potential hazards to motorists, pedestrians and localised flooding.

Council is the responsible authority for the management of storm water at the local or precinct level (generally catchments below 60Ha) within local roads and streetscapes. Accordingly, Council's Operations Unit maintains the swale drains as part of its general road maintenance routine and in accordance with Council's Road Management Plan (RMP). However, the works carried out by some residents has now impeded Council's ability to carry out this maintenance work and may also pose a public liability risk to Council.

*Figure 1: LDRD zones are characterised by large properties within low-density rural settings.*



### Site Investigation

Several inspections have been conducted during wet weather to identify specific problems with the drainage network at Hopetoun Park. This includes the filling of table drains and the installation of pits and pipes without Council approval, which have created localised pooling of water and consequently creating a hazard. There is also a range of other associated works including the installation of large letterboxes, additional crossovers and landscaping works which may pose a public liability risk to Council.

The following are few examples of works carried out without Council consent in Hopetoun Park Estate;

*Figure 2: filled swale drain in front of a property in Carberry Drive, Hopetoun Park.*



*The vehicle crossing was installed without a Council permit*

*Figure 3: filled swale drain in front of a property in Carberry Drive, Hopetoun Park*



*The vehicle crossing was installed without Council permit.*

*Figure 4: filled swale drain, construction of new pit and pipes, letterbox and landscaping in front of a property in Mia Bella Drive, Hopetoun Park.*



*Figure 5: filled swale drain, construction of brick letterbox over nature strip and landscaping in front of a property in Mia Bella Drive, Hopetoun Park.*



*Figure 6: damaged end wall, concrete filled blocks around letterbox and backfilled swale drain in front of a property at View Gully Road, Hopetoun Park.*





*Figure 7: filled swale drain in front of a property in Mia Bella Drive, Hopetoun Park.*



*Figure 8: filled swale drain in front of a property at Eden Crescent, Hopetoun Park.*



*Figure 9: additional crossover constructed with no endwalls and without a permit from Council. Swale drain backfilled in front of a property in View Gully Road, Hopetoun Park.*



*Figure 10: a crossover was constructed with no end walls or stormwater pipe in front of a property in View Gully Road, Hopetoun Park*



*Figure 11: at Thomas Drive, Hopetoun Park, an additional crossover was built without stormwater pipes and endwalls. The swale drain has been filled with soil.*



### **Proposal**

The challenge for Council in this instance is to find a sustainable long-term resolution to the problem, which satisfies the community's needs without imposing unreasonable financial burdens on Council and ratepayer's.

There are three options available for Council to consider:

1. *Issue a 'Notification of unlawful works requiring rectification'*

Officers have sought legal advice in relation to its powers to enforce rectification of works in Hopetoun Park Estate where completed without Council consent and pose a potential public liability risk to Council. These risk could be related to motor vehicle damage and injury to occupants, tripping hazard for pedestrian and damage to Council road infrastructure assets.

The advice provided, that in accordance with Council General Local Law 2010, a 'Notice to Comply' should be issued to the responsible owners by informing the removal of unlawful works and reinstate the road reserve to a satisfactory condition within a specified period from the issue date of the letter. Please find the enclosed draft 'Notice of Comply' letter attached.

If the Notice has not been complied with, Council may proceed with taking enforcement action such as the issuing of an infringement notice or the institution of prosecution proceedings.

In addition, Council has the power pursuant to section 225 of the *Local Government Act 1989* to carry out any necessary rectification works in circumstances where an owner has failed to do so. If this occurs, the cost of any such works will be placed as a charge against the property. This charge will be subject to penalty interest until such time, as the debt is paid.

## 2. Maintain the Status Quo

Do nothing, allowing the existing works to remain and continue to receive complaints in relation to the impacts of flooding, damage to Council infrastructure and expose Council to potential public liability risk.

## 3. Initiate a Special Rates or Charges Scheme

The Local Government Act 1989 provides Council with the ability to introduce a Special Rate or Charges Scheme seeking property owner contributions toward the construction of infrastructure projects such as underground drainage system, footpaths or Roads.

Council formally adopted a Special Rates and Charges Policy on 5 February 2014. The policy acknowledges that Council does not necessarily have the financial resources or receive enough external grants funding to meet all of the infrastructure demands in the municipality and that where it can be demonstrated that properties will receive a special benefit from implementing necessary infrastructure work. This also provides an avenue for projects that may be a low priority in Council's Long Term Capital Improvement Program to be fast tracked. A Special Rates or Charges Scheme could be implemented throughout the estate to construct the underground drainage system, footpaths and kerb & Channel with contributions from adjoining land owners. This would urbanise the estate and alleviate a range of issues being raised by the community.

A proposed Special Rate or Charge Scheme will have regard to the level of special benefit and community benefit received from such infrastructure works and Council's capacity to finance the necessary cash flow requirements during the term of the Special Rate or Charge Scheme.

### **Policy Implications**

The 2017 - 2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1A:** Our Assets and Infrastructure



The proposal is consistent with the 2017 - 2021 Council Plan.

### **Financial Implications**

There are no financial implications associated with the recommendation with this option. Council will seek reimbursement if it is required to carry out rectification works on the property owner's behalf.

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

There are no Occupational Health & Safety issues associated with the recommendation within this report.

### **Communications and Consultation Strategy**

An initial letter will be sent to all residents within the Hopetoun Park Estate informing them that Council has become aware of works being carried out within the Road Reserve without Council approval and will be conducting an audit to determine the extent of these works. Once completed, notices will be issued to the affected property owners.

### **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 – John Miller*

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

*Author – Phil Jeffrey*

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

### **Conclusion**

Following an assessment of the works carried out by residents without Council consent in the Hopetoun Park Estate, corrective works will be required to reinstate the nature strips and table drains and remove any potential traffic and pedestrian hazards that may create a potential public liability risk to Council i.e. localised flooding, damage to Council infrastructure and private property.

