



ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
the Council Chamber, 15 Stead Street, Ballan on
Wednesday 7 February 2018,
commencing at 6:00 p.m.

Members:

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

Officers:

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

Rob Croxford
Chief Executive Officer

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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 6 December 2017**

Recommendation:

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

6.2 Special Meeting of Council – Wednesday 20 December 2017

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 20 December 2017.

7. DISCLOSURE OF CONFLICT OF INTEREST

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

Definitions of the class of the interest are:

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

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

Time for Disclosure of Conflicts of Interest

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

Section 79(6) of the Act states:

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

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

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

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

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

8. PUBLIC QUESTION TIME

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

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

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

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

A Councillor or Council officer may:

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

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

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

9. PETITIONS

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

10. PRESENTATIONS / DEPUTATIONS

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

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

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

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

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

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

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

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

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

Item No	Description	Name	Position
-	-	-	-

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

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

Item No	Description	Name	Applicant/ Objector
-	-	-	-

11. OFFICER'S REPORTS

11.1 CHIEF EXECUTIVE OFFICER

No reports for this meeting.

11.2 GROWTH AND DEVELOPMENT

11.2.1 Planning Permit PA2017103 – Removal of easement, E-1 at 380 Cummings Road, Parwan.

Application Summary:	
Permit No:	PA2017103
Lodgement Date:	15 June, 2017
Planning Officer:	Mark Lovell
Address of the land:	Lot 5 on LP124567 380 Cummings Road, Parwan.
Proposal:	Removal of easement, E-1.
Lot size:	32.96 hectares.
Why is a permit required	Clause 52.02 – Remove an easement
Why is this application being presented to Council?	Referral objection to the application
Public Consultation:	
Was the application advertised?	Yes, as the proposal may affect the interests of benefiting properties and other persons.
Notices on site:	No.
Notice in Moorabool Newspaper:	No.
Number of Objections:	One resident objection and one referral authority objection.
Consultation meeting:	None held, as the recommendation is for refusal of the application.
Policy Implications:	
Strategic Objective:	Stimulating Economic Development
Context:	Land Use Planning
Victorian Charter of Human Rights and Responsibilities Act 2006	
In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.	

Officer's Declaration of Conflict of Interests	
<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 – Rob Fillisch</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Mark Lovell</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
Executive Summary:	
Application Referred?	Yes, referred to Council's Infrastructure who objected to the application.
Any issues raised in referral responses?	Objection to the removal of the drainage easement.
Preliminary Concerns?	No.
Any discussions with applicant regarding concerns	The applicant was advised of the referral objection.
Any changes made to the application since being lodged?	No
VCAT history?	No.
Previous applications for the site?	No.
General summary (Pro's/Con's of the proposal)	This long established drainage easement is able to provide drainage from the adjacent land occupied by an Aerodrome. Removing the easement would restrict future drainage discharge from this adjacent land. The proposal would not represent the orderly planning of the area.
Summary Recommendation:	
<p>That, having considered all relevant matters as required by Section 60 of the Planning and Environment Act 1987, Council advise the VCAT Registrar that Council does not support the removal of easement, Easement E-1 on the land at Lot 5 on LP124567 also known as 380 Cummings Road, Parwan.</p>	

Background

The applicant has lodged an appeal with VCAT for a failure to determine the current application within the sixty day statutory time limit on 28 December, 2017. Council must notify VCAT of its position to either support or refuse the application.

Public Notice

The application was notified to all properties contained in LP124567 who have benefit of the easement. The advertising was completed satisfactorily on 26 July, 2017.

Summary of Objections

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

Objection	Any relevant requirements
Drainage easement services the land of the Aerodrome/drainage easement originates with the original subdivision because of the legitimate needs of the Commonwealth for drainage of the area of Aerodrome land on Lot 1 of TP847678X	Clause 52.02
Officer's response – Officers agree the drainage easement has been created to serve a need for adequate drainage discharge from an adjacent property.	

Proposal

It is proposed to remove easement E-1 which is 10 metres in width and traverses through the central part of the property in a west to east direction. The easement is for the purpose of drainage and all lots on LP plan number 124567 have benefit of the easement. The applicant has stated the easement is 100% contained with their property boundary, does not offer any benefit to other lots on the titles, and serves no useful function.

Site Description

The subject site is located on the western side of Cummings Road, 579.42 metres south of Smiths Road, Parwan. The subject lot has an L shaped configuration with a maximum width of 637.36 metres and a maximum length of 855.75 metres for a total land area of 32.96 hectares. The site is comprised of cleared land with a homestead. In the location of the drainage easement at the eastern end of the property is a dam.

The adjacent property to the west and south is the Bacchus Marsh Aerodrome comprising of two intersecting runways and several detached metal sheds and open fields used for the parking of light planes/gliders. The adjacent properties to the north are comprised of farming zoned land with dwellings concentrated towards the Shaws Road frontage. The eastern side of Cummings Road is also comprised of farming zoned land used predominately for horse agistments and horse training tracks. The area contains few trees and the land has a relatively flat topography.

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:

- Clause 11.02-1 Supply of urban land
- Clause 11.07-1 Regional Victoria
- Clause 11.07-2 Peri-Urban Areas
- Clause 15.01-3 Neighbourhood and subdivision design
- Clause 19.03-2 Water supply, sewerage and drainage.
- Clause 19.03-3 Stormwater

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

SPPF	Title	Response
Clause 19.03-2	Water supply, sewerage and drainage	The objective of this clause is to plan for the provision of drainage services that efficiently and effectively meet State and community needs and protect the environment. The easement removal does not provide for the efficient provision of drainage for the surrounding area.
Clause 19.03-3	Stormwater	A strategy of this clause is to incorporate water sensitive urban design techniques into development to reduce run off and peak flows and to minimise drainage and infrastructure costs. The easement removal will add to drainage and infrastructure costs in providing an alternative drainage discharge line to an adjacent property.

Zone

The subject site is in the Farming Zone (FZ).

The purpose of the Zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

A planning permit is not required under this zone as the provisions of Clause 52.02 apply.

Overlays

Design & Development Overlay Schedule 2 (DD02)

The subject site is in the Design & Development Overlay Schedule 2.

The purpose of the overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas which are affected by specific requirements relating to the design and built form of new development.

Part 1 of Schedule 2 of the overlay has the following design objectives:

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

A planning permit is not required under this overlay as the provisions of Clause 52.02 apply.

Airport Environs Overlay (AE01)

The subject site is in the Airport Environs Overlay Schedule 1.

The purpose of the overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas which are or will be subject to high levels of aircraft noise, including areas where the use of land for uses sensitive to aircraft noise will need to be restricted.
- To ensure that land use and development are compatible with the operation of airports in accordance with the appropriate airport strategy or master plan and with safe air navigation for aircraft approaching and departing the airfield.
- To assist in shielding people from the impact of aircraft noise by requiring appropriate noise attenuation measures in new dwellings and other noise sensitive buildings.
- To limit the number of people residing in the area or likely to be subject to significant levels of aircraft noise.

A planning permit is not required under this overlay as the provisions of Clause 52.02 apply.

Particular Provisions

Clause 52.02 Easements, Restrictions and Reserves

A permit is required before a person proceeds under Section 23 of the Subdivision Act 1988 to create, vary or remove an easement or restriction or vary or remove a condition in the nature of an easement in a Crown grant.

A permit is required before a person proceeds:

- Under Section 23 of the Subdivision Act 1988 to create, vary or remove an easement or restriction or vary or remove a condition in the nature of an easement in a Crown grant.
- Under Section 24A of the Subdivision Act 1988.
- Under Section 36 of the Subdivision Act 1988 to acquire or remove an easement or remove a right of way.

Before deciding on an application, in addition to the decision guidelines in clause 65, the responsible authority must consider the interests of affected people.

Discussion

Easement removal

The easement listed on title was part of a subdivision of land in 1977 that created five lots. The easement as shown on the current title is unusual in that other lots in the same subdivision plan that have benefit of the easement do not have either an abuttal to the easement or are able to have access to the easement. These other lots cannot use the easement for drainage purposes. The location of the easement benefits other properties to the west which could use this easement for drainage which then connects to the Cummings road reserve. The location of dams on the subject land and the adjacent western property shows that any overland flow would match the easement location. Easements on title should not be removed unless there is a development of the land or the surrounding land that makes them redundant due to new infrastructure services been provided.

Council's Engineers have reviewed the easement and stated that the land adjoining the property to the south and to the west is owned by Moorabool Shire Council (Bacchus Marsh Aerodrome). They have identified that the only rational justification for its creation is to provide a drainage outlet for the aerodrome. The council has an interest in the easement and does not agree to the easement being expunged.

It is clear the easement has a useful purpose and its removal should be not be supported as it could compromise future drainage discharge from an adjacent property.

The Hill VCAT Decision

In consideration, that no property owner who has a direct interest in the easement according to the title has objected, there is a recent VCAT decision in Hill vs Campaspe Shire Council. This decision looked at the operation of Clause 52.02 with reference to a covenant variation and noted that other persons who do not have benefit of a covenant can object and their views can be considered.

Deputy President Gibson made the following comments in her order:

‘There is nothing within the planning scheme or the Act that limits the right of any other person who may be affected by the grant of a permit under clause 52.02 to object to the grant of a permit. The decision guidelines in clause 52.02 provide that before deciding on an application, in addition to the decision guidelines in clause 65, the responsible authority must consider the interests of affected people. Section 57(1A) of the Act provides that an owner or occupier of any land benefited by the covenant is deemed to be a person affected by the grant of the permit. Clearly, they may object to a permit under clause 52.02 and their interests must be considered under the decision guidelines, but equally other people may be affected and their interests should also be considered.’

The applicant has advised they have obtained legal advice that only lots which have benefit from the easement are the lots within plan of subdivision number LP124657. This advice fails to acknowledge Clause 52.02 of the Moorabool Planning Scheme that allows other persons without a benefit on title to have an interest in the application and for their objection to be considered in the assessment.

It is clear that the adjacent property to the west owned by Moorabool Shire Council will be adversely affected by the easement removal which has been accessed by the responsible drainage authority, Council’s Infrastructure.

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.

Referral

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

Authority	Response
Infrastructure Strategic Planning (SSD)	Objection Request the easement be retained

Financial Implications

The recommendation to not support this application would not represent any financial implications for Council.

Risk and Occupational Health and Safety Issues

The recommendation to not support 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. The applicant and objector were invited to attend this meeting and invited to address Council if desired.

Options

An alternative recommendation would be to support the application. This would directly contravene the advice from Council's Infrastructure section.

Supporting the application may result in the objector lodging an application with VCAT.

Conclusion

The proposed removal of easement can adversely affect an adjacent property which does not have benefit of the easement and it could create future problems with drainage discharge. Council's Infrastructure as the responsible drainage authority, have reviewed the documents and do not support the removal. The application should not be supported.

Recommendation:


That, having considered all matters as prescribed by the Planning and Environment Act, Council advises VCAT that it would not support planning application PA2017103 for the removal of easement, E-1 on Lot 5 of LP124567, otherwise known as 380 Cummings Road, Parwan with the following statement of grounds

- 1. The proposed removal of easement will adversely affect drainage discharge from surrounding land.**
- 2. The proposed removal of easement has not considered the interests of other affected people.**
- 3. The proposed removal of easement does not represent the orderly planning of the area.**

Report Authorisation

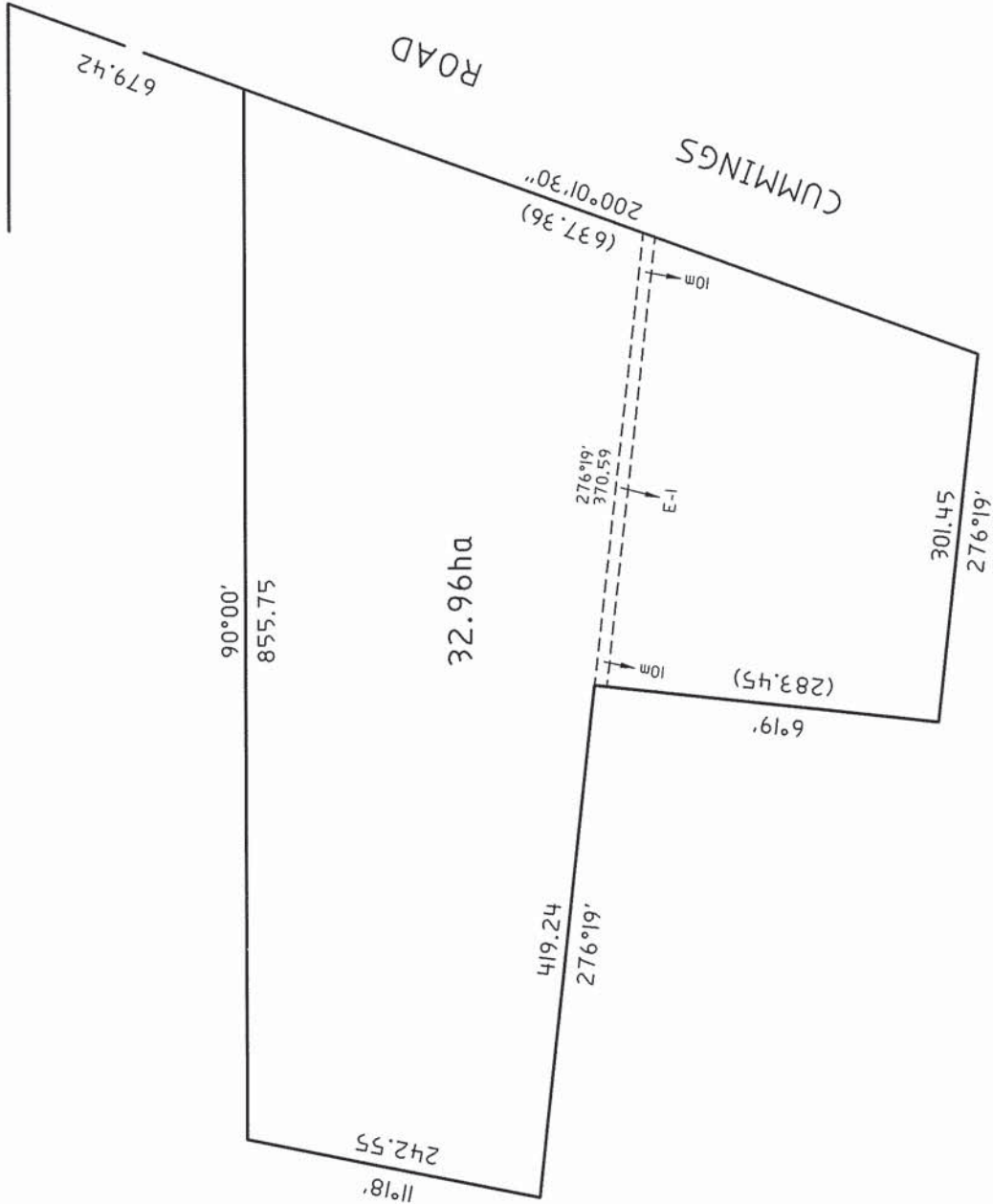
Authorised by:

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Wednesday, 17 January, 2018



Attachment - Item 11.2.1

SMITHS ROAD



APPROXIMATE TRUE NORTH

SCALE 1:4000	40 0 40 80 120 160 LENGTHS ARE IN METRES	SHEET SIZE: A3	REF: 14802	01	SHEET 2
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LUKE VAN KRUIJSBERGEN / VERSION No 1

ST. QUENTIN
 Surveyors · Town Planners · Engineers
 51 LITTLE FYANS STREET,
 P.O. BOX 919, GEELONG 3220
 TELEPHONE (03) 5201 1811 · FAX (03) 5229 2909

11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

11.3.1 Proposed Discontinuance of a Portion of River Drive – Stage 6 of Stonehill Estate Development

Introduction

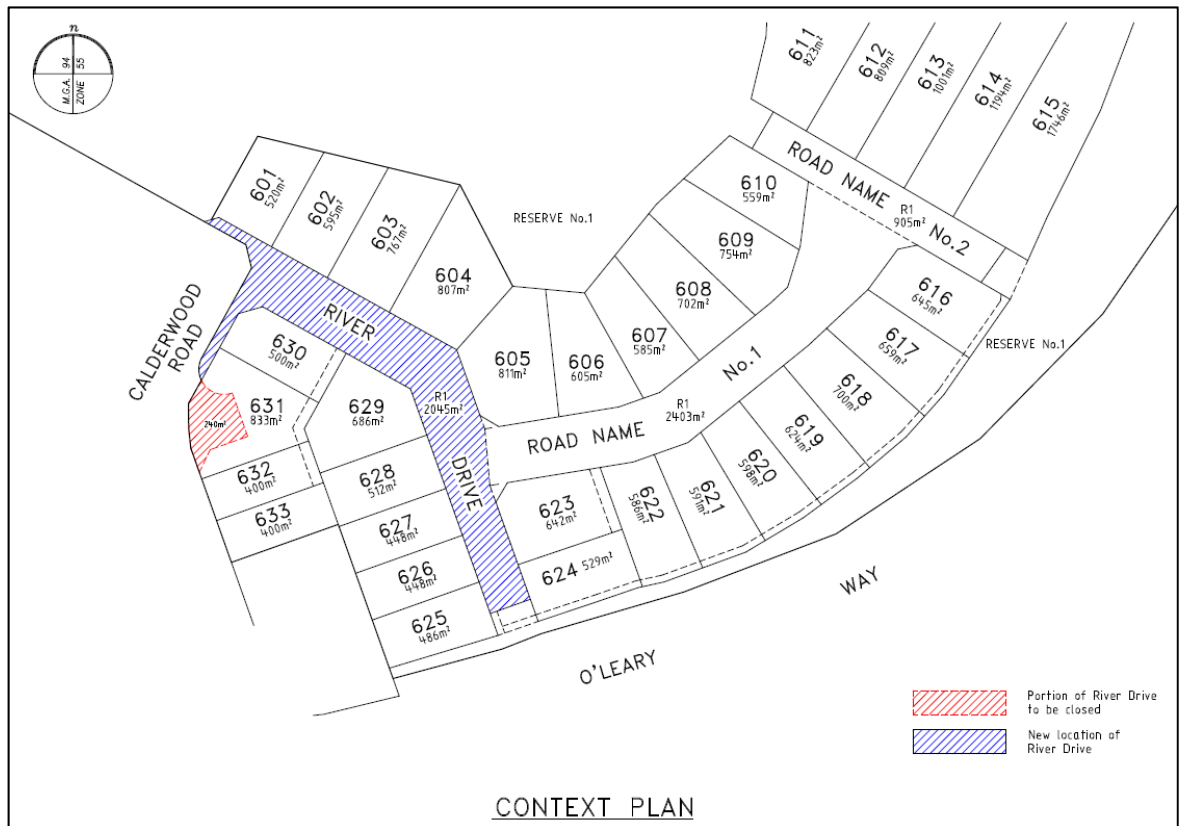
File No.: 1461
 Author: John Whitfield/Michelle Morrow
 General Manager: Danny Colgan

Background

Bosco Jonson, representing the developers of Stonehill Estate Leighton Properties (VIC) Pty Ltd, are seeking to formally discontinue a piece of Council Road in the Stonehill Estate.

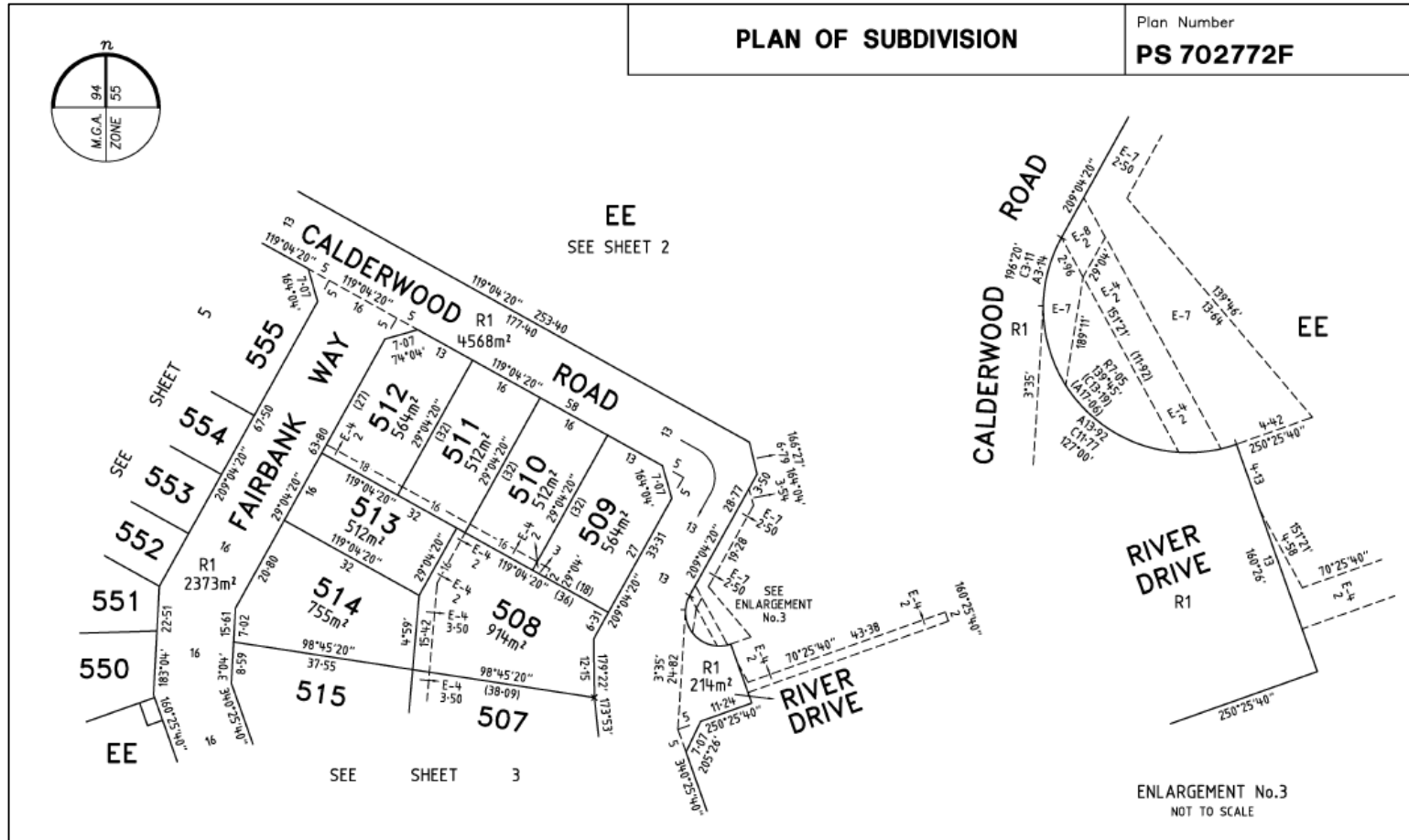
This small portion of road was created on PS702772F, being Stage 5A1 of the development. At the time a small road stub was created for access into the future Stage 6. The design for Stage 6 has changed since Stage 5A1 was registered and River Drive now enters Stage 6 approximately 30m north-east of its original location.

The “Context Plan” plan below shows both the old and new positions of River Drive. This report is to propose the discontinuance of the portion of River Drive as shown in the red shaded section below.

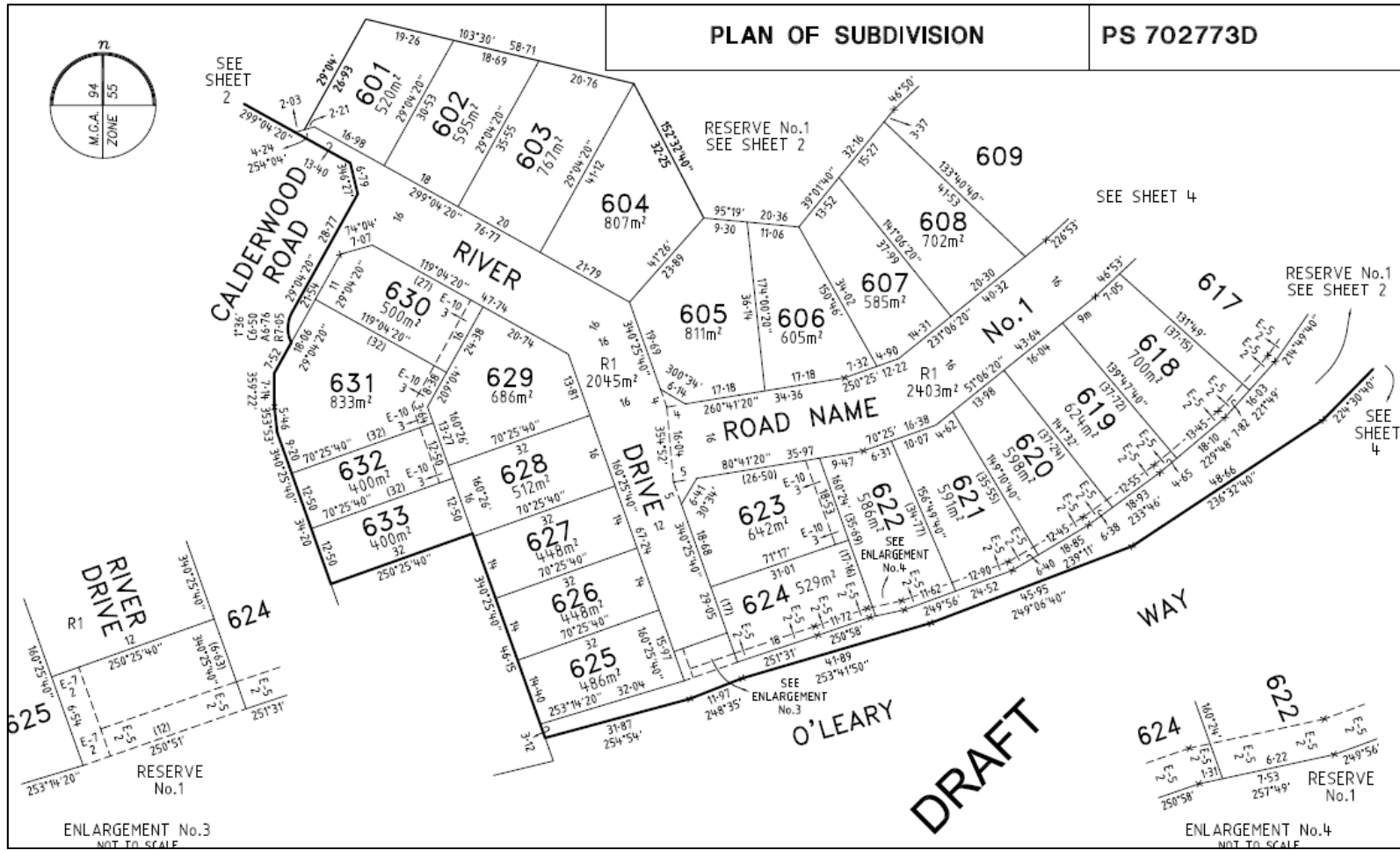


Bosco Jonson have supplied a number of items to support their request for this road discontinuance.

The diagram below is part of the registered copy of Stage 5A1 and shows the road "River Drive" now proposed to be closed in its original location;



The diagram below is part of the draft copy of the Stage 6 Plan of Subdivision containing the new proposed location of River Drive.



The following aerial photo is included in this report to provide another representation of the section of River Road proposed to be discontinued. It is the section protruding into Lot 631 on the photo below with the proposed new boundary shown in pink.



Proposal

Council, in accordance with Section 206 and Schedule 10 Clause 3 of *Local Government Act 1989* (the Act) has the power to discontinue a road, or part of a road, by a notice published in the Government Gazette.

The proposed discontinuance of this portion of road has been circulated to the Assets and Statutory Planning Service Units of Council for their comment.

Prior to making a decision to discontinue a road or part of a road, section 207A of the Act provides that a person may make a submission under section 223 on the proposed portion of road discontinuance being considered under schedule 10 clause 3 of the Act.

This report proposes that Council formally authorise officers to give public notice in accordance with section 297A of the Act of the intention to discontinue the portion of road known as River Drive and as shown above under section 206 and Schedule 10 clause 3 of the *Local Government Act 1989*.

If there are no objections to the proposal, then a further report will be presented to Council to formally resolve to discontinue this portion of road in accordance with schedule 10 clause 3 of the Act, and if adopted, advertise this discontinuance in the next available edition of the Victorian Government Gazette.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Objective 1A: Our Assets and Infrastructure

The proposal for Council to discontinue a portion of River Road is consistent with the Council Plan 2017-2021.

Financial Implications

The cost this discontinuance process including advertising costs and of the transfer and registration of title will be met by the developer. There will be no cost to Council in this process.

Risk & Occupational Health & Safety Issues

There are no perceived risks or occupational health and safety issues related to this proposal.

Communications Strategy

Under section 207(A) of the Act, a person has the right to make a submission under section 223 of the Act in respect of Council proposing to discontinue a road within its municipality.

Section 223 of the Act allows Council to advertise its intentions in a newspaper circulating generally within the Municipality inviting public submissions for a period of no less than 28 days after the date of the publication of the public notice in the newspaper and on Council's website. Council must then consider any submissions received in accordance with the Act.