Officers have sought legal advice and Council has powers under its Local Laws and the Local Government Act 1989 to issue a notice for rectification works and to seek reimbursement for any rectification works required.

It is recommended that officers issue a 'Notification of unlawful works requiring rectification' to the responsible owners by informing the removal of unlawful works and write to the residents of Hopetoun Park Estate to propose a Special Rates or Charges Scheme for entire Hopetoun Park Estate in relation to the construction of an underground drainage system, footpaths and kerb & Channel.

**Recommendation:**


**That Council:**

1. **receives the report in relation to Hopetoun Park Estate – Works Without Council Consent.**
2. **confirms that landowners will be liable for the corrective maintenance works of Road Reserves and table drains adjoining their property.**
3. **requests officers send an initial letter to all residents within the Hopetoun Park Estate informing them that Council has become aware of works being carried out within the Road Reserve without Council approval and will be conducting an audit to determine the extent of these works.**
4. **following this, a notice be sent to the responsible landowners for reinstatement of road reserves, table drains and removal of any hazards within a specified timeframe or Council will carry out the necessary rectification works and seek reimbursement for these costs.**

---

**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Wednesday 30 August 2017



# Attachment - Item 11.4.6

[X] June 2017

To: [Insert name]  
[Insert address]

Dear Sir / Madam,

**Notification of unlawful works requiring rectification at [insert property address]**

Following a recent inspection, Council has become aware of unlawful works carried out on the road reserve outside property owned by you at [insert address.]

The unlawful works consist of [insert description such as the installation of an additional vehicle crossover or installation of drainage pipes.]

As these works have been carried out on Council owned land without Council approval, the enclosed Notice to Comply is now served on you.

The Notice requires you to [insert either remove the unlawful works and reinstate the road reserve to a satisfactory condition within 28 days or apply to Council for a permit (which may or may not include conditions as may be required) to legalise the placement of the obstruction on Council's road reserve within 28 days.]

At the expiration of the Notice period, a follow up inspection will be conducted by Council staff. If the Notice has not been complied with Council may proceed with taking enforcement action such as the issuing of an infringement notice or the institution of prosecution proceedings.

In addition, Council has the power pursuant to s.225 of the *Local Government Act 1989* to carry out any necessary rectification works in circumstances where an owner has failed to do so. If this occurs, the cost of any such works will be placed as a charge against your property. This charge will be subject to penalty interest until such time as the debt is paid.

Please direct any queries regarding this matter to [insert name and contact details.]

Yours faithfully,

John Miller

## 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](http://www.moorabool.vic.gov.au)

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors – Wednesday 2 August, 2017 – Confidential Matter
- Assembly of Councillors – Wednesday 2 August, 2017 – Confidential Matter

#### **Recommendation:**

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

- **Assembly of Councillors – Wednesday 2 August, 2017 – Confidential Matter**
- **Assembly of Councillors – Wednesday 2 August, 2017 – Confidential Matter**

## 12.2 Advisory Committees of Council - Reports

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Bacchus Marsh District Trails Advisory Committee	Tuesday 8 August 2017	Cr. Bingham
Audit and Risk Committee	Wednesday 9 August 2017	Cr. Dudzik Cr. Tatchell

### **Recommendation:**

**That Council receives the reports of the following Advisory Committees of Council:**

- **Bacchus Marsh District Trails Advisory Committee meeting of Tuesday 8 August 2017.**
- **Audit and Risk Committee meeting of Wednesday 9 August, 2017.**

# Attachment - Item 12.2(a)

# Bacchus Marsh & District Trails Advisory Committee

**Meeting Time** Tuesday 8<sup>th</sup> August 2017  
7.30pm  
**Venue** Jean Oomes Room, Library, Bacchus Marsh

**Present** Cr Jarrod Bingham, Leon Newton, Mark Peterson, Stuart Deagan, Verity McLucas  
Heidi Mikulic and Colin Evans  
Verity McLucas were welcomed. It is hoped that Theo Parks and Paul Barrett, who had responded to the advertisement for new members, may be able to attend the next meeting in August).

**Apologies** Greg Ley, Theo Parks

## MINUTES

### 2. Minutes of previous meeting 2<sup>nd</sup> May 2017

Proposed: Stuart Deagan Seconded: Leon Newton

### 3. Outstanding Actions from 2<sup>nd</sup> May 2017

**3.1 SRW Channel Route** JB confirmed that MSC was fully aware and supportive of the potential to convert the SRW Channel Route to a walking and cycling track. The fact that a fence had been built across the route close to Masons Lane was raised and concerns whether this may lead to claims through Adverse Possession? JB undertook to speak with GM Planning to assess if there may be any issue in this area that could affect the continuity of the Channel Route for future public access.

**3.2 Maddingley Views Circuit** No update.

**3.3 Snake Warning Signs** It was agreed that the signs that had been erected were not very sympathetic with their surrounds and that some had already been stolen. CE suggested that signs similar to those used on the Mitchell River in Gippsland may be more informative and less obtrusive (see attached with the Minutes). Snake warning could be incorporated into this type of sign and include the various prohibitions for things like trail bikes. In light of recent works to reinstate the Peppertree Park Circuit (taking advantage of the Halletts Way extension) following the route being made impassable due to flood damage, it may be timely to upgrade signage as foot traffic is likely to increase significantly. A view from Committee members will be sought at next meeting and recommendations made to MSC.

**3.4 Update of Walking Maps** Previously agreed that this should be held in abeyance till the completion of the Halletts Way Extension. It was suggested that HM speak to the Visitor Information Centre to get an understanding of what information people were seeking and what maps might assist them in affording a service to the public. **Action: HM**

**3.5 Pedestrian Refuge Grant Street (adjacent to Public Pool)** JB confirmed that Vic Roads currently had responsibility but no plans to replace the cage to the refuge. Vic Roads priority was to widen the Griffith Street roundabout to Grant Street and possibly remove on street parking from Grant Street due to traffic congestion at peak times. JB undertook to investigate further what options there were to improve pedestrian safety at this important crossing point. **Action: JB**

**4. Reports** – Nil reports.

**5. Land of Honour Update (The ANZAC Way)** CE advised that he had met with State MP Mary-Anne Thomas (Macedon Shire). She had recommended making contact with the Committee of management for The Cross Mt Macedon (despite approaches, no reply to date). Opportunities to secure further funding sources are being sought but the Project will remain in effective abeyance unless a corporate sponsor can be found or the project can align its goals with some future government scheme.