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/Michelle Morrow

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

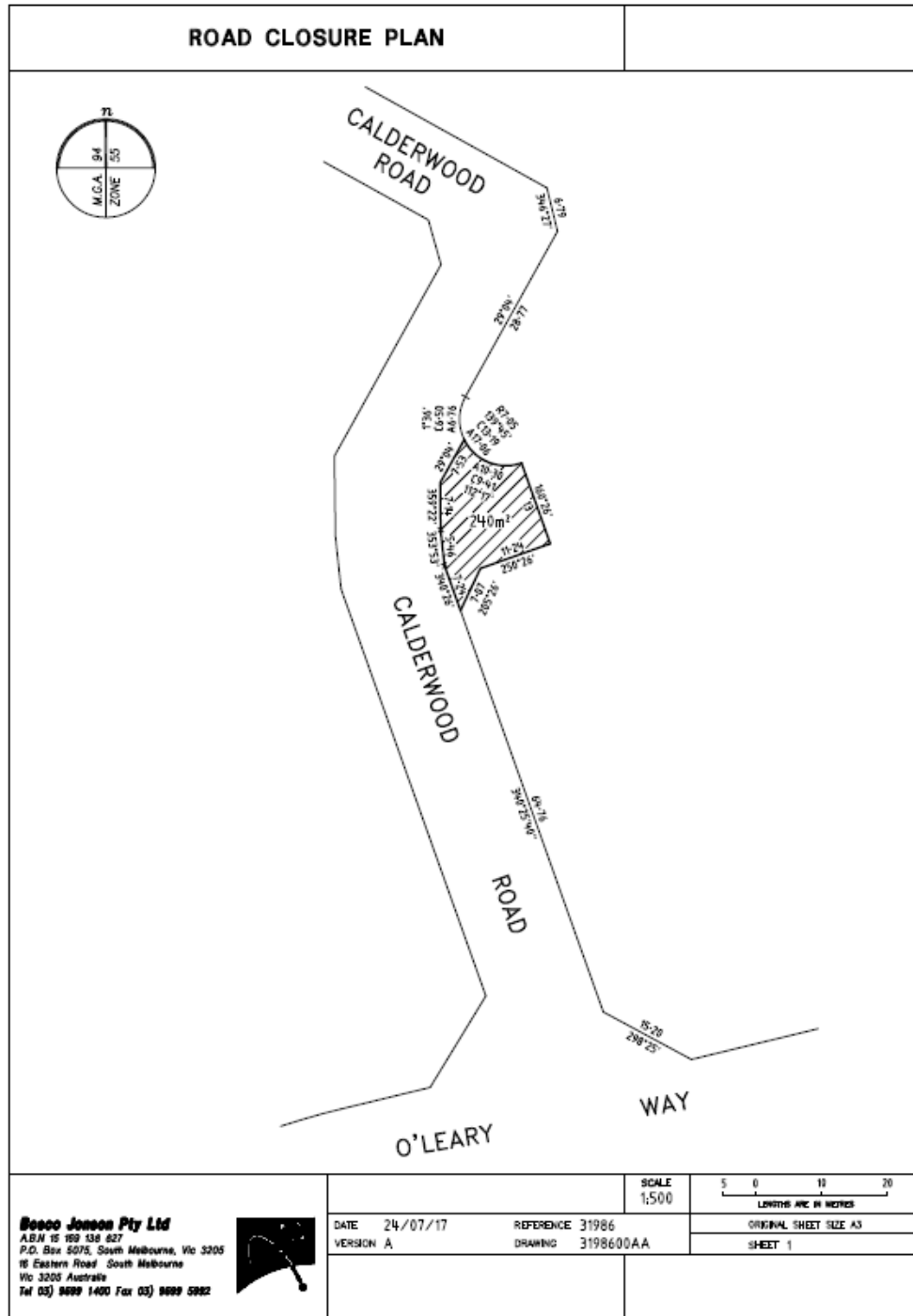
Conclusion

It is recommended that Council consider formally authorising officers to give public notice in accordance with section 207A of the Act of its intention to discontinue the portion of road known as River Drive and as shown in the Road Closure Plan under section 206 and Schedule 10 clause 3 of the Act 1989 and seek public submissions.

Recommendation:

That Council:

- 1. under Schedule 10 clause 3(a) of the Local Government Act 1989, authorises officers to give public notice in local and regional newspapers circulating generally throughout the municipality, of its intention to discontinue the portion of River Drive shown in the Road Closure Plan below seeking public submissions under section 207A of the Local Government Act 1989 on the proposal.**



2. following the completion of the public submission process, receives an officer’s report to be presented to Council considering all public submissions received.

Report Authorisation

Authorised by:

Name: Danny Colgan

Title: General Manager Social and Organisational Development

Date: Thursday 11 January 2018

11.3.2 Review of Councillor and Mayoral Allowances as required under Section 74(1) of the Local Government Act 1989

Introduction

File No.: 01/03/001
Author: John Whitfield/Michelle Morrow
General Manager: Danny Colgan

Background

Under Section 74(1) of the Local Government Act 1989 (Act) a Council must review and determine the level of the Councillor allowance and the Mayoral allowance within the period of 6 months after a general election or by next 30 June, whichever is later. The last general election was held on Saturday 22 October 2016 therefore a review was due by the end of June, 2017. This review was missed and is now reported to the Council for its determination.

A report to the Statutory Special Meeting of Council held 8 November 2017 said in part:

A review of the Mayor and Councillors Allowances will take place in February 2018 taking into account the annual automatic adjustment announced by the Minister for Local Government under section 73B(4) of the Local Government Act 1989 which is expected to occur by December 2017.

The current allowances indicated below will be maintained until a review is undertaken in February 2018.

- *Councillor annual allowance - \$24,730;*
- *Mayoral annual allowance - \$76,521; and*
- *the equivalent of the superannuation guarantee contribution (SGC) (currently 9.5% of the allowances above).*

The allowance for Mayor and Councillors will be adjusted accordingly with any increase, as determined by Council as a result of the annual automatic adjustment announced by the Minister for Local Government, and back paid to the effective date of the adjustment set out on the Victoria Government Gazette.

Mayor and Councillor Allowances will be paid during the ensuing year from Wednesday 8 November 2017 to the Statutory and Annual Appointments Meeting in 2018. The manner of payment of allowances will not exceed more than one month in advance.

As part of this process Section 74(4) states that a person has a right to make a submission under section 223 of the Act in respect of a review of allowances.

Proposal

The *Local Government Act 1989* (the Act) deals with Mayoral and Councillor Allowances in a number of places.

Section 74A of the Local Government Act 1989 states, among other things, -

- that a Mayor is not entitled to receive a Councillor allowance if the Mayor is entitled to receive a Mayoral allowance;
- in addition to complying with the relevant Order in Council or Minister's notice as referred to in sections 73A, 73B, 74B or 74C, a Council must pay a Councillor allowance or Mayoral allowance in accordance with any review and determination made by a Council under section 74;
- a Council does not have to pay an allowance to a Councillor or Mayor who does not want to receive an allowance;
- a person elected to be a Councillor is entitled to receive a Councillor allowance from the date the person takes the oath of office under section 63; and
- a Councillor elected to be Mayor is entitled to receive a Mayoral allowance from the date he or she is elected under section 71.

In accordance with Section 74B of the Local Government Act 1989, the Governor in Council may by Order in Council –

- specify the amounts of allowances payable by a Council as a Councillor allowance or a Mayoral allowance;
- specify limits on the amounts of allowances payable by a Council as a Councillor allowance or a Mayoral allowance
- vary the amount, limit or range of allowances payable by a Council as a Councillor allowance or a Mayoral allowance; and
- specify the manner in which Councillor allowances and Mayoral allowances are payable.

In Bulletin 32/2017 released on 23 November 2017, the Minister for Local Government, the Hon Marlene Kairouz MP, has reviewed the limits and ranges of the current Mayoral and Councillor Allowances and has determined under section 73B of the Local Government Act 1989 (the Act) that these allowances be increased by an adjustment factor of 2.0% from 1 December 2017.

The bulletin says the Minister had regard to movements in remuneration of executives within the meaning of the Public Administration Act 2004 and that Councils must therefore increase their current mayoral and councillor allowances by 2.0% from 1 December 2017, under section 73B(5) of the Act.

This adjustment was published by notice in the Victoria Government Gazette G47 on 23 November 2017. A copy of the gazette notice appears below. Moorabool Shire Council is a Category 2 Council in the Schedule below.

*Victoria Government Gazette**G 47 23 November 2017 2547***Local Government Act 1989****MAYORAL AND COUNCILLOR ALLOWANCES ADJUSTMENT**

In accordance with section 73B(4)(a) of the Local Government Act 1989, notice is hereby given that an adjustment factor of 2.0% applies to Mayoral and Councillor allowances.

In accordance with section 73B(4)(b) of the Local Government Act 1989, the new limits and ranges of Mayoral and Councillor allowances, adjusted in accordance with the adjustment factor, are:

Category 1	Councillors: \$8,490–\$20,231 per annum	Mayors: up to \$60,442 per annum
Category 2	Councillors: \$10,490–\$25,225 per annum	Mayors: up to \$78,051 per annum
Category 3	Councillors: \$12,614–\$30,223 per annum	Mayors: up to \$96,534 per annum

This notice does not apply to the Lord Mayor, Deputy Lord Mayor and Councillors of the Melbourne City Council, and the Mayor and Deputy Mayor of the Greater Geelong City Council.

The new adjusted limits and ranges take effect on 1 December 2017.

Dated 14 November 2017

MARLENE KAIROUZ MP
Minister for Local Government

Mayoral and Councillor Allowances are comprised of two parts:

- Part A Lower and upper range limits and levels of allowances for Councils in categories.
- Part B the equivalent of the superannuation guarantee contribution (currently 9.5%) to be added to Part A.

Councillor annual allowances and limits on Councillor allowances

Part A: At present Councillors receive an annual allowance of \$24,730. As from 1 December 2017 the Councillor annual allowance range for a Category 2 Council is from \$10,490 to \$25,225.

Mayoral annual allowance limits

Part A: At present the Mayoral allowance is \$76,521 per annum. As from 1 December 2017 the Mayoral annual allowance is an amount up to \$78,051 per annum.

Application of the equivalent of the superannuation guarantee contribution

Part B: The amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) is payable in addition to these amounts.

Remote area travel allowance

Mayors and councillors are entitled to receive a 'remote area travel allowance of \$40 per day in certain circumstances, up to a maximum of \$5,000 per annum.

If a Councillor, including a Mayor normally resides more than 50kms by the shortest possible practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council, or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she must be paid an additional allowance of \$40.00 in respect of each day on which one or more meetings or authorised functions were actually attended by that Councillor, up to a maximum of \$5,000 per annum.

Manner of payment of allowances

The payment of annual allowances is not to exceed more than one month in advance.

Review of Allowances

After the 2012 general election the Council resolved to be paid the maximum Mayoral and Councillor Allowances in Category 2 that was applicable at the time. This figure has been indexed each year since then in accordance with the adjustments announced by the Minister.

The Council must now choose to set a Councillor Allowance somewhere within the range for a Category 2 Council; between \$10,490 and \$25,225 per annum.

It must also resolve to set a Mayoral Allowance within the range for a Category 2 Council; between \$0 and \$78,051 per annum. (In effect the Mayoral Allowance would not be less than the amount set by Council for the Councillors Allowance).

It should be noted that there will be an additional payment of the equivalent of the superannuation guarantee contribution (SGC) (currently 9.5%) to whatever amount of Councillor and Mayoral Allowance is set.

After the proposed amount of Mayoral Allowance and Councillor Allowance is determined at this meeting, its proposal must be advertised under Section 223 of the Act.

A report will be brought back to the 4 April 2018 Ordinary Meeting of Council to consider submissions. After consideration of the submissions, the Councillor and Mayoral Allowances will be then set and remain in place – with annual adjustments announced by the Minister - until the next Council general election.

Please note that based on this resolution, an appropriate financial adjustment backdated to 1 December 2017, will be made to Councillor and Mayoral Allowances.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1B: Our People

The proposal to review Councillor and Mayoral allowances is consistent with the Council Plan 2017-2021.

Financial Implications

The annual expenditure for Councillor and Mayoral Allowance is presently a maximum of \$252,289.10 with this figure including the superannuation guarantee contribution. It will be a lesser figure if the Council resolves not to adopt the maximum allowance for Category 2 Councils.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Inadequate financial management	Medium	Close supervision

Communications Strategy

Under Section 74(4) of the Local Government Act 1989, a person has the right to make a submission under section 223 of the Act in respect of a review of allowances.

Section 223 of the Act allows Council to advertise its intentions in a newspaper circulating generally within the Municipality inviting public submissions within a 28 day period following the advertisement appearing in the newspaper. Council must then consider any submissions received in accordance with the Act.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

Manager – Danny Colgan

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

Author – John Whitfield/Michelle Morrow

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

Conclusion

In accordance with Section 74(1) of the Local Government Act 1989 the Council must conduct a review of Councillor and Mayoral allowances after each general election.

This report now recommends to Council that the review be commenced in accordance with the Local Government Act 1989 and that public submissions be sought.

At the conclusion of the submission period a report will be brought to the 4 April 2018 Ordinary Meeting of Council for it to adopt its Councillor Allowance and Mayoral Allowance for this term of office.

Recommendation:

1. That Council, in compliance with Section 74 of the Local Government Act 1989, conducts a review of Councillor and Mayoral Allowances based on the annual allowance range for a Category 2 Council as specified in the Order in Council and published in the Government Gazette on 23 November 2017.
2. That the proposed Mayoral and Councillor and Mayoral Allowances be:
 - Councillor Allowance \$24,730 per annum
 - Mayoral Allowance \$76,521 per annum

noting that there will be an additional payment of the equivalent of the superannuation guarantee contribution (SGC) (currently 9.5%) to the amount of Councillor and Mayoral Allowance proposed.
3. That under Section 223 of the Local Government Act 1989, Council gives notice of its proposed Councillor and Mayoral Allowances in regional and local newspapers, inviting any person to make a public submission and outlining how submissions will be heard; and
4. That Council be presented with a further report to the 4 April 2018 Ordinary Meeting of Council in order to consider any public submissions received and to determine the Councillor Allowance and Mayoral Allowance for this term of office.

Report Authorisation:**Authorised by:**


Name: Danny Colgan
Title: General Manager Social and Organisational Development
Date: Thursday 1 February 2018

11.3.3 Second Quarter (October – December) Report – 2017/18 Council Plan Actions

Introduction

File No.: 02/02/002
Author: Vanessa O'Toole
General Manager: Danny Colgan

Background

The 2017-2021 Council Plan was adopted by Council in July 2017. As part of the development of the framework of the Council Plan, Council determines appropriate actions which will support the framework, delivering agreed outcomes for the Community.

The Council Plan outlines four Strategic Objectives or main themes that guide new initiatives and continuing services, these being:

1. Providing Good Governance and Leadership
2. Minimising Environmental Impact
3. Stimulating Economic Development
4. Improving Social Outcomes

Each Strategic Objective has a set of Contexts or desired outcomes with sets of Strategic Actions to be undertaken over the planned 4 years to achieve the objectives.

All Council actions aligned with the Strategic Actions are linked back to the Council Plan. The Council Plan is reviewed annually.

Discussion

The 2017/18 Council Plan Actions Second Quarter Progress Report contained in Attachment 1 shows each of the actions and their progress comments for the 2017/18 Financial Year. Overall there are 77 actions being reported in quarter 2, with 45 actions having reached 90% or greater of their target for the period, and 23 actions having achieved between 60 and 90% of target. 9 actions remain at less than 60% of their target.

The following table summarises the status of the 2017/18 Council Plan Actions for this quarter:

Strategic Objective	Not Started	In Progress	Deferred	Completed	Total
1. Providing Good Governance and Leadership	0	20	0	3	23
2. Minimising Environmental Impact	0	12	0	1	13
3. Stimulating Economic Development	0	14	1	2	17
4. Improving Social Outcomes	0	12	0	3	15
2016/17 actions carried over from the previous Council Plan	0	6	0	3	9
Totals	0	64	1	12	77

Proposal

This report is to inform Council and the community on the progress of key Council Plan actions for the 2017/18 Financial Year.

Policy Implications

The 2017–2021 Council Plan provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business and Systems

Financial Implications

There are no financial implications from this report.

Risk & Occupational Health & Safety Issues

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

Communications and Consultation Strategy

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – 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

Council is making good progress in all areas of the Council Plan for this second quarter. Overall there are 77 actions being reported in quarter 2, with 45 actions having reached 90% or greater of their target for the period, and 23 actions having achieved between 60 and 90% of target. The 9 remaining actions are sitting below 60% of target as the majority of work to be undertaken on these actions will be performed in later quarters.

Recommendation:

That Council receives the Second Quarter (October – December) 2017/18 Council Plan Actions Progress Report.

Report Authorisation

Authorised by:

Name: Danny Colgan 
Title: General Manager Social and Organisational Development
Date: Thursday, 18 January 2018

Attachment - Item 11.3.3



Moorabool Shire Council

PREMIUM Action and Task Progress Report

July 2017 - December 2017

Report Filters:

Date From :01-07-2017

Date To :31-12-2017

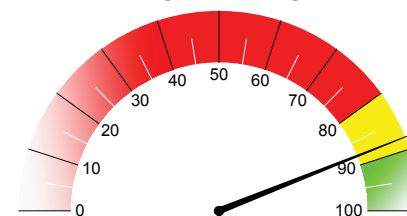
Display Task : Yes

Action Filter :Council Plan



2017/18 Council Plan Actions Second Quarter
(October - December) Progress Report

Action Progress Against Targets





- 77 Actions reported on
- 45 At least 90% of action target achieved
- 23 Between 60 and 90% of action target achieved
- 9 Less than 60% of action target achieved
- 0 Actions with no target set


Strategic Objective: 1 Providing Good Governance and Leadership

Context: 1.1 (1A) Our Assets and Infrastructure


STRATEGIC ACTION: 1.1.1 Asset Management

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.1 Undertake a road management plan review	Completed	1/07/2017	30/09/2017	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Management	Recurrent					
Linked action filters: Council Plan						
Action Progress Comments						
A review of Council's existing Road Management Plan and its associated registers was undertaken and following a public consultation process, the document was adopted on 07 June 2017.						
Last Updated - 02/10/2017						
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.2 Review Asset Policy and Strategy including Capitalisation and Revaluation Policy	In Progress	1/07/2017	31/03/2018	70%	66%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Asset Management	Recurrent					
Linked action filters: Council Plan						
Action Progress Comments						
Asset Management Policy was adopted at the July 2017 Ordinary Meeting of Council. The Asset Management Strategy, Capitalisation and Revaluation Policies are scheduled to be presented to an Ordinary Meeting of Council in March 2018.						
Last Updated - 04/01/2018						


STRATEGIC ACTION: 1.1.4 Produce 10 Year Capital Improvement Programs

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.4.1 Produce 10 Year Capital Improvement Programs (2017-2021)	John Miller - Manager Asset Management	In Progress	1/07/2017	31/12/2017	70%	100%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Asset Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A 10 Year Capital Improvement Program is currently being developed and will be presented to Council as part of the Annual Budgeting Process for 2018/2019							
Last Updated - 04/01/2018							

STRATEGIC ACTION: 1.1.5 Deliver Annual Capital Improvement Programs

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.5.1 Deliver Annual Capital Improvement Programs (2017-2021)	Tristan May - Capital Works Coordinator	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Project Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Capital Improvement Program is progressing well with a number of projects either constructed or currently under construction. The Capital Improvement Program quarterly progress report to Council outlines further detail.							
Last Updated - 18/12/2017							

STRATEGIC ACTION: 1.1.9 Develop Infrastructure Policy

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.9.1 Develop Infrastructure Policy for traffic calming (2017-2021)	John Miller - Manager Asset Management	In Progress	1/07/2017	31/03/2018	50%	66%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Asset Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A Traffic Calming Policy is currently being developed and is scheduled to be presented to an Ordinary Meeting of Council in March 2018.							
Last Updated - 18/12/2017							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.9.2 Develop Infrastructure Policy for unmade road reserves (2017-2021)	John Miller - Manager Asset Management	Completed	1/07/2017	30/09/2017	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Asset Strategy	Recurrent				


Linked action filters: Council Plan

Action Progress Comments
 The Unmade Road Reserve Policy was adopted at the Ordinary Meeting of Council in May 2017.
 Last Updated - 11/10/2017




Context: 1.2 (1B) Our People


STRATEGIC ACTION: 1.2.1 Councillor Development

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.1.1 Councillor Development – induction and ongoing professional development (2017-2021)	Rob Croxford - Chief Executive Officer In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
CEO's Office	Recurrent					
Linked action filters: Council Plan						
Action Progress Comments						
The induction program has been completed for the Council elected in October, 2016. A report on resources and processes available for Councillors in relation to training, mentoring and support was provided to the July Ordinary Meeting of Council. Ongoing support and training opportunities are available to Councillors as required. A good governance review was completed with a report to Council on 20 December, 2017.						
Last Updated - 21/12/2017						

STRATEGIC ACTION: 1.2.4 PR Communication and Marketing

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.4.1 Review the PR Communications and Marketing Strategy	Dianne Elshaug - Coordinator, Communications & Office of the CEO In Progress	1/07/2017	31/12/2017	83%	100%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Marketing and Communications	Recurrent					
Linked action filters: Council Plan						
Action Progress Comments						
A Draft Strategy has been prepared and a scoping document was be presented to the October management meeting for discussion with the CEO and General Managers . An Assembly of Councillors was held on Wednesday 22 November. Feedback has been received from Councillors and a report will be presented to an Ordinary Meeting of Council in March, 2018.						
Last Updated - 05/01/2018						

STRATEGIC ACTION: 1.2.6 Risk and OHS Management

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.6.1 Develop an OHS Strategy	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2017	31/05/2018	40%	50%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Personnel Management	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

A request for quotation process has been completed with three companies providing a response to the selection criteria . These proposals were assessed in December 2017 by a working group whose membership includes representatives from all three directorates. The consulting firm Greencap was determined as the successful applicant; they will commence work on the project in early 2018. Milestones for this project include

Appointment of Consultant December 2017 (Completed)


Project commencement January 2017

Stakeholder consultation February 2017

Review of draft documentation April 2017

Strategy endorsed by Council June 2017

Last Updated - 02/01/2018

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.6.2 Enhance OHS systems and procedures (2017-2021)	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2017	30/06/2018	30%	50%	 YELLOW


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Personnel Management	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

A draft OHS system and safe working procedures have been developed in respect to the Infrastructure directorate . These are in the process of being reviewed by Infrastructure management staff. The timeframe for completion of this first stage of the project is early in 2018. The next stage of this project will be working with the Social & Organisational Directorate to update their procedures using the templates approved and developed.

Last Updated - 15/12/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.2.6.3 Review identified corporate, strategic and operational risks (2017-2021)	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2017	30/06/2018	40%	50%	 YELLOW


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Corporate Services Governance	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

All operational risks are reviewed on an annual basis by service unit managers. Council's Strategic Risk profile is reviewed twice yearly with a report being tabled at the May and November Audit & Risk Committee meetings. A report in relation to Corporate risks will be developed in March with any high or extreme risks reported to Council in May 2018.

Last Updated - 02/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.2.6.4 Prepare and implement child safety standards across the organisation	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Services Governance	Recurrent				

Linked action filters: Council Plan


Action Progress Comments

A draft Child Safe Policy and draft Reportable Conduct Policy have been endorsed in principle by the Management group and staff invited to comment on the draft policies. It is planned that the draft policies will be presented to the Ordinary Meeting in March 2018 for endorsement for the purposes of community engagement.

Last Updated - 18/12/2017

Context: 1.3 (1C) Our Business & Systems

STRATEGIC ACTION: 1.3.1 Legislative and Regulatory

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.1.1 Review the Local Law	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Local Laws Compliance	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

An Assembly of Council was undertaken on 6 December 2017. A draft local law will be presented to the Ordinary Council meeting in February 2018. Formal public consultation will be undertaken in February/March 2018. Final report will be presented to the Ordinary Council meeting in May 2018 with recommendation for approval to lay on the table. Final approval will be sought at the Ordinary Council meeting in June 2018.

Last Updated - 20/12/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.1.2 Review the Municipal Strategic Statement (MSS) (2017-2019)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	20%	50%	 RED

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

The MSS review will be initiated once Amendment C79 (Bacchus Marsh Housing) and C81 (Urban Growth Framework) are completed. A report on project plan will be presented to Council at the May 2018 Ordinary Meeting of Council.

Last Updated - 19/12/2017

STRATEGIC ACTION: 1.3.2 ICT

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.2.1 Implement Phases 2 and 3 of the Digital Strategy (2017-2019)	Chris Parkinson - Manager, Information & Communication Technology	In Progress	1/07/2017	30/06/2018	20%	50%	 RED

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Information Communication & Technology	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

External Intranet reference sites, both Council and other Government agencies have been reviewed by the project team as well as future use technologies. These learnings and requirements are being compiled into a scoping document for approval and then completion of the request for quotation (RFQ).

For the second component of this action, the new GIS Officer who commenced in November has been working with service units across Council to determine the shortfalls of the current system and identifying new opportunities. These will form the basis of the specifications for reviewing replacement systems.

Last Updated - 20/12/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.2.3 Implement the Maintenance Management System	John Miller - Manager Asset Management	In Progress	1/07/2017	30/06/2018	60%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Asset Management	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

Implementation of the Maintenance Management System is progressing with testing on inspections. Training has been booked for late January 2018 for partial rollout to selected crews. The system is scheduled to be operational by the end of June 2018.

Last Updated - 04/01/2018

STRATEGIC ACTION: 1.3.3 Service Reviews

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.3.1 Develop Service Plans for all services (2017-2019)	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	75%	50%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Services Governance	Recurrent				

Linked action filters: Council Plan


Action Progress Comments


All service units have prepared or are finalising service plans for 2017/2018

Last Updated - 11/10/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.3.2 Undertake service reviews in accordance with the policy and framework and as determined by Council	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Council at its meeting held on the 6 December 2017 endorsed a report into the review of Aged and Disability Services and the School Crossing Service .							
The Council at its meeting on the 1 November 2017 endorsed the draft Open Space Maintenance Management Plan and the draft Open Space Mowing Service Review for the purposes of public exhibition for a period of 6 weeks. It is expected that a report presenting the final draft plan and service review report will be presented to the Council in March 2018.							
A report to the Council in March 2018 will propose the commencement of the review of three more services.							
Last Updated - 18/12/2017							

STRATEGIC ACTION: 1.3.4 Financial Sustainability

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.4.1 Annually review the Long Term Financial Plan (2017-2021)	Steven Ivelja - Manager Finance	In Progress	1/07/2017	31/12/2017	75%	100%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Financial Service	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A base model has been prepared for the commencement of the 2018/19 Annual Plan & Budget. The model will be used to facilitate high level discussions with Council in reviewing the need to make a rate cap variation. The Long Term Financial Plan forms a critical component of the overall budget process .							
Last Updated - 19/12/2017							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.4.2 Annually review the need to make a rate cap variation (2017-2021)	Steven Ivelja - Manager Finance	Completed	1/07/2017	31/12/2017	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Financial Service	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

Council officers have drafted a timetable for the 2018/19 budget process. In addition, the Long Term Financial Plan has been prepared and updated. A special meeting of Council is scheduled for the 20th December where Council will formally resolve its intention to seek a rate cap variation for the 2018/19 year.

At its special meeting of Council on Wednesday the 20th December, Council formally resolved to not apply for a rate cap variation for the 2018/19 financial year. This item is now complete.

Last Updated - 21/12/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.4.3 Review the Rating Strategy (2017-2019)	Steven Ivelja - Manager Finance	In Progress	1/07/2017	31/03/2018	60%	66%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Financial Service	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

The first Rating Strategy Assembly was convened on the 27th September to discuss high level ideas and principles. The result of these discussions will be the presentation of a high level discussion paper to Council to establish a set of guiding principles for the 2018/19 Rating Strategy review. This was presented to Council at a further Assembly on the 15th November.

Based on the feedback from Council at the first 2 sessions, Officers are preparing a Draft Rating Strategy for Council to consider. As part of the Draft Rating Strategy, a number of rate model proposals will be presented to Council. A further Assembly is scheduled for Wednesday the 31st January to allow Council to review the rate model proposals. Following this, a formal report to Council will then be presented to Council at the February 2018 Ordinary Meeting of Council. The report will seek endorsement of the draft Rating Strategy and will mark the commencement of the community consultation process.

Last Updated - 05/01/2018

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.4.4 Identify and develop shared services with other LGs, community and private sector organisations (2017-2021)	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	41%	50%	 YELLOW


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Services Governance	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Discussions are being held with Hepburn and Pyrenees Shire Councils in relation to possible shared services. The Council endorsed a report on the provision of aged and disability services at its meeting held on the 6 December 2017. The report includes pursuing shared service opportunities which are now being actioned. A paper will be prepared by April 2018 to identify and develop other shared service opportunities.

Last Updated - 21/12/2017

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.4.5 Seek funding for new, upgrade and renewed community facilities (2017-2021)	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	41%	50%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Services Governance	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

An application for funding for the upgrade of the lighting at Maddingley Park Reserve, Bacchus Marsh has been successful with \$100,000 awarded to the Council by the Victorian Government.


An application for funding for enhancements to the Council's Rural Library Van and service has been successful with \$39,000 awarded to the Council by the Victorian Government.

Funding applications have been lodged for projects at Masons Lane Reserve, Elaine Recreation Reserve, Darley Park Recreation Reserve and the Bacchus Marsh Tennis Club, and are currently being assessed by the Victorian Government.