## **6. Communications**

**a) Letter Catherine King MP to SRW 17 May 2017** (letter of support to the MD SRW supporting the conversion of the SRW Channel Route across Bacchus Marsh into a walking and cycling track, linking in to the local schools and expounding the health benefits of encouraging active lifestyles)

**b) Email Ken Dowling GDTA 5 June 2017** (Routing of GDT through town – CE had responded on behalf of the Committee supporting the route from BM Station via Maddingley Park, Boyes Close, Ellerslie Reserve, Simpson Street and through passage walkway to the Visitor Information Centre, Main Street. Thence via Young Street to Masons Lane to the Water Channel Route under the Freeway)

**c) Email Clinton Rodda SRW 9 June 2017** (Funding of local irrigation Infrastructure modernisation. CR advised that currently waiting on Federal Government Funding for the commencement of Stage 2 – this may then free-up the SRW Channel Route)

**d) Email Danny Colgan, MSC 16 June 2017** (BMDTAC Priorities – DC advised that MSC formally accepted BMDTAC's Revised Top 10 Priorities, as of February 2017 – thereby updating Appendix Two to Moorabool Hike and Bike Strategy - June 2014)

**e) Email Danny Colgan, MSC 7 August 2017** (To advise that Danny Colgan would officially take over as the person that BMDTAC reports to on Council. It had been suggested that, following the MSC re-structure that consideration be given to have the Committee to come under "Strategic Planning" but it had been decided to keep it under Community Development and Recreation.

## **7. Any other business**

**7.1 Lookout over Bacchus Marsh from Bald Hill** JB suggested a feasibility study be conducted to create a new Lookout over The Marsh from a point/s to be determined. Such items to be considered, amongst others:

- a) Parking adjacent to Bald Hill summit
- b) Extension of Grey Street (unsealed) to these Car Park/s
- c) Best location for Lookouts
- d) Mountain Bike Tracks to take advantage of topography
- e) Interpretative Signage (e.g. town history of development "Then and Now", directional pointers to other geographical locations to help people orientate themselves). Map of Moorabool Shire with other parks and recreational sites
- f) Linkages to the Great Dividing trail and other local tracks and trails

**7.2 Provision of recreational amenities** HM asked if there were any budget and who decided on their location for such things as park benches and drinking fountains. JB undertook to investigate.

**Action: JB**

**7.3 Access to the Lerderberg River from St Andrews Way and Robertsons Road** LN sought advice from Council on their intentions to reinstate access to the old track, albeit that access around the Golf Course remains an issue.

The meeting closed 2100.

**Next meeting:** Tuesday 17<sup>th</sup> October\*\* (7.30pm Jean Oomes Room, Main Street Library)

\*\* LN to investigate and confirm the availability of a meeting room for Tuesday 17<sup>th</sup> October.

<b>BMDTAC Outstanding Actions from last meeting: 8th August 2017</b>				
<b>Action</b>	<b>By When</b>	<b>Status</b>	<b>By Whom</b>	<b>Comments</b>
1 Liaise with SRW on future use of channel route as possible walking/cycle track		On-going	CE	MSC to keep BMDTAC informed of developments.
1 SRW Channel Route - linking the Lerderberg and Werribee Rivers		On-Going	CE/JB	JB to check with MSC if any issues relating to Adverse Possession
2 Investigate potential for public access to create "Maddingley Views" Circuit		On hold	CE	CE to maintain contact with BM Grammar on remedial work to The Terraces
3 Provision of Snake Warning signs along river channels by Shire		On-going	GL/LN	Review nature and type of signage
4 Start updating walking maps		On-going	HM	HM to await completion of Halletts Way extension before update & speak with V.I.C.
5 Ascertain responsibility for pedestrian refuge crossing Grant St. adjacent to Pool		On-going	JB	Options to protect pedestrians be sought from Vic Roads



# Geelong - Bacchus Marsh Road


## Safety improvements between Lara and Bacchus Marsh




Geelong - Bacchus Marsh Road is one of the highest risk roads in Victoria, so we're investing \$45 million to make it safer and save lives as part of the Towards Zero Action Plan.

This road has seen 25 serious crashes in the last five years alone. Tragically, seven people lost their lives as a result of these crashes, with a further 30 receiving serious injuries.


Work is expected to commence in September 2017 with the project to be completed by June 2019.


 Wide centre-line with 80km/h speed limit



 Flexible safety barrier in median with 100km/h speed limit



 New roundabout

 New overtaking lanes



### Contact us

E: [engage.ssrip@roads.vic.gov.au](mailto:engage.ssrip@roads.vic.gov.au)

P: 0459 861 177





Welcome to the,

# Mitchell River Walking Track

## RESERVE



DOGS MUST BE ON  
A LEASH



SHARED  
FOOTPATH



PICK UP AFTER  
YOUR DOG



LITTERING  
PROHIBITED

*Please respect your facility  
by keeping the area clean & tidy*



DAMAGE OR MISUSE SHOULD BE REPORTED IMMEDIATELY  
TO EAST GIPPSLAND SHIRE COUNCIL

PH: 5153 9500

**FOR EMERGENCIES AMBULANCE,  
POLICE OR FIRE DIAL 000**



# Attachment - Item 12.2(b)

## AUDIT and RISK COMMITTEE MEETING

### Summary of Minutes

of the Audit and Risk Committee Meeting (4th Quarterly)  
held at the James Young Room, Lerderberg Library,  
215 Main Street, Bacchus Marsh on  
Wednesday 9 August 2017 at 9.00am