A funding application has been submitted to the Building Better Regions Fund for the Bacchus Marsh Racecourse & Recreation Reserve redevelopment


Last Updated - 18/12/2017

Strategic Objective: 2 Minimising Environmental Impact**Context: 2.1 (2A) Built Environment****STRATEGIC ACTION: 2.1.1 Develop frameworks for each small town & action plans to address components in (current) strategies**


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.1.1 Develop frameworks for each small town and action plans to address components identified in the Small Towns Strategy, Bacchus Marsh Urban Growth Framework, Ballan Structure Plan, Tree Strategy and Gateways Strategy. (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Elaine Township Improvement Plan was tabled at the November 2017 Ordinary Meeting of Council for adoption. The Gordon Township Improvement Plan is in preparation. A report will be tabled at Section 86 Rural Growth Committee Meeting 14 February 2018.							
Last Updated - 19/12/2017							

STRATEGIC ACTION: 2.1.2 Implement the Gordon Infrastructure & Structure Plans


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.2.1 Implement the Gordon Infrastructure Plan. (2017-2019)	Tristan May - Capital Works Coordinator	In Progress	1/07/2017	30/04/2018	50%	60%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Infrastructure Subdivision Development	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A draft concept plan has been prepared and community engagement sessions have subsequently occurred. The draft concept plan with minor recommendation amendments were presented and adopted at the Special Meeting of Council on Wednesday 20 December 2017. Following this adoption, detailed design work is now underway with project completion expected in March ready for budget consideration in 2018/19.							
Last Updated - 16/01/2018							


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.2.2 Implement the Gordon Structure Plan. (2017-2019)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/11/2017	50%	100%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Gordon Township Improvement Plan will be tabled with Council Section 86 Rural Growth Committee 14 February 2018. Separately Council are reviewing existing planning controls for Gordon and will report to Section 86 Rural Growth Committee 14 February 2018.							
Last Updated - 19/12/2017							

STRATEGIC ACTION: 2.1.3 Finalise a review of the Bacchus Marsh Aerodrome


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.3.1 Finalise a review of the Bacchus Marsh Aerodrome	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	33%	50%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Leasing and management issues are currently being addressed through a mediation process with Bacchus Marsh Aerodrome Management (BMAM). At the December Annual General Meeting of BMAM membership has changed and Council are continuing negotiations in January 2018. Report to follow thereafter.							
Last Updated - 19/12/2017							

STRATEGIC ACTION: 2.1.4 Work with relevant authorities to ensure that flooding and bushfire risks are addressed


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.4.1 Incorporate flood mapping into the Planning Scheme (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Peer review of Melbourne water's modelling is now complete. A report will be submitted to an Assembly of Council on 21 February 2018.							
Last Updated - 19/12/2017							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.4.2 Review Bushfire Management Overlays (BMO) (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	Completed	1/07/2017	30/06/2018	100%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
DELWP has undertaken mapping and finalised a Planning Scheme amendment to include the Bushfire Management Overlay . Council officers have notified residents of the State Government Driven amendment in October 2017.							
Last Updated - 11/10/2017							


STRATEGIC ACTION: 2.1.5 Review and implement a Bacchus Marsh Avenue of Honour Management Plan

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.5.1 Review and implement a Bacchus Marsh Avenue of Honour Management Plan	Daniel Smith - Manager Operations	In Progress	1/07/2017	30/04/2018	30%	60%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Roads Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A review of the Bacchus Marsh Avenue of Honour Management Plan is underway, with implementation to occur in 2018.							
Last Updated - 15/01/2018							

STRATEGIC ACTION: 2.1.7 Develop a resource plan for administration and enforcement of permits to windfarms


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.7.1 Develop a resource plan to act as responsible authority for administration and enforcement of permits in relation to windfarms.	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2017	30/06/2018	40%	50%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Statutory Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Council officers met with all the windfarm operators , the wind farm commissioner and the Department of Environment Land Water and Planning on an individual basis . A formal meeting with all these stakeholders has been arranged for late January 2018. The purpose of the meeting will be to ensure consistency in dealing with all complaints. Council officers have also met with other Council currently dealing with windfarms to obtain advice on what works best when dealing with the operators . The information gained will be used to inform recommended processes for dealing with enforcement of wind farm permits in early 2018.							
Last Updated - 20/12/2017							

STRATEGIC ACTION: 2.1.8 Prepare and revise a rolling cycle of Reserve Master Plans


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.8.1 Prepare and revise a rolling cycle of Reserve Master Plans (2017-2021)	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	31/05/2018	40%	50%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Recreation Development	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
<p>The cycle of Reserve Master Plan development continues in 2017/18 with the Ballan Reserve Master Plan.</p> <p>The Ballan Recreation Reserve Master Plan project has commenced. The project brief was put out for quote with Insight Leisure Planning being awarded the consultancy services after the evaluation process. The Project Control Group (PCG) has been established with representatives from Moorabool Shire Council, Sport & Recreation Victoria (SRV) and the Ballan Recreation Reserve Committee of Management. The first PCG meeting took place in November 2017 when the project scope, timelines, methodology, stakeholders etc was all confirmed. The engagement plan for the project will involve onsite meetings with each of the reserve user groups, a community survey, phone interviews, Council staff workshop, Council briefings and public exhibition of the draft report. A draft plan will be presented to the Council for endorsement for the purpose of community engagement in March and a final draft plan presented for adoption in May.</p>							
Last Updated - 05/01/2018							

Context: 2.2 (2B) Natural Environment


STRATEGIC ACTION: 2.2.1 Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.1.1 Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy (2017-2021)	Justin Horne - Co-Ord Environmental Planning	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Sustainability	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Moorabool Sustainable Environment Strategy 2016-2016 was adopted by Council in April 2017 .							
An Energy Audit has been completed on three Council buildings (Darley Civic Hub, Ballan and Lerderderg Library). Quotes are being sought to undertake structural assessments at the 3 sites for solar installations.							
Preliminary research undertaken on the connectivity of environmental 'bush' reserves.							
Weed control programs are now being implemented.							
Last Updated - 19/12/2017							


STRATEGIC ACTION: 2.2.2 Waste Management

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.2.1 Determine Council's position on hard waste	Daniel Smith - Manager Operations	In Progress	1/07/2017	30/04/2018	20%	60%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Waste Collection & Disposal	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A determination on Councils' position in relation to hard waste is scheduled for completion in 2018.							
Last Updated - 15/01/2018							


STRATEGIC ACTION: 2.2.3 Develop an Open Space Integrated Water Management Plan

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.3.1 Develop an Open Space Integrated Water Management Plan	Corinne Jacobson - Coordinator - Capital Works	In Progress	1/07/2017	28/02/2018	35%	75%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Project Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Open Space Integrated Water Management Plan is a strategic document that informs the policy , infrastructure and systems required to improve amenity and functionality of the open space areas in Moorabool and manage water resources equitably. The document builds on previous stormwater strategic work completed and will be used to inform future project implementation, capital works programs and grant opportunities into the future. A preliminary review of all existing documentation and information has been completed . The next stage of the project will include the development of the draft strategy, anticipated to be complete in early 2018.							
Last Updated - 15/01/2018							

STRATEGIC ACTION: 2.2.4 Develop and implement a policy on allocation use and trading of water for Council water assets

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.4.1 Develop and implement a policy on allocation, use and trading of water for Council water assets	Daniel Smith - Manager Operations	In Progress	1/07/2017	31/03/2018	20%	66%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A Water Allocation, Use and Trading policy is currently being developed, for consideration by Council in 2018. No further action undertaken as at 18/12/2018.							
Last Updated - 18/12/2017							

Strategic Objective: 3 Stimulating Economic Development**Context: 3.1 (3A) Land Use Planning****STRATEGIC ACTION: 3.1.1 Incorporate strategic documents into the Planning Scheme**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.1 Incorporate strategic documents into the Planning Scheme - Ballan Structure Plan (2017-2021)	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

The Ballan Strategic Directions document has been exhibited in Mid 2017 and was tabled and adopted at the November 2017 Ordinary Meeting of Council. Draft amendment to implement the Ballan Strategic Directions document into the Planning Scheme to be tabled at the March 2018 Ordinary Meeting of Council.

Last Updated - 19/12/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.2 Incorporate strategic documents into the Planning Scheme - Housing Strategy (2017-2021)	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Planning Scheme amendment C79 to implement the Housing Strategy was exhibited in December 2017. A report to be tabled on submissions to the Ordinary Meeting of Council in March 2018.

Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.3 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017-2021)	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Consultant has been engaged. Inception meeting has been held. The Planning scheme amendment to implement the Heritage Study will be tabled at the May/June 2018 Ordinary Meeting of Council.

Last Updated - 19/12/2017

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.4 Incorporate strategic documents into the Planning Scheme - C58 Cameron's Road (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	Completed	1/07/2017	31/08/2017	100%	100%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

This amendment was Completed and Gazetted on 04 May 2017

Last Updated - 11/10/2017

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.5 Incorporate strategic documents into the Planning Scheme - C73 Land Subject to Inundation (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

Peer review of Melbourne water's modelling is now complete. A report will be presented to an Assembly of Council on 21 February 2018.

Last Updated - 19/12/2017

STRATEGIC ACTION: 3.1.2 Implement the adopted Small Towns and Settlement Strategy

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.2.1 Develop a program for services and utilities in small towns (2017-2021)	Satwinder Sandhu - General Manager Growth & Development	Deferred	1/07/2017	30/06/2018	1%	50%	 RED

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Growth & Development Governance	Recurrent				


Linked action filters: Council Plan

Action Progress Comments


Based on Small Town Strategy, a key common infrastructure plan will be developed.

Last Updated - 11/10/2017

STRATEGIC ACTION: 3.1.3 Finalise the Bulky Goods investigation


Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.3.1 Finalise the Bulky Goods investigation	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	31/05/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Bulky Goods Investigation for Bacchus Marsh identifying preferred precincts will be finalised via the Municipal Strategic Statement (MSS) review 2018.							
Last Updated - 11/10/2017							

STRATEGIC ACTION: 3.1.4 Develop and finalise the Bacchus Marsh Urban Growth Framework Plan in partnership with the Victorian Planning Authority


Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.4.1 Develop and finalise the Bacchus Marsh Urban Growth Framework Plan in partnership with the Victorian Planning Authority	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	31/03/2018	44%	66%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Planning Scheme amendment C81 to implement the Bacchus Marsh Urban Growth Framework was exhibited in December 2017. A report to be tabled on submissions at the Ordinary Meeting of Council in March 2018.							
Last Updated - 05/01/2018							

Context: 3.2 (3B) Investment & Employment


STRATEGIC ACTION: 3.2.1 Implement the action plan of the Economic Development Strategy

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.1.1 Implement the action plan of the Economic Development Strategy (2017-2021)	In Progress	1/07/2017	30/06/2018	30%	50%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Sustainability	Recurrent					
Linked action filters: Council Plan						
Action Progress Comments						
This is a four year work plan. A report is being prepared to assess the various models which could be implemented for the establishment of a trader/retailer group in Bacchus Marsh.						
Last Updated - 11/10/2017						




STRATEGIC ACTION: 3.2.2 Establish an Economic Development Taskforce


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.2.1 Establish an Economic Development Taskforce	In Progress	1/07/2017	31/03/2018	60%	66%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Sustainability	Recurrent					
Linked action filters: Council Plan						
Action Progress Comments						
A report will be presented to the March 2018 Ordinary Meeting of Council.						
Last Updated - 17/01/2018						

STRATEGIC ACTION: 3.2.4 Facilitate Parwan Employment Precinct planning and marketing


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.4.1 Facilitate the Parwan Employment Precinct planning and marketing (2017-2021)	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Strategic Land Use Planning	Recurrent					
Linked action filters: Council Plan						
Action Progress Comments						
SED is undertaking a Planning Study that will be completed prior to end of December 2017. Other studies will also completed by this time including the Business Case (partially funded by RDV). The Origin-Destination Study and the Odour Study are now completed. Project Officer report synthesising findings to be tabled at the Council Meetings in March 2018.						
Last Updated - 11/10/2017						

STRATEGIC ACTION: 3.2.6 Advocate resource and implement the Bacchus Marsh Integrated Transport Strategy (BMITS) action plans


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.1 Finalise the alignment for Bacchus Marsh Eastern Link Road (with VicRoads and VPA) (2017-2021)	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Council officers are continuing to liaise with VicRoads project staff in order to finalise the scope and timeframes , with a VicRoads project manager recently being appointed to coordinate the Eastern Link Road Study.							
Last Updated - 18/12/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.2 Pursue Gisborne Road/Grant Street capacity improvement projects (with VicRoads) (2017-2021)	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Following the development of the Bacchus Marsh Integrated Transport Study , Council officers are continuing to liaise with VicRoads in relation to priority transport projects in Bacchus Marsh, including at Gisborne Road and Grant Street with a number of options recently investigated by VicRoads in preparation for future funding opportunities . Upgrades to the intersection at Gisborne Road and Holts Lane were also funded as part of the 2017/18 State budget, with preplanning currently being undertaken and construction scheduled to be completed in 2018.							
Last Updated - 18/12/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.3 Implement east bound freeway ramps at Halletts Way (with VicRoads) (2017-2021)	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2017	31/12/2018	30%	30%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Construction of the freeway ramps has commenced with earthworks currently in progress. Anticipated completion for the project is late 2018.							
Last Updated - 18/12/2017							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.4 Refer Council's BMITS infrastructure actions to the long term capital program (2017-2021)	Phil Jeffrey - General Manager Infrastructure	Completed	1/07/2017	31/12/2017	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The infrastructure actions from the Bacchus Marsh Integrated Transport Strategy have been included in Council 's Long Term Capital Improvement Program for consideration , along with other priority projects, as part of each annual budget process.							
Last Updated - 02/10/2017							


STRATEGIC ACTION: 3.2.7 Review and implement the action plan from the Destination Management Plan (Tourism) Review

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.7.1 Review and implement the action plan from the Destination Management Plan (Tourism) Review	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	31/05/2018	30%	50%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Tourism	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Destination Management Plan will be reviewed in March 2018 with the update and presentation to Council to follow after the review has been completed.							
Last Updated - 19/12/2017							

STRATEGIC ACTION: 3.2.9 Advocate for improved Ballarat Line rail and integrated public transport outcomes through the Ballarat Line Action Committee (BRAC)

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.9.1 Advocate for improved Ballarat Rail Line and integrated public transport outcomes (2017-2021)	Rob Croxford - Chief Executive Officer	In Progress	1/07/2017	30/06/2018	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
CEO's Office	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Ballarat Rail Action Committee has met on several occasions including a strategic planning session with Mayors and Officers . Since the inception of the Committee the Ballarat Line Upgrade Project (\$513 mil) was announced by the State Government.							
Moorabool Shire Council has some difficulties with aspects of the proposed Line Upgrade works and is working with other Councils in the rail corridor to plan for future stage two and three works. Rail Futures Consultancy has been engaged by BRAC to provide strategic advice on future upgrade works and advocacy.							
A status report will be provided to Councillors in February 2018 setting out advocacy positions on key aspects of future upgrades of the line.							
Last Updated - 21/12/2017							

Strategic Objective: 4 Improving Social Outcomes**Context: 4.1 (4A) Health & Wellbeing****STRATEGIC ACTION: 4.1.1 Health & Wellbeing Plan**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.1.2 Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issues.	Completed	1/07/2017	30/06/2018	100%	50%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Development	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

The Health and Wellbeing Plan 2017-2021 reflects Council's commitment to preventing violence against women by: working with existing services to assist victims of family violence; advocating for enhancement to existing and new services including the delivery of Men's Behavioural changes programs in Moorabool.

Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.1.3 Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality. (2017-2021)	In Progress	1/07/2017	30/06/2018	41%	50%	 YELLOW


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Services Governance	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Approval has been granted to the Bacchus Marsh Arts Council to establish a workshop at the Darley Civic & Community Hub. Ongoing support continues to be provided to the Arts Council in building the capacity of its group and examining opportunities for joint projects and funding. Support is being provided to the Arts Council to exhibit art work in the common areas/foyers of the building it is sharing with other groups at the Darley Civic & Community Hub. Council officers are working on a joint proposal with the Bacchus Marsh Arts Council to bring performers to Bacchus Marsh under the Victorian Regional Performers Grant. The Council at its meeting on the 6 December allocated \$8,800 in grants to support arts and cultural activities in Ballan and Gordon.

Last Updated - 21/12/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.1.4 Adopt a revised Health and Well Being Plan.	Completed	1/07/2017	31/12/2017	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Healthy Communities	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

The Council adopted the Health and Wellbeing Plan 2017-2021 at its meeting held on the 6 December 2017.

Last Updated - 05/01/2018

STRATEGIC ACTION: 4.1.3 Recreation and Leisure Strategy

<i>Action</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
4.1.3.1 Implement the Reserve Management Framework (2017-2021)	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/06/2018	45%	50%	 GREEN


<i>Activity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Recreation Development	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

The Council Fees and charges have been issued as per the adopted Recreation Reserve User Fees and Charges Policy. User agreements have been collected for summer tenants (October-March) and will be sent out for winter tenants (April-September) in the new year. Annual Management Agreements (AMAs) have also been put in place and operational funding provided to committees as per the Recreation Reserve Funding Policy. Acquittals will be received for this funding at the end of the financial year. User/tenancy agreements have been created/completed for seasonal and annual clubs who utilise facilities directly managed by MSC officers .

Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.3.2 Prepare an indoor court feasibility study	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/04/2018	55%	60%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Recreation Development	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

@Leisure Planners have been also appointed as the consultants to work with Council officers and a Project Control Group (PCG) to undertake the feasibility study.

The PCG representatives includes Moorabool Shire Council (Community & Recreation Development, Engineering, Strategic Planning & Development, Asset Management) and Sport and Recreation Victoria.

A Project Stakeholder Group (PSG) will also support the development of the report as a key stakeholder reference group. Representatives will include:

- Bacchus Marsh Basketball Association
- Basketball Victoria
- Bacchus Marsh Netball Association
- Netball Victoria
- Volleyball Victoria
- Football Federation Victoria- Futsal
- Bacchus Marsh Badminton Association
- Badminton Victoria
- Department of Education regional representative
- Other indoor sports as identified


The key indicative timelines are:

January 2018 – Preparation of Discussion Paper

7 March 2018 - draft report presented to Council for endorsement for public exhibition

2 May 2018 – Presentation of final draft report to Council for adoption

Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.3.3 Plan and construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve (2017-2019)	Corinne Jacobson - Coordinator - Capital Works	In Progress	1/07/2017	30/06/2018	15%	50%	 RED

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Project Management	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

Stage 1 of the project includes the construction of pony club facilities, a BMX track, sports fields and a pavilion at the Bacchus Marsh Racecourse Recreation Reserve site.

Consultation with the reserve user groups occurred over the past weeks with the preliminary concept layout now complete. The bulk earthworks design is complete and the works were advertised for tender in November 2017 and close prior to Christmas. Detailed design documentation is in progress with the construction tender anticipated to be advertised in early 2018.

Last Updated - 18/12/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.3.4 Review feasibility of the timing of the proposed Bacchus Marsh Indoor Aquatic Centre and include a feasibility study on the construction and location of splash parks.	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/04/2018	55%	60%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Recreation Development	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

@Leisure Planners have been appointed as the consultants to work with Council officers and a Project Control Group (PCG) to undertake the feasibility study. The PCG representatives include the Moorabool Shire Council (Community & Recreation Development, Engineering, Strategic Planning & Development, Asset Management, Environmental Health) and Sport and Recreation Victoria. The Project Stakeholder Reference Group (PSG) will support the development of the report as a key stakeholder reference group. Representatives will include:

- Moorabool Shire Council
- Sport and Recreation Victoria.
- Bacchus Marsh Community Consortium
- Residents
- Community Groups
- Others as identified

The key indicative timelines are:
 January 2018 – Preparation of Discussion Paper
 7 March 2018 - draft report presented to Council for endorsement for public exhibition
 2 May 2018 – Presentation of final draft report to Council for adoption
 Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.3.5 Prepare a Masterplan for the Ballan Recreation Reserve	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/04/2018	55%	60%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Recreation Development	Recurrent				


Linked action filters: Council Plan

Action Progress Comments

Insight Leisure Planning have been appointed as the consultants to work with Council officers and a Project Control Group (PCG). The PCG representatives include the Moorabool Shire Council (Community & Recreation Development, Engineering, Strategic Planning & Development, Asset Management) and Sport and Recreation Victoria. A Project Stakeholder Group will also support the development of the report. Representatives will include:

- Ballan Recreation Reserve Committee of Management comprising representatives of the reserve user groups and general community members.
- The general community and other local community groups and organisations will also be consulted as part of the project.

The key indicative timelines are:
 January 2018 – Preparation of Discussion Paper
 7 March 2018 - draft report presented to Council for endorsement for public exhibition
 Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.3.6 Develop a plan to improve, update and beautify our neighbourhood, passive, recreation and other open spaces (2017-2019)	Justin Horne - Co-Ord Environmental Planning	In Progress	1/07/2017	30/06/2018	50%	50%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Management	Recurrent				

Linked action filters: Council Plan

Action Progress Comments


Public Consultation for the Draft Street Tree Strategy has closed. 14 submissions were received. The document is currently being updated to reflect the feedback received. Final Street Tree Strategy to be presented to Council for adoption at the April 2018 Ordinary Meeting of Council.

Work has commenced on a Bald Hill Scoping Study. A draft report is to be presented to Leadership in March 2018.

In addition, the Township Improvement Plans have been drafted for Elaine and Gordon. Public consultation has been completed. Elaine Township Improvement Plan has been adopted November 2017 and Parks and Gardens have commenced implementation.

Last Updated - 05/01/2018

STRATEGIC ACTION: 4.1.5 Age Well Live Well Strategy and Access and Inclusion Plan

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.5.1 Prepare a directions paper to deliver Aged Services in a consumer directed care environment	Claire Conlon - Mgr Active Ageing & Community Access	In Progress	1/07/2017	30/06/2018	30%	50%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Home & Community Care Services	Recurrent				

Linked action filters: Council Plan

Action Progress Comments


The Active Ageing and Community Access Service Review was endorsed at Council meeting on 6 December, 2017. A recommendation of the Service Review was to prepare a directions paper for services post 2020. The Commonwealth is currently consulting with the aged care sector as to what the reforms will look like post 2020 and so whilst it is too early at this stage to develop an informed directions paper given the changing government climate, a consultant has been engaged to commence early work on financial modelling in a Consumer Directed Care environment.

The directions paper will examine the;


- current cost structures of the service;
- the expected fee and other funding arrangements;
- identify council's comparative advantages;
- assess the current and future state of the local provider market and
- prepare financial modelling and recommendations.

In addition to above, a business plan will explore the potential expansion of brokerage and other fee for service arrangements (including people who are not eligible for subsidised services) and will guide Council's investment and delivery of services for the period 2018-2020.


Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.5.2 Facilitate the transition of eligible clients to the NDIS	Claire Conlon - Mgr Active Ageing & Community Access	Completed	1/07/2017	30/11/2017	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Home & Community Care Services	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The roll out of the National Disability Insurance Scheme (NDIS) took place in Moorabool between January - June 2017. Most of the Council's clients aged under 65 have been assessed as eligible and have transitioned to the NDIS. The staff of the Active Ageing and Community Access Unit have been actively supporting clients to transition . The total numbers transitioning to the NDIS and those remaining with Council that are ineligible is expected to be fully known in December 2017.							
Last Updated - 16/12/2017							

STRATEGIC ACTION: 4.1.6 Youth Strategy

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.6.2 Revise and adopt the Youth Strategy	Sharon McArthur - Manager Child, Youth & Family,	In Progress	1/07/2017	31/05/2018	40%	50%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Youth Services	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The project scoping document for the development of a new Youth Strategy has been prepared and endorsed by the Management team and circulated to Councillors . The Youth Services team has finalised the project plan and community engagement plan and consultation with the Community will occur from 19 December 2017- February 2018. A draft strategy will be presented to the April 2018 Council meeting with the final strategy being presented to the May 2018 Council meeting.							
Last Updated - 21/12/2017							

STRATEGIC ACTION: 4.1.7 Library Strategic Plan

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.7.1 Revise and adopt the Library Strategic Plan inclusive of undertaking a feasibility study to inform the future provision of library services in Ballan	In Progress	1/07/2017	30/06/2018	40%	50%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Library Services Management	Recurrent				

Linked action filters: Council Plan

Action Progress Comments


Roger Henshaw has been appointed as the consultant to the strategic plan.

Key suggested milestones to date:

- Scoping meeting with Project Manager and team January 2018
- Desktop research January – February 2018
- Phase One report to Project Manager February 2018
- Consultation and engagement February – March 2018
- Phase Three engagement report to Project Manager March 2018
- Draft strategy to Working Group March 2018
- Staff workshops March 2018
- Final strategy to Working Group April 2018
- Presentation to Council and project completion April - May 2018

Last Updated - 05/01/2018

STRATEGIC ACTION: 4.1.8 Conduct a trial period of extended opening hours for the Lerderderg Library

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.8.1 Conduct a trial period of extended opening hours for the Lerderderg Library	In Progress	1/07/2017	30/06/2018	65%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Library Services Management	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

The trial commenced on 2 October with the official launch by the Mayor. During the trial the Library will open until 8pm on Monday and Thursday evenings and from 9am to 2pm on Saturdays.

The trial extended opening hours has been well received and visits are being tracked on the Monday & Thursday evenings. A report on these will be prepared early next year. Good feedback also received regarding the change to Saturday hours.

Last Updated - 05/01/2018

Context: 4.2 (4B) Community Connectedness and Capacity

STRATEGIC ACTION: 4.2.2 Emergency Management Plan

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.2.2.1 Deliver community emergency management education program (2017-2021)	Cherie Graham - Chief Emergency Officer In Progress	1/07/2017	31/03/2018	55%	66%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Municipal Emergency Management	Recurrent				

Linked action filters: Council Plan

Action Progress Comments


The Blackwood Community Emergency Planning Group held a Scenario Planning Community Session on 16 November 2017 based on a fire scenario and invited representatives from Scotsburn to give them an update on their preparation, response and recovery since the 2015 fires. The Scotsburn Community Recovery Committee and Leadership Program is progressing with the 2nd Anniversary Event held on the 15 December 2017 and the Leadership Program focusing on the fire game project. Fire Mitigation inspection process well underway and second round inspections will commence in the new year.

Last Updated - 20/12/2017

Strategic Objective: 5 KRA 1. Representation and Leadership of our Community (2013-17)

Context: 5.1 Good governance through open and transparent processes and strong accountability to the community.

STRATEGIC ACTION: 5.1.1 Ensure policies and good governance are in accordance with legislative requirements and best practice.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.1.1.45 Review & implement the after hours response system as approved by Council.	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2016	28/02/2018	65%	90%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Safety	Recurrent				

Linked action filters: Council Plan


Action Progress Comments

A meeting was undertaken with a call centre operator and further investigation on costings is being undertaken . Once costs have been established internal discussion with all potentially affected department will be held early in 2018.

Last Updated - 20/12/2017

Context: 5.3 Advocate for services and infrastructure that meet the Shire's existing and future needs.

STRATEGIC ACTION: 5.3.1 Advocate on behalf of the community to improve services and infrastructure within the Shire.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.3.1.1 Investigate ways to increase TV and Radio availability in the shire to cover local issues.	Rob Croxford - Chief Executive Officer	In Progress	1/07/2016	30/06/2018	50%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
CEO's Office	Recurrent				

Linked action filters: Council Plan




Action Progress Comments

This project has proven difficult to scope. It is suggested that the project be removed from the Council Plan until budget resources are made available to understand and scope the technical aspects of program transmission.

Last Updated - 21/12/2017

Context: 5.7 Effective strategic and business planning for a growing community.


STRATEGIC ACTION: 5.7.4 Critically review the services provided by Council

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.7.4.1 Implement the Council endorsed level of service review for 2016/17 year - Aged & Disability Services.	Danny Colgan - GM Social and Organisational Development	Completed	1/07/2016	31/12/2017	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
This action can now be closed as it is captured in action 1.3.3.2. The service review report was adopted by the council at its meeting on the 1 November 2017.							
Last Updated - 21/12/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.7.4.2 Implement the Council endorsed level of service review for 2016/17 year - Parks & Gardens.	Sam Romaszko - Manager Engineering Services	In Progress	1/07/2016	28/02/2018	85%	90%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Parks and Gardens	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A level of service review has been undertaken in relation to the management and maintenance of Council's parks and gardens. A draft management plan and service review has been presented to the November Ordinary Meeting of Council and is currently on public exhibition for the purpose of community consultation. It is anticipated the draft management plan and service review, with any amendments following consideration of feedback, be presented to the Ordinary Meeting of Council in February 2018. Once endorsed, implementation of the new service levels will occur.							
Last Updated - 18/12/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.7.4.3 Implement the Council endorsed level of service review for 2016/17 year - School Crossings.	Robert Fillisch - Manager Statutory Planning & Community Safety	Completed	1/07/2016	30/11/2017	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Safety	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The service review was presented at the Ordinary Council meeting of 6 December and accepted by Council.							
Last Updated - 20/12/2017							

Strategic Objective: 7 KRA 3. Enhanced Infrastructure and Natural Built Environment (2013-17)


Context: 7.2 Enhance and protect the long term integrity and biodiversity of the natural environment.

STRATEGIC ACTION: 7.2.4 Implement the Domestic Wastewater Management Plan in accordance with new ministerial guidelines.


Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
7.2.4.1 Investigate frameworks for cost recovery in terms of ongoing monitoring of Domestic Wastewater Management Plan	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2015	30/11/2017	70%	100%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Health Investigation, Inspection & Education	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Legal advice has been clarified and a report on options will be drafted for Council consideration in the first half of 2018.							
Last Updated - 20/12/2017							

Context: 7.3 Ensure current and future infrastructure meets the needs of the community.

STRATEGIC ACTION: 7.3.1 Develop long term social and physical infrastructure plans and funding modelling as part of the Moorabool 2041 Framework including opportunities for development contributions.


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
7.3.1.1 Complete the Community Infrastructure Plan	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2015	30/09/2017	90%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Public exhibition completed August 2017. Framework adopted at the Ordinary Meeting of Council in September 2017. The Social Infrastructure Planner is preparing the next iteration of the Framework by incorporating building condition audits, fitness or purpose assessments, and utilisation assessments (due for adoption March 2018).							
Last Updated - 11/10/2017							

STRATEGIC ACTION: 7.3.3 Construct physical infrastructure to appropriate standards.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
7.3.3.14 Finalise key infrastructure projects: - Halletts Way	Phil Jeffrey - General Manager Infrastructure	Completed	1/07/2016	30/09/2017	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The Halletts/O'Leary Way southern extension project, including road and bridge construction, reached practical completion in August 2017. An official opening and community event was held on Sunday 13 August.							
Last Updated - 02/10/2017							

Context: 7.7 Effective and efficient land use planning and building controls.