<b>Members:</b>	Mr. Mike Said Cr. Tonia Dudzik Cr. Paul Tatchell Ms. Linda MacRae	Chairperson (External Representative) East Moorabool Ward Councillor Central Moorabool Ward Councillor External Representative
<b>Auditors:</b>	Mr. Mark Holloway Mr. Martin Thompson	HLB Mann Judd (VIC) Pty Ltd Crowe Horwath
<b>Officers:</b>	Mr. Rob Croxford Mr. Danny Colgan  Mr. Phil Jeffrey	Chief Executive Officer General Manager Social and Organisational Development General Manager Infrastructure

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

## AGENDA

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**1. OPENING OF MEETING**

*The Chairperson, Mr. Mike Said opened the meeting at 9.00am.*

**2. PRESENT**

<i>Mr. Mike Said</i>	<i>Chairperson (External Representative)</i>
<i>Cr. Tonia Dudzik</i>	<i>East Moorabool Ward Councillor</i>
<i>Cr. Paul Tatchell</i>	<i>Central Moorabool Ward Councillor</i>
<i>Ms. Linda MacRae</i>	<i>External Representative</i>

***In Attendance***

<i>Mr. Rob Croxford</i>	<i>Chief Executive Officer</i>
<i>Mr. Danny Colgan</i>	<i>General Manager Social and Organisational Development</i>
<i>Mr. Steve Ivelja</i>	<i>Chief Financial Officer</i>
<i>Ms. Vanessa O'Toole</i>	<i>Manager Governance and Organisational Development</i>
<i>Mr. Ajay Ramdas</i>	<i>Senior Business Excellence &amp; Risk Advisor</i>
<i>Mr. James Hogan</i>	<i>Senior Business Accountant</i>
<i>Mr. John Whitfield</i>	<i>Governance Coordinator / Minute Taker</i>
<i>Mr. Mark Holloway</i>	<i>HLB Mann Judd</i>
<i>Mr. Kundai Mtsambiwa</i>	<i>HLB Mann Judd</i>

**3. APOLOGIES**

*Nil*

**4. CONFIRMATION OF MINUTES****4.1 Audit and Risk Committee Meeting Minutes – May 2017*****Resolution:***

*Moved: Cr. Tonia Dudzik*  
*Seconded: Ms. Linda MacRae*

*That the Audit and Risk Committee confirms the Minutes of the Audit and Risk Committee Meeting held on Wednesday 10 May 2017.*

**CARRIED.**

**5. MATTERS ARISING FROM PREVIOUS MINUTES**

Nil.

**6. DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST**

Nil.

**7. CLOSED SESSION OF MEETING TO THE PUBLIC*****Resolution:***

***Moved: Ms. Linda MacRae***

***Seconded: Cr. Tonia Dudzik***

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

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

**CARRIED.**



## 8. AUDIT AND RISK COMMITTEE WORKPLAN

### 8.1 Audit and Risk Committee Charter

***Resolution:***

***Moved: Cr. Paul Tatchell***

***Seconded: Ms. Linda MacRae***

***That the Audit and Risk Committee approves the Audit and Risk Committee Charter Matrix 2017-2018.***

**CARRIED.**

### 8.2 Outstanding Audit Committee Resolutions and Audit Report Recommendations – Fourth Quarter 2017

***Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Cr. Paul Tatchell***

***That the Audit and Risk committee receives the updated status reports for the fourth quarter 2016-17 for the following groups:***

- ***Group 1 – Audit Committee Resolution Actions***
- ***Group 2 – Internal Audit Recommendation Actions Pre August 2015***
- ***Group 3 – Internal Audit Recommendation Actions Post August 2015***

**CARRIED.**

**9. OFFICER REPORTS****9.1 Risk Management Operational Report 2016/2017****Recommendation:**

**That the Audit and Risk Committee receives the Risk Management Operation Report 2016/2017.**

***Resolution:***

***Moved: Cr. Tonia Dudzik  
Seconded: Ms. Linda MacRae***

***That the Audit and Risk Committee:***

- 1. receives the very comprehensive Risk Management Operation Report 2016/2017; and***
- 2. notes and acknowledges the significant quality work being done within the Council to improve the management of risks, the reporting of risks and in planning for the future.***

**CARRIED.**

**9.2 Elumina Presentation**

**Cr. Paul Tatchell arrived at 9.23am**

***Resolution:***

***Moved: Cr. Paul Tatchell  
Seconded: Ms. Linda MacRae***

***That the Audit and Risk Committee notes the presentation of the Elumina Risk Management software.***

**CARRIED.**

### 9.3 Risk Management – Reporting for 2017/18

**Resolution:**

**Moved:** Cr. Tonia Dudzik

**Seconded:** Cr. Paul Tatchell

**That the Audit & Risk Committee:**

1. **receive a status report on the implementation of the Elumina software and processes at its November 2017 meeting with this report to include strategic, corporate and operational risks within Elumina and also include commentary on the quality of the data;**
2. **receive a report on the Council's strategic risks twice per year using reporting from Elumina;**
3. **continue to receive Risk Steering Committee minutes with those minutes to cover strategic, corporate and operational risks;**
4. **for reports concerning corporate and operational risks, receive information on just the two highest levels of risk; extreme and high; and**
5. **receive a report on the Council's risk tolerance / risk appetite when a statement on risk tolerance / risk appetite is developed.**

**CARRIED.**

### 9.4 Minutes of the Risk Management Steering Committee

**Resolution:**

**Moved:** Ms. Linda MacRae

**Seconded:** Cr. Tonia Dudzik

**That the Audit and Risk Committee notes the Minutes of the Risk Management Steering Committee of May, June and July 2017 as provided.**