STRATEGIC ACTION: 7.7.1 Implement high quality, responsive, and efficient processing systems for planning and building applications.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
7.7.1.11 Complete an Information and Communication Technology (ICT) framework and systems review to produce Strategy and Service plans that will provide for services, systems and information management towards 2021.	Chris Parkinson - Manager, Information & Communication Technology	In Progress	1/07/2016	28/02/2018	90%	90%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Information Communication & Technology	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

The draft ICT Strategy was presented at an Assembly of Council on Dec 13th 2017. Further review and discussion by Councilors was requested so a further presentation will be held in February 2018.

Last Updated - 19/12/2017

11.4 INFRASTRUCTURE

11.4.1 Request for Closure to Through Traffic; Bacchus Street, Maddingley

Introduction

Author: John Miller
 General Manager: Phil Jeffrey

Background

In October 2017, Council received joint correspondence from a number of residents requesting that consideration be given to the closure of Bacchus Street, Maddingley, to through traffic at the end of the existing sealed section.

The sealed section of Bacchus Street (highlighted blue below) connects with Barry Street at the western end, and is categorised an Access Level 2 road under Council’s Road Management Plan (RMP). 230m of Bacchus Street at the eastern end remains unsealed (highlighted orange) and is categorised an Unsealed Level 2 road under the RMP. This section adjoins, and provides through access to, Werribee Vale Road. The requested location for the installation of a permanent barrier is also shown in the below image.



To date, a number of traffic counts have been undertaken along Bacchus Street and are summarised below.

	Location 1	Location 2	Location 3
Description	East of Barry Street	East of Inglis Street	15m south-west of Werribee Vale Road
Count Date	14/08/2014	14/12/2017	14/12/2017
AADT	48	72	98
Commercial vehicles	15	7	4
85 th %ile speed	44 km/h	46 km/h	26 km/h

Given the potential impact that a closure may have on other residents in the immediate area, correspondence was forwarded to owners of properties with a boundary along Bacchus Street in order to gauge their level of support.

Of the responses received, 9 residences provided support for a closure at the proposed location (including the original requestors), and 5 residences objected.

Residents providing support for the closure are primarily those located at the western end of Bacchus Street. The request or support for the closure to through traffic was generally on the basis of noise and dust issues being experienced due to the increased volume of traffic on the unsealed section, particularly since the opening of the Halletts Way extension.

The objections to the proposal were generally from properties located at the eastern end of Bacchus Street and were provided on the basis that the unsealed section provided ease of access to Halletts Way via Werribee Vale Road.

The unsealed section of road is not utilised for garbage or recycling collections and bins are placed on adjacent streets.

Proposal

Council, in accordance with section 207 and schedule 11 clause 9 of the *Local Government Act 1989* (the Act) has the power to place obstructions or barriers on a road permanently.

Given the majority support from residents in the immediate vicinity, it is proposed that permanent bollards be installed at the junction of the sealed and unsealed sections of Bacchus Street. In addition, 'No Through Road' warning signage would be installed at the intersections with both Inglis Street and Werribee Vale Road.

Prior to making a decision to place obstructions or barriers on a road permanently, section 207A of the Act provides that a person may make a submission under section 223 on the proposal to place obstructions or barriers on a road permanently being considered under Schedule 11 Clause 9 of the Act.

This report proposes that Council formally authorise officers to give public notice in accordance with section 207A of the Act of the intention to place obstructions or barriers on a road permanently under section 207 and Schedule 11 Clause 9 of the *Local Government Act 1989*.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Out Assets and Infrastructure

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

Financial Implications

There are no financial implication associated with the recommendation within this report. The installation of a permanent barrier and advisory signage can be accommodated within existing budgets.

Risk & Occupational Health & Safety Issues

There are no risk or occupational health and safety issues associated with the recommendation within this report.

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Local residents	Survey of residents (potentially affected by a road closure)	n/a (postal)	Dec 2017	Responses provided by residents and outlined within this report
Inform	Local residents	Advise of resolution of Council	n/a (postal)	Feb 2018	

Communications and Consultation Strategy

Under section 207A of the Act, a person has the right to make a submission under section 223 of the Act in respect of Council proposing to permanently place obstructions or barriers on a road.

Section 223 of the Act allows Council to advertise its intentions in a newspaper circulating generally within the Municipality inviting public submissions for a period of no less than 28 days after the date of the publication of the public notice in the newspaper and on Council's website. Council must then consider any submissions received in accordance with the Act.

Preliminary consultation with abutting property owners prior to the formal exhibition period has been undertaken seeking approval of the proposal to permanently place obstructions or barriers on Bacchus Street, Maddingley.

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

In view of the preliminary support for the closure to through traffic on the basis of noise and dust issues being experienced due to the increased volume of traffic on the unsealed section, particularly since the opening of the Halletts Way extension, it is recommended that Council consider formally authorising officers to give public notice in accordance with section 207A of the Act of its intention to permanently place obstructions or barriers on Bacchus Street, Maddingley under section 207 and Schedule 11 Clause 9 of the Act and seek public submissions.

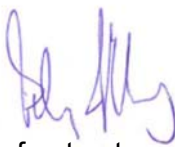
Recommendation:

That Council:

1. under section 223(3) of the *Local Government Act 1989*, authorises officers to give public notice in local and regional newspapers circulating generally throughout the municipality, of its intention to permanently place obstructions or barriers on Bacchus Street, Maddingley under section 207 and Schedule 11 Clause 9 of the *Local Government Act 1989* seeking public submissions under section 207A of the *Local Government Act 1989* on the proposal.
2. following the completion of the public submission process receives an officer's report to be presented to Council considering all public submissions received.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Thursday, 4 January 2018

11.4.2 Ballan Golf Club – BBQ Building

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

The Ballan Golf Club wrote to Council on 2 July 2016, requesting to use/obtain the disused BBQ building located on the golf course near Blow Court, Ballan. This building is situated near the Ballan Golf Club clubhouse and is currently in a state of disrepair. The BBQ building is owned by the Council and sits on Council's asset register. A report was considered at the Ordinary Meeting of Council on 5 October 2016 where the Council resolved the following:

Resolution:

Crs. Tatchell/Toohey

That the Council:

- 1. support, in principle, the proposal to transfer control of the BBQ building at the Ballan Golf Club to the golf club;*
- 2. write to the Department of Environment, Land, Water and Planning (DELWP) to request they commence the process to discontinue a corner of Blow Court, Ballan with a view to adding the discontinued road to the golf course land that the Ballan Golf Club currently leases from DELWP; and*
- 3. approve the public submission process under Sections 207A and 223 of the Local Government Act 1989 if the DELWP survey shows a corner of Blow Court, Ballan requires discontinuation;*
- 4. receive a report following the completion of the public submission process under Sections 207A and 223 of the Local Government Act 1989, to consider all public submissions received.*

CARRIED.

Subsequently, the committee sent a letter to Council dated 13 April 2017, advising that the Ballan Golf Club's request to obtain this building be cancelled.

Proposal

The letter from the Ballan Golf Club is attached to this report. In it the golf club committee outline the reasons why they no longer wish to obtain the building and have requested that Council demolish it. Council should note that this building has been the target of graffiti and vandalism for some years now and is in a state of disrepair. Officers have obtained a quotation to carry out the demolition works.

Photos of the BBQ building are set out below.



See the aerial photograph below. The BBQ building is located as shown and is obscured by the trees.



Council should note that buildings and structures on crown land are property of the crown and that the request to demolish the building proposed by the golf club will need the consent of the crown.

The golf club’s proposal has been discussed with DELWP and they have raised no concerns in principle with this course of action.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

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

Financial Implications

The cost to Council for attending to graffiti removal and vandalism in the hundreds of dollars each year.

Officers have received a quotation for the demolition and removal of the building and leaving the site safe, clean and tidy. The total cost of these works is \$4,400.00 including GST and will be funded within the buildings maintenance budget.

Risk & Occupational Health & Safety Issues

There are no Occupational Health & Safety issues associated with the recommendation within this report.

Communications and Consultation Strategy

The Ballan Golf Club and DELWP will be notified in writing of the outcome following a formal resolution of 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 – 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

It is recommended that the Council support, the proposal to demolish the BBQ building at the Ballan Golf Club. The building is currently in a state of disrepair and is being used as a place for people to conduct antisocial behaviour. The Ballan Golf Club has concluded that even with a Council Grant, that it would be unable to resurrect the building.

Recommendation:

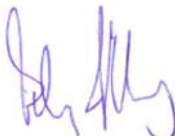
That Council:

- 1. receives the report in relation to the BBQ Building at the Ballan Golf Club; and**
- 2. resolves to demolish the disused BBQ building situated on the Road Reserve for Blow Court and Lot 15 Section 29 PP5029.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday, 4 January 2018



Attachment - Item 11.4.2



Ballan Golf Club
P.O. Box 90
Ballan
VIC 3342

13th April 2017

Mr John Whitfield
Governance Co-ordinator, Customer & Business Services
Moorabool Shire Council
PO Box 18
Ballan
Victoria 3342.

- Reference: A. Ballan Golf Club letter sent to yourself (Mr John Whitfield) dated 2nd July 2016.
- B. Ballan Golf Club letter sent to Samantha Romasko Manager of Engineering Services dated 16th July 2015.

Dear Sir,

Reference A submitted a request to the Moorabool Shire Council for the Ballan Golf Club to use/obtain the building referred to as the BBQ building. The Ballan Golf Club committee recently discussed the viability of this proposal and has decided that the cost involved in proceeding with this project is outside the realms of our club's financial viability. In a nut shell the Ballan Golf club cannot envisage having this building resurrected even if we obtained a \$25,000.00 grant and unless the Moorabool Council can fund the majority of the finance for this project we would request that the Ballan Golf Club's request to obtain this building, be cancelled.

If the Moorabool Shire Council agrees to our request can you please action the original letter (Reference B) which has requested the demolition of the building.

Regret any inconvenience caused,

Yours Sincerely,

Les Martin
(Ballan Golf Club Secretary)

(03) 53687353

11.4.3 Adoption of Open Space Maintenance Management Plan and associated Mowing Service Review

Introduction

Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

Council is responsible for the provision of maintenance services for a variety of Council assets, and seeks to provide clean, safe and fit for purpose recreation spaces for both residents and visitors. Council also provides a range of services in waste, roads and many other areas.

A draft Open Space Maintenance Management Plan (OSMMP) has been developed to define the service levels associated with open space within the Shire where previously a published management plan for the provision of this service to the community had not been in place. This document can be found in Attachment A.

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation. This document can be found in Attachment B.

The draft OSMMP and associated service review was presented at the Ordinary Meeting of Council on 01 November 2017 where the following was resolved;

Resolution:
Crs. Sullivan/Toohey

That Council:

- 1. Endorses the draft Open Space Maintenance Management Plan for the purposes of public exhibition for a period of 6 weeks.*
- 2. Endorses the draft Open Space Mowing Service Review for the purposes of public exhibition for a period of 6 weeks.*
- 3. Receives a further report at the conclusion of the exhibition period for consideration of feedback and finalisation of the service review.*

CARRIED.

Proposal

At the conclusion of the public consultation period, 3 submissions were received. A summary of those submissions and an officer response is outlined in the table below.

Submission 1
<p><u>Summary:</u> The submission raises concerns in relation to the reduction of mowing in front of 22 Blackwood Street, Ballan. There are no driveways fronting this road reserve, and the resident has been appreciative of this mowing service in the past. The submission also requests consideration of increasing the mowing frequency at the northern entrance of Ballan from two cuts to four cuts (or more).</p>
<p><u>Response:</u> The OSMMP outlines Council's responsibilities, maintenance standards and inspection regimes required to manage its open space assets. The location in question is classified as a town entrance under the OSMMP and will receive a six weekly mow in peak times, and during off peak times will be mown every eight weeks. No amendments to the OSMMP are recommended as a result of this submission.</p>
Submission 2
<p><u>Summary:</u> The submission states that Council maintains around the Navigators memorial trees, and has requested if this is a service that could be extended to Yendon.</p>
<p><u>Response:</u> The OSMMP outlines Council's responsibilities, maintenance standards and inspection regimes required to manage its open space assets. The avenue along Navigators Road currently receives a six weekly mowing service, and through the implementation of this plan will continue to receive a six weekly mowing service. Town entrances and the town centre of Yendon will also see a six weekly mowing service introduced. No amendments to the OSMMP are recommended as a result of this submission.</p>
Submission 3
<p><u>Summary:</u> The submission requests that Council consider mowing Racecourse Road (from Dehnerts Road to Daylesford Road), due to fire hazards and snakes entering their adjacent property.</p>
<p><u>Response:</u> Maintenance of roadsides (specifically grass mowing/slashing) has been reviewed and documented within the Roadside Mowing Service Review. A hierarchy has been applied that provides guidance relating to frequency of grass mowing. Racecourse Road is classified as a Rural Road (Other) within the rural township and currently receives roadside slashing once per year. Through this review, Racecourse Road does not meet the 'fit for principles' assessment that has been undertaken. Given this, it is proposed to remove Racecourse Road from the mowing register. No amendments to the OSMMP are recommended as a result of this submission.</p>

It is recommended that no amendments to the plan or service review document are required as a result of the submissions.

Upon further internal review of the OSMMP document, a number of administrative amendments have occurred including minor grammatical corrections and asset categorisation codes.

The Roadside Mowing Service Review has also been amended, with a tracked changes version attached for consideration (see Attachment 11.4.3). Amendments to this document include the increase of staff from 10.5EFT to 11EFT to accommodate maintenance requirements of developments currently under construction including Stonehill Estate and Underbank Estate. These estates are developing quicker than previously anticipated. This would see annual staff time costs increase to \$774,000 and an overall budget saving of \$22,813.

In addition, if the Service Review is adopted, the OSMMP registers will need to be amended to reflect the outcomes in the review.

Policy Implications

The 2017-2021 Council Plan provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business & Systems

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

Financial Implications

A thorough review of current maintenance frequencies has occurred relating to open space (amenity) mowing, garden bed maintenance and roadside mowing/slashing activities within the Shire.

Current staffing costs with the Parks team associated with mowing is an estimated \$703,113, along with contractors who are engaged to perform particular activities that allows the organisation to sustain our current service levels. An estimated \$306,000 is spent on external contractors to achieve the current service levels we are providing the community.