**CARRIED.**

**9.5 Moorabool Shire Council - Investment and Debt Policies Report****Recommendation**

**That the Audit & Risk Committee receives the Investment and Debt Policy Report.**

***Resolution:***

***Moved: Ms. Linda MacRae***

***Seconded: Cr. Tonia Dudzik***

***That the Audit & Risk Committee:***

- 1. receives the Investment and Debt Policy Report; and***
- 2. notes the comments raised by committee members regarding prudential matters, reserve funds, upcoming changes to the Accounting Standards for leases, to add an Ethics and Conflict of Interest section into the Borrowing Policy and consider the appropriate staff signatories for placement and redemption of investments.***

**CARRIED.**

**9.6 Procurement and Contract Management - including tendering matters Report****Recommendation**

**That the Audit and Risk Committee receives the Procurement and Contract Management - including tendering matters Report.**

***Resolution:***

***Moved: Cr. Paul Tatchell***

***Seconded: Ms. Linda MacRae***

***That the Audit and Risk Committee:***

- 1. receives the Procurement and Contract Management - including tendering matters Report; and***
- 2. that the reports for the quarterly cumulative supplier spend analysis and monthly random audits of accounts payable transactions, as referred to in Section 3 of this Agenda item, be presented to the Committee each quarter.***

**CARRIED.**

**9.7 Insurance of Non-Council Owned Assets Policy****Recommendation:**

**That the Audit and Risk Committee receives the Insuring Non-Council Owned Assets Policy report.**

***Resolution:***

***Moved: Cr. Paul Tatchell***

***Seconded: Ms. Linda MacRae***

***That the Audit and Risk Committee:***

- 1. receives the Insuring Non-Council Owned Assets Policy report; and***
- 2. recommends that the words “may agree” in Section 1.3 of the Draft Insuring Non-Council Owned Assets Policy be replaced with the word “agrees”.***

**CARRIED.**

**9.8 Councillor Code of Conduct and Staff Code of Conduct Report*****Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Cr. Paul Tatchell***

***That the Audit and Risk Committee receives the report on the Staff Code of Conduct and Councillor Code of Conduct.***

**CARRIED.**

**10. OTHER REPORTS****10.1 Compliance with Legislation and Policies****Recommendation:**

**That the Audit and Risk Committee receives the Compliance with Legislation and Policies Report.**

***Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Cr. Paul Tatchell***

***That the Audit and Risk Committee receives the Compliance with Legislation and Policies Report noting the matter is now resolved.***

**CARRIED.**

**10.2 Significant Legal Matters Update*****Resolution:***

***Moved: Ms. Linda MacRae***

***Seconded: Cr. Tonia Dudzik***

***That the Audit and Risk Committee receives the update on Significant Legal Matters Report.***

**CARRIED.**

**11. INTERNAL AUDIT****11.1 Strategic Internal Audit Plan – 2017-2019****Recommendation:**

**That the Audit & Risk Committee receives and endorses the Strategic Internal Audit Plan – 2017-2019 (2017-2018 Focus).**

***Resolution:***

***Moved: Cr. Paul Tatchell***

***Seconded: Ms. Linda MacRae***

***That the Audit & Risk Committee:***

- 1. receives and endorses the Strategic Internal Audit Plan – 2017-2019 (2017-2018 Focus); and***
- 2. asks that the risks for each Internal Audit subject be incorporated into the audit reports.***

**CARRIED.**

**11.2 Internal Audit Status Report 2017/18 – August 2017*****Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Cr. Paul Tatchell***

***That the Audit & Risk Committee receives and notes the Internal Audit Status Report – August 2017 as presented.***

**CARRIED.**



**11.3 Internal Audit Report – Review of Performance Reporting (including Milner Review Recommendations)*****Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Tonia Dudzik******That the Audit and Risk Committee:***

- 1. receives and notes the Internal Audit Report – Review of Performance Reporting (including Milner Review Recommendations); and***
- 2. requests officers to implement the recommended actions as stated in the Review of Performance Reporting (including Milner Review Recommendations) report.***

**CARRIED.****11.4 Internal Audit Scope – Review of Cash Handling (including the Transfer Station)*****Resolution:******Moved: Cr. Paul Tatchell******Seconded: Ms. Linda MacRae******That the Audit and Risk Committee, having reviewed the Internal Audit Scope for Review of Cash Handling (including the Transfer Station), approves it and notes the commencement of the internal audit.*****CARRIED.**

**12. EXTERNAL AUDIT**

*The VAGO Annual Plan 2017-18 was reported by the Chairperson to the Committee.*

**13. VAGO PERFORMANCE REPORTS**

Nil.

**14. CORRESPONDENCE****14.1 VAGO**

*Resolution:*

*Moved: Ms. Linda MacRae*

*Seconded: Mr. Mike Said*

*That the Audit and Risk Committee receives and notes the VAGO correspondence.*

**CARRIED.**

**14.2 DELWP**

*Resolution:*

*Moved: Ms. Linda MacRae*

*Seconded: Mr. Mike Said*

*That the Audit and Risk Committee receives and notes the correspondence received from DELWP.*

**CARRIED.**

**14.3 OTHER**

*Resolution:*

*Moved: Ms. Linda MacRae*

*Seconded: Mr. Mike Said*

*That the Audit and Risk Committee receives and notes the correspondence received from other agencies.*

**CARRIED.**

**15. GENERAL BUSINESS**

*The CEO raised the matter of the authorisation process for his credit card transactions.*

*The Chairperson commented that this is an operational matter and not a matter for the Audit and Risk Committee, particularly as the Council has a Credit Card Policy to guide these processes.*

*An Internal Audit is to be scheduled to review the Council's overall credit card policies and processes.*

**16. MEETING CLOSURE**

*The meeting closed at 11.55 am.*

*Confirmed: .....Chairperson*

### 12.3 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	Thursday 17 August 2017	Cr. Toohey
Development Assessment Committee <i>To download a copy of the minutes, go to the MSC website:</i> <a href="https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2017">https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2017</a>	Wednesday 9 August 2017	Cr. Dudzik Cr. Keogh Cr. Tatchell Cr. Toohey

#### Recommendation:

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

- **Greendale Recreation Reserve Committee of Management meeting of Thursday 17 August 2017.**
- **Development Assessment Committee meeting of Wednesday 9 August 2017.**

# Attachment - Item 12.3

### Greendale Reserves Committee of Management

<b>Attendees:</b>	Phil O'Keefe, Nick Myrianthis, John Speed, Paul Hilder , Eddie Salwe,	
<b>Apologies:</b>		
<b>Date &amp; Time:</b>	Thursday 17 <sup>TH</sup> August 2017, 7.30pm	
	Greendale CFA	
<b>Issue</b>	<b>Action</b>	<b>Timeframe</b>
<b>Previous minutes</b>	May 2017 minutes were confirmed	
<b>Matters arising</b>		
Master Plan 2016	Master Plan submitted 2016. Response received from Ian Waugh. CoM to resubmit amended Plan for endorsement by MSC - <b>DONE</b>	
Egan's Reserve	Issue raised of visitors who use Egan's Reserve, lighting fires for warmth adjacent to the rotunda & playground, Waiting for MSC to erect signs prohibiting lighting of fires. <b>2 SIGNS DELIVERED, CoM to erect 1 at pedestrian gate, 1 at Rotunda</b>	
	8/5/17: John Whitfield MSC re future of lease at Maddison Lane. Deed signed. J Speed to return - <b>DONE</b>	
	MSC, 9/5/17: advising CoM of success of Summer Grant. John & Phil to attend presentation night 30 <sup>th</sup> May - <b>DONE</b>	
Windshield at rotunda	CoM resolved to glaze two panels adjacent to BBQ. Quote from Simon Ross \$1232 supplied & fitted for 2 panels, excluding mouldings. To be funded by summer grant. <b>Simon Ross confirmed price of \$3283.50 inc GST 28/6 – 3 panels of glass including fitting of mouldings to suit. CoM to purchase paint. Eddy to determine colour. Need to confirm purchase of mouldings with Simon – Nick to follow up.</b>	
MSC induction for volunteers	Public session scheduled for November 2016. – POSTPONED to 5 <sup>th</sup> & 6 <sup>th</sup> June2017 On-line version now available. John to contact MSC re access to online induction. <b>DONE, waiting for Ajay to send link</b>	
	Greendale Pub donated \$600 from Australia Day Woodchop. Thankyou letter to be provided. <b>DONE</b>	
80 – 90 Long Gully Rd	The easement between these 2 properties, which provides access to Maddison Lane Reserve has been fenced off. Ian Waugh has referred to Governance at MSC. <b>NO RESPONSE FROM GOVERNANCE</b>	
<b>Treasurers report</b>	Balance \$9996.41 Includes Winter Grant \$4000, GST refund \$38 and recurrent Grant \$2744. \$10,000 in long-term acct plus interest. Origin energy \$253 paid	

<b>Correspondence</b>	I	
<b>General Business -</b>	Dispenser for bags to collect dog's droppings required for Egan's Reserve – <b>J Speed to follow up with MSC</b>	
	New soft fall required under play equipment at Egan's Reserve. <b>J Speed to advise MSC</b>	
<b>Locks for Egans Reserve</b>	Eddie has supplied padlocks for the big gates at Egan's Reserve & given keys to CoM members. Padlocks to be "daisy chained" to MSC Abloy locks. <b>Eddy to follow up</b>	
<b>Summer Grant</b>	Exercise equipment to be selected – <b>Chin-up bar suggested – Phil to follow up.</b> Garden planting under Egans sign – <b>Paul to research a selection of native Shrubs. Sleepers required to edge.</b> Remarking of lines on tennis courts, cricket pitch - <b>deferred</b>	
<b>Next meeting</b>	Thursday 14/09/17, 7.30pm Speed residence	
	Meeting closed 9pm	
	CFA = C1950Z	

**Proposed for Master Plan 2016 to 2021**  
**Table of Works**

<b>Recommendation</b>	<b>Priority</b>	<b>Cost (approx.)</b>
Community centre / Bushfire Shelter	High	\$500,000
Replace fencing and create new main entrance	High	\$10,000
Upgrade of toilet block and new storage facility	High	\$90,000
Water reticulation system	High	\$50,000
Installation of new BBQ and seating area	High	\$15,000
Solar panels for rotunda at Egan's Reserve	High	\$10,000
Additional glazing for rotunda	High	\$2,000
Improved disabled access	Medium	\$5,000
Line marking, new basketball rings	Medium	\$3,000
Plan and implement improved vehicle parking facilities and pedestrian access	Medium	\$10,000
Extra outdoor exercise equipment	Medium	\$2000
Completion of landscaping / drainage around tennis court	Medium	\$1,000
Re-laying and marking of cricket pitch	Medium	\$1,000
Installation of shade structure over playground	Medium	\$15,000
Repaint lines tennis courts,	Medium	\$500.



**Reserves managed by Greendale Reserves Committee:**

- Egan's Reserve – 2.24ha corner Ballan Rd an Brady's Lane, Greendale
- 2.69ha corner LaCote Rd and Kangaroo Rd, Greendale
- 15.4ha end of Maddison Lane, Greendale
- 3.13ha Corner Dales Creek & Acacia Avenue, Dales Creek
- 0.38ha Acacia Ave, Dales Creek
- 2.04 ha Cowans Drive, Dales Creek

**13. NOTICES OF MOTION****13.1 Cr. Bingham: N.O.M. No. 266– Pedestrian Refuge, Grant Street, Bacchus Marsh****Motion**

That Council:

1. Write to VicRoads Western Region requesting that a safety audit be undertaken of the pedestrian refuge on Grant Street, Bacchus Marsh adjacent to the public swimming pool. That the safety audit specifically looks at the installation of safety barriers at this site and that a response be provided outlining the results of the safety audit and any associated implementation actions.

**Preamble**

Given the commencement of \$45M worth of upgrades to Bacchus Marsh – Geelong Road (then turning into Grant Street) and the approval of the road as a double road train route, the pedestrian refuge on Grant Street, Bacchus Marsh needs further work to improve safety for users, including installation of adequate safety barriers. Concerns have also been raised by the Tracks and Trails Committee on the adequacy of existing safety measures.

# Attachment - Item 13.1

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

25 August, 2017

Ref: JB

Dear Rob,

**Notice Of Motion – Pedestrian Refuge, Grant Street, Bacchus Marsh**

In accordance with the Council's Meeting Procedure Local Law No. 9-2016 – Notices of Motion, please accept this Notice of Motion for placement on the agenda of the Ordinary Meeting of Council to be held on Wednesday 6 September, 2017.

**Background**

Given the commencement of \$45M worth of upgrades to Bacchus Marsh – Geelong Road (then turning into Grant Street) and the approval of the road as a double road train route, the pedestrian refuge on Grant Street, Bacchus Marsh needs further work to improve safety for users, including installation of adequate safety barriers. Concerns have also been raised by the Tracks and Trails Committee on the adequacy of existing safety measures.

**Motion**

**That Council:**

1. **Write to VicRoads Western Region requesting that a safety audit be undertaken of the pedestrian refuge on Grant Street, Bacchus Marsh adjacent to the public swimming pool. That the safety audit specifically looks at the installation of safety barriers at this site and that a response be provided outlining the results of the safety audit and any associated implementation actions.**



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**Cr Jarrod Bingham  
East Moorabool Ward**

### **13.2 Cr. Bingham: N.O.M. No. 267– Marsh Monster Mash Public Liability Insurance**

#### **Motion**

That Council:

1. That Council directly pay the attached invoice for the public liability at the total of \$1,175.90 as an over expenditure item for Marsh Monster Mash, giving the charity a greater capacity to donate a larger sum to their chosen local charity.

#### **Background**

Since its inception in 2014, the Marsh Monster Mash event has offered the community a Halloween themed family event, while raising funds for local charities. Previously, they have donated to the Marsh Food Bus, Steps for Sienna and Emerikus Land Foundation, all of which are registered charities with the ACNC and local to Bacchus Marsh.

The committee consists only of local residents, who volunteer hundreds of hours of their time throughout the year to make this event a success. They are a registered charity with the ACNC and all funding comes from the generous businesses within our community, as they have never received any type of funding from Council or community bank grants.

Their biggest overhead is public liability insurance, which in the past has cost \$700-\$1000. Previously, they would fund this amount from the proceeds of the event, and donate whatever is left to the elected charity. With the amount being so high, they have kindly asked if the Moorabool Shire Council would be able to cover this cost this year, allowing them to be able to provide this year's elected charity with a larger donation.

# Attachment - Item 13.2

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

30 August, 2017

Ref: JB

Dear Rob,

### **Notice Of Motion – Marsh Monster Mash Public Liability Insurance**

In accordance with the Council's Meeting Procedure Local Law No. 9-2016 – Notices of Motion, please accept this Notice of Motion for placement on the agenda of the Ordinary Meeting of Council to be held on Wednesday 6 September, 2017.

#### **Background**

Since its inception in 2014, the Marsh Monster Mash event has offered the community a Halloween themed family event, while raising funds for local charities. Previously, they have donated to the Marsh Food Bus, Steps for Sienna and Emerikus Land Foundation, all of which are registered charities with the ACNC and local to Bacchus Marsh.

The committee consists only of local residents, who volunteer hundreds of hours of their time throughout the year to make this event a success. They are a registered charity with the ACNC and all funding comes from the generous businesses within our community, as they have never received any type of funding from Council or community bank grants.

Their biggest overhead is public liability insurance, which in the past has cost \$700-\$1000. Previously, they would fund this amount from the proceeds of the event, and donate whatever is left to the elected charity. With the amount being so high, they have kindly asked if the Moorabool Shire Council would be able to cover this cost this year, allowing them to be able to provide this year's elected charity with a larger donation.

#### **Motion**

##### **That Council:**

- 1. That Council directly pay the attached invoice for the public liability at the total of \$1,175.90 as an over expenditure item for Marsh Monster Mash, giving the charity a greater capacity to donate a larger sum to their chosen local charity.**



---

**Cr Jarrod Bingham**  
**East Moorabool Ward**



## TAX INVOICE (New Policy)

Details of cover requested by you are shown in the attached Schedule of Cover. Payment is required by due date to ensure continuity of cover.

Arthur J. Gallagher & Co (Aus) Limited  
ABN 34 005 543 920  
AFSL 238312  
301 Dana Street  
Ballarat, VIC 3350  
T: (03) 5336 6900  
F: (03) 5336 6901  
E: ballarat@ajg.com.au  
W: [ajg.com.au](http://ajg.com.au)

Marsh Monster Mash  
C/- Kristy Clark  
9 Todman Cl  
BACCHUS MARSH VIC 3340

Insured: Marsh Monster Mash

Insured With: Arena Underwriting Suite 8, 12 Alma Road NEW LAMBTON NSW 2305

Policy Number: ARBIAE/002526 Expiring: 15/08/18

Insurance Class: Public/Products Liability

Period of Cover: 15/08/17 to 15/08/18 At 4pm Local Time

Covering: New Public/Products liability insurance. Please refer to policy schedule for details of cover.

Premium	790.00
Fire Levy	0.00
U/W GST	89.00
Stamp Duty	86.90
Policy Fee	100.00
Brokers Fee	100.00
Br Fee GST	10.00
<b>Total</b>	<b>1,175.90</b>

### Client Reference

BACC001

### Invoice Number

I209560

### Date

05/08/17

### Account Executive

Jennifer Phemister  
E: [jennifer.phemister@ajg.com.au](mailto:jennifer.phemister@ajg.com.au)  
T: 03 5336 6981

## TOTAL DUE

**\$1,175.90**

### Payment due by

29/08/17

### Important Notice:

Should you require information regarding our important relationships, privacy and how we earn our remuneration, please visit the Arthur J. Gallagher website: [ajg.com.au](http://ajg.com.au)  
See important insurance notices overleaf and documents enclosed.

## Remittance Advice

Arthur J. Gallagher PO Box 62 Central Square Ballarat VIC 3350

Invoice: I209560 Client: Marsh Monster Mash

Policy No: ARBIAE/002526 Client Ref: BACC001

Arthur J. Gallagher Ref: 17080037/0335

Account Executive: Jennifer Phemister

Amount Due: \$1,175.90

### PAYMENT OPTIONS



#### By BPAY®

Contact your financial institution to arrange payment from your account

Billers Code: 43984  
Ref: 33002095600



#### Electronic Funds Transfer

Direct Deposit BSB - 033819  
Account No - 335010248  
Use for Online payments only



#### Pay by Credit Card

By Phone: Please call **1800 226 012**  
By Web: Go to [www.ajg.com.au/client-portal](http://www.ajg.com.au/client-portal)  
A surcharge will apply of:  
0.76% for Visa and Mastercard, or  
2.2% for American Express, incl. GST.



#### Cheque by Mail

Detach this remittance advice slip and return together with your payment



#### Instalment (Premium Finance)

Contact your Account Executive if you would like to use this facility



# Notice to Intending Insureds

## Your duty of disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty under the Insurance Contracts Act 1984, to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms.

You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance. Your duty however does not require disclosure of matters:

- > that diminishes the risk to be undertaken by the insurer
- > that is of common knowledge
- > that your insurer knows of, or in the ordinary course of his business, ought to know
- > as to which compliance with your duty is waived by the insurer

## Non-disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

## Complaint Resolution

If you are not fully satisfied with the service we provide you may request that a complaint be referred to our National Complaints Manager. Arthur J. Gallagher & Co (Aus) Limited subscribes to the Financial Ombudsman Service, which is a free consumer service, and the Insurance Brokers Code of Practice. Further information is available from your Arthur J. Gallagher Branch.

## Premium Funding

If your premium is over \$500, you may wish to pay by monthly instalments using our recommended premium funders. Arthur J. Gallagher is paid to a maximum of 5% under some premium funding arrangements for providing this referral. We recommend that you read the premium funding contract to understand the implications in the event you cancel your insurance policy before its expiry.

## Cancellation/Policy Amendments

If your contract of insurance is cancelled or amended before the expiry of the period of insurance, you will be paid the return premium received from the insurer. Arthur J. Gallagher will retain all our commission, fees and other remuneration in full in the event of any mid-term cancellation of your contract of insurance or future downward adjustment of premium. We may charge an additional fee for processing your request to cancel or amend your contract of insurance and you agree that this fee may be offset against any premium refund you are entitled to.





**SCHEDULE OF COVER**  
**Public/Products Liability**

**OUR REFERENCE** 17080037

**INSURED** Marsh Monster Mash

**BUSINESS OF INSURED** Non-profit fund raising

**PERIOD OF INSURANCE** 15/08/17 to 15/08/18 At 4pm Local Time

**COVERING** The Insured's legal liability to pay by way of compensation to third parties in respect of Personal Injury and/or Property Damage happening during the Period of Insurance caused by an occurrence in connection with the Business of the Insured(as per Insurers Policy Wording).

**LIMIT OF LIABILITY**

**Public Liability** - \$20,000,000 any one occurrence.

**Products Liability** - \$20,000,000 in the aggregate during the Period of Insurance.

**Asbestos Liability** - \$0 any one occurrence and in the aggregate during the period of insurance.

**Incidental Errors and Omissions** - \$0 any one claim and in the aggregate during the period of insurance.

**EXCESS**

\$ 500 for all third party property damage claims arising out of each and every Occurrence. Alcohol related claims: \$1,500  
 Defence Cost Inclusive

\$ 500 for all products liability claims arising out of each and every Occurrence. Alcohol related claims: \$1,500  
 Defence Cost Inclusive

**GEOGRAPHICAL LIMITS** Worldwide excluding United States of America and Canada.

**POLICY WORDING** Arena event liability BIA GL G2 Arena Ent 1 - 2016

<b>INSURER</b>	<b>Policy No.</b>	<b>Proportion %</b>
Arena Underwriting Suite 8, 12 Alma Road NEW LAMBTON NSW 2305	ARBIAE/002526	100.0000
<b>As Agent For :</b> Berkley Insurance Australia	100.0000 %	

**NOTES**

**NOTES**

**Exclusions**  
 Please take note of the Exclusions that apply to this Policy (Exclusions 4.1 to 4.19 in the Policy Wording).



**Arthur J. Gallagher**  
BUSINESS WITHOUT BARRIERS™  
*Incorporating OAMPS Insurance Brokers*

It is hereby declared and agreed that:

Section 4

4.16 Crowd Surfing, Moshing And Stage Diving is deleted from the Policy and will have no effect.

Berkley Insurance Australia (ABN 53 126 559 706) is the Insurer of this Policy.

Arena Underwriting Pty Ltd (ABN 26 125 869 481, AFSL 317617) acts under a binding authority given to it by the Insurer to administer and issue policies, alterations and renewals, and acts on behalf of the insurer and as agent of the insurer, not as your agent.

**SPECIAL NOTE**

This memorandum is prepared as a summary of the insurance policy. It is not a complete description of all the policy's terms, conditions and exclusions.

In determining a claim, or questions with regard thereto, the provisions of the policy will prevail.

**14. MAYOR'S REPORT**

**To be presented at the meeting by the Mayor.**

**Recommendation:**

**That the Mayor's report be received.**

**15. COUNCILLORS' REPORTS**

**To be presented at the meeting by Councillors.**

**Recommendation:**

**That the Councillors' reports be received.**

**16. URGENT BUSINESS**

**17. CLOSED SESSION OF THE MEETING TO THE PUBLIC****17.1 Confidential Report****17.2 Confidential Report****Recommendation:**

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

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

**18. MEETING CLOSURE**