Implementation of the OSMMP and service review would see an estimated;

- Annual staff time costs of \$774,000
- A reduction in contractor costs to \$158,000
- Overall budget saving of \$22,813

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Customer Satisfaction	Receipt of customer complaints due to amended frequencies of open space and roadside maintenance	Low	Ongoing monitoring of customer requests and officer feedback

Communications Strategy

The review of the OSMMP and Service Review involved a 6 week public consultation process, as outlined below:

- Advertising in local newspapers
- Advertising on 'Have Your Say Moorabool' for the full public consultation period
- Link uploaded onto Council's website
- Social media posts

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Sam Romaszko

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

Conclusion

The OSMMP is an operational document that provides the community with an overview of Council's open space and roadside maintenance practices. Opportunities have also been explored through the service review that has been undertaken.

Having developed the OSMMP, undertaken a service review including a public consultation process as outlined within this report, it is recommended that Council now formally adopt the Open Space Maintenance Management Plan and Roadside Mowing Service Review.

Recommendation:

That Council:

- 1. Adopts the Roadside Mowing Service Review as attached, with tracked changes in the attachment.**
- 2. Adopts the Open Space Maintenance Management Plan and requests an update to the registers to reflect the Service Review.**

3. **Implements the outcomes of the Open Space Maintenance Management Plan and Roadside Mowing Service Review from 01 July 2018.**
4. **Makes the Open Space Maintenance Management Plan document publicly available by placing a copy on Council's website.**
5. **Notes that a periodic (at least annual) review of the associated registers within the Open Space Maintenance Management Plan be undertaken, as delegated to the General Manager Infrastructure.**


Report Authorisation

Authorised by:

Name: Phil Jeffrey

Title: General Manager Infrastructure

Date: Thursday, 18 January 2018



Attachment - Item 11.4.3(a)

MOORABOOL SHIRE COUNCIL OPEN SPACE MAINTENANCE MANAGEMENT PLAN

January 2018





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Document Control

VERSION	ADOPTED BY	DATE ADOPTED
1.0	Moorabool Shire Council	

Executive Summary

Moorabool Shire Council is a fast growing, semi-rural municipality, responsible for the provision of maintenance services for a variety of Council assets and seeks to provide clean, safe and fit for purpose recreation spaces for residents and visitors alike. Council also provides a range of services in roads, waste and many other areas.

Council has recognised the anticipated growth rate and has produced an Open Space Maintenance Management Plan (OSMMP) to accommodate future growth within existing resources. The OSMMP identifies responsibilities, maintenance standards and inspection regimes required to manage the Shire's open space assets into the future.

Generally, the services under this plan are undertaken as programmed maintenance. This means they are scheduled to occur at set frequencies with some flexibility based on need. Generally, the objective of the plan is to provide the following benefits:

- Aesthetics Areas that are well maintained
- Safety Areas that are safe and usable
- Cleanliness Areas that kept neat and tidy
- Usability Areas that fit for purpose

The OSMMP is seen as a dynamic document and the document and associated registers will be formally reviewed and refined on an ongoing basis. Although it is not a legal requirement, it is Council's intention, where appropriate, to apply the standards developed for the plan across the Shire's open space assets.

SECTION 1

Introduction

Purpose of the Open Space Management Plan

Council is responsible for the provision of maintenance services for a variety of Council assets, and seeks to provide clean, safe and fit for purpose recreation spaces for both residents and visitors. Council also provides a range of services in waste, roads and many other areas.

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation.

The Open Space Maintenance Management Plan aims to narrow the gap between current service levels and community expectations, remove ad hoc reactive service provision and provide the community with certainty and predictability in asset servicing. In addition, the plan seeks to provide a level of service that maintains the quality and condition of Council's assets.

The plan reinforces the need for all works to be undertaken in accordance with regulations and requirements as set out in the following legislations;

- Flora and Fauna Guarantee Act 2011
- Aboriginal Heritage Amendment Act 2016
- Heritage Act 1995
- Planning and Environment Act 1987
- Occupational Health & Safety Act 2004

The OSMMP clearly defines the routine services that can be provided by Council within ongoing financial, plant and human resource constraints. Assets have been categorised to reflect their similar use and intended purpose, and servicing levels have then been defined across each of those categories. A full explanation of those categories appears on the following pages.

Relationship with Other Strategic & Operational Documents

Management Plans are key components of Council's planning and asset management process.

Figure 1 below illustrates the relationship between the Open Space Maintenance Management Plan and other strategic asset and operational documents of Council.

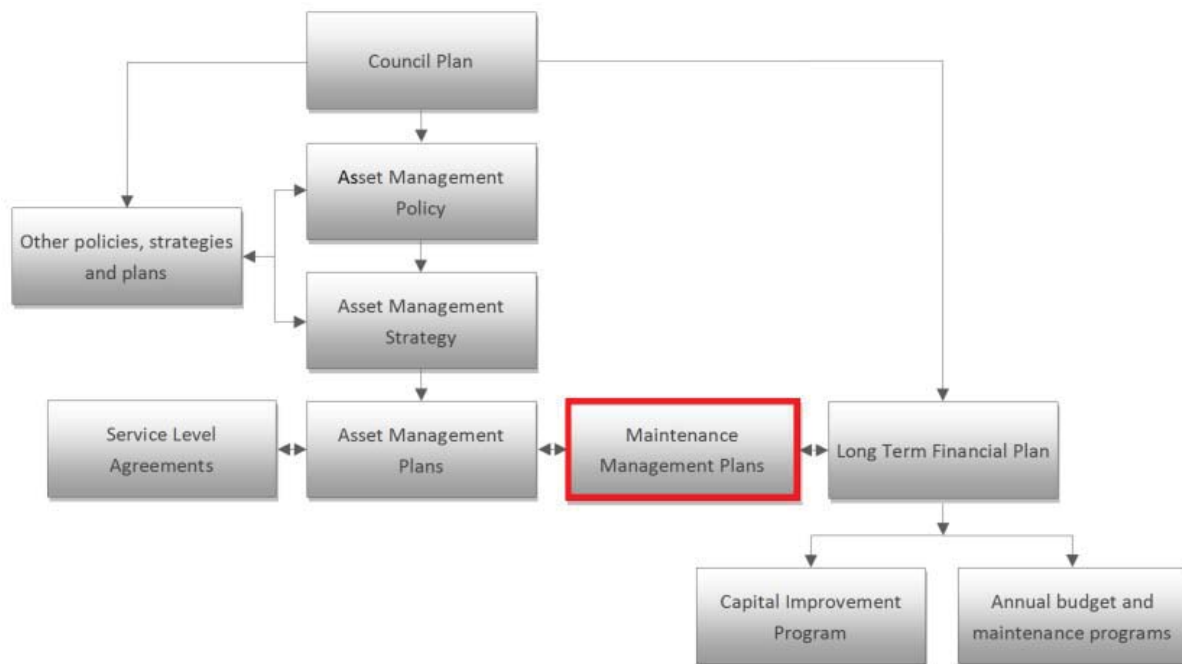


Figure 1. Relationship between Open Space Maintenance Management Plan and Other Corporate Documents/Processes

Scope

In addition to defining asset service levels, this plan will:

- Provide a link to the total asset management system
- Provide a means of categorising future asset acquisitions
- Determine future human resource requirements
- Determine future maintenance equipment requirements
- Provide greater accuracy in determining budgets
- Comply with all necessary legislative requirements

Availability of the Plan

The plan is available to download from Council’s website www.moorabool.vic.gov.au.

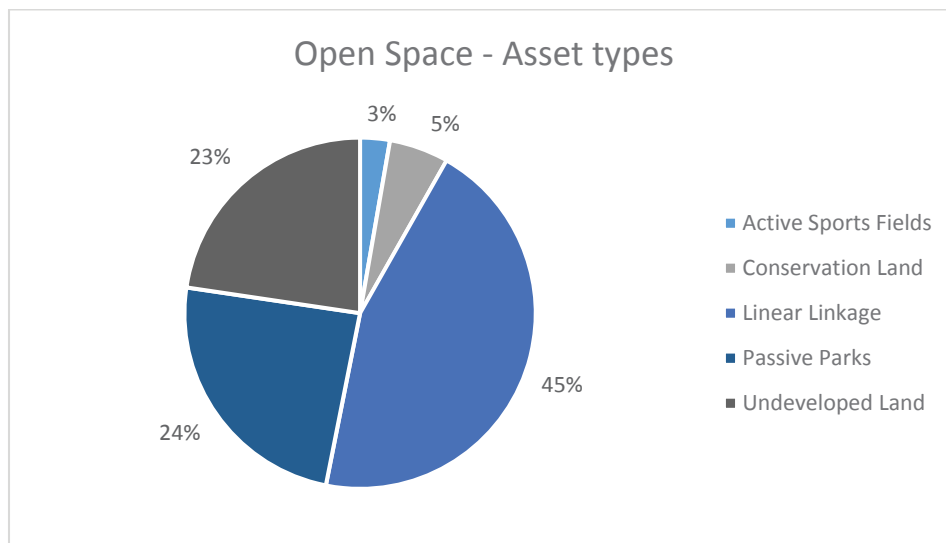
SECTION 2

Moorabool Shire's Parks & Open Space

Moorabool Shire's Open Space Assets

Public Land

Council maintains 214ha of public open space.



Road Network

Of Council's 1440km road network, a total of 583km (or 41%) currently receive a roadside mowing or slashing service. This equates to 591 individual locations, with a combination of amenity mowing and fire prevention activities occurring.

Other

Other assets within open space that are currently maintained by Council include;

ASSET	NO.
Garden Beds	78
Public Conveniences	16
Playgrounds	42
Barbeques	8
Dog Bag Units	22
Other ancillary items including irrigation systems and park furniture (seating, tables, bollards, drinking fountains)	

Open Space Register

The Open Space Register (refer Appendix I) defines the open space which Council owns, and provides confirmation relating to maintenance responsibility.

The registers provide detail of those assets, including:

- Road, park or asset name
- Locality
- Hierarchy
- Demarcation responsibility
- Other assets within each open space reserve (playgrounds, public toilets, barbeques, irrigation systems etc)

The registers are updated on a frequent basis and are available for inspection at Council's service centres in Bacchus Marsh and Ballan, as well as on Council's website.

There are a number of other open space assets within Moorabool Shire that Council is not responsible for, and are managed by other authorities.

Demarcation of Maintenance Responsibility

Demarcation Agreements

Council is responsible for the management and maintenance of a number of Council owned Parks, Facilities and Open Space assets along with a number of Council and DELWP owned recreation reserves throughout the municipality. It may however enter into an agreement with a Committee or other authority's in relation to the maintenance of these assets.

Types of land covered by such agreements include:

- Crown land managed by Council as Committee of Management
- Crown land managed by a Council Section 86 Committee of Management
- Crown land managed by a DELWP Committee of Management
- Council land managed by a lessee
- Council land occupied by a facility
- Council land managed by a Council Section 86 Committee of Management

There are various maintenance agreements, including;

MAINTENANCE AGREEMENT TYPE	DESCRIPTION
Land Owned by Council – S86 Committee of Management	Management and maintenance of these assets is undertaken in accordance with requirements as set out in Council's Section 86 Committee of Management Agreement.

Land Owned by Council – Leased	Management and maintenance of these assets is undertaken in accordance with requirements as set out in the relevant lease agreement.
Committees of Management	<p>Council supports DELWP in the management of DELWP owned recreation reserves with operational funding to supporting broad community access and usage.</p> <p>Council's Recreation Reserve Funding Policy determines the level of service (and supporting funding) to provide an appropriate standard of facility required at each reserve to meet the community needs. Council's Recreation Development Unit develops an Annual Management and Maintenance Schedule for each reserve and manages the implementation of the schedule required at each reserve both internally and via S.86 Special Committees of Council under the guidance of Council's Appointment and Delegations Policy. Under this policy Council enters into an Annual Maintenance Agreement with the Reserve Committee of Management to guide the implementation of maintenance required at each reserve.</p>

Maintenance of Naturestrips

Generally, it is the expectation that the resident or occupier maintain the nature strip adjoining their property. Normally this is by regular mowing, weeding and collecting litter. However, in particular instances Council carries out maintenance of nature strips at nominated locations including town entrances and town centres to enhance the amenity of the townships. Further information can be found in IS003-Urban Tree Management Policy and is available on Council's website.

If the nature strip becomes damaged following service authority works, such as water, gas, electricity, telecommunications works or as a result of building works, the service authority or builder is responsible for nature strip repairs and reinstatement.

SECTION 3

Levels of Service

Asset Groups

Asset groups have been aligned with Council's OSMMP and annual budgets:

ASSET GROUP	MAINTENANCE ACTIVITY
Open Space	Grass Mowing Pest Control Weed Maintenance Active Sportsground Maintenance Irrigation System Maintenance
Roadsides	Grass Mowing
Garden Beds	Garden Bed Maintenance
Play Space	Playground Maintenance
Public Amenities	Sanitary Cleaning Furniture Maintenance Barbeque Maintenance

Differing service frequencies based on hierarchies (within the asset group) have been devised to ensure that similar or like assets are provided with the specific maintenance that they require for sustainable service life and to meet the needs of the community.

Asset Hierarchy

All assets are classified according to a hierarchy that considers the specific function, types of users and user numbers. Service levels (including inspection frequency, intervention levels and maintenance frequency) are largely based on the respective asset hierarchies. The hierarchy classification is used to assist in prioritising works associated with the particular asset.

Community Levels of Service for Open Space

A level of service is the defined service quality for a particular activity or service area against which service performance can be measured. Levels of service typically relate to quality, reliability, responsiveness, accessibility and cost. Levels of Service must be meaningful and address the issues customers believe to be important.

The community levels of service, or service objectives, relevant to this plan are outlined below and have been developed from:

- The Council's goals and strategies
- Knowledge of key issues regarding open space assets
- Standards and legislative requirements

- Management of risk
- Available resources (funding levels, staffing, asset capacity)
- Customer expectations (based on customer requests, surveys, Councillor feedback etc.)

CHARACTERISTICS	SERVICE OBJECTIVE
Aesthetics	Areas will be well maintained to ensure they are well presented for use by visitors.
Safety	Areas will be maintained in a safe and trafficable condition in order to minimise risk to users.
Cleanliness	Areas will be maintained in a neat and tidy condition, unrestricted by rubbish and graffiti etc.
Usability	Areas will be maintained to ensure they are fit for purpose at all times.

Technical Levels of Service for Open Space

The technical levels of service are the operational or technical measures that are utilised in providing the service (eg. grass that is maintained to an agreed frequency or standard).

Technical levels of service include the parameters to meet the required function covering technical aspects, including;

- Legislative compliance
- Design standards
- Safety
- Maintainability
- Reliability
- Performance
- Capacity
- Environmental impacts
- Cost affordability
- Community requirements, including location & aesthetics

The technical levels of services are detailed within the appendices of this plan.

Key Stakeholders

The following key customer groups of the Moorabool Shire's open space assets have been identified:

- The local community (ratepayers, community groups, sporting groups, business community, commercial and business interests, schools, developers)
- Open space users (pedestrians, dog owners, cyclists, visitors, sporting or community groups)

Customer Expectations

Wherever practicable, input will be sought by way of stakeholder engagement. It is important that any decisions are made on the basis of what is deemed to be in the best interest of the community overall while not unreasonably disadvantaging specific groups.

The Council consults on all significant projects and each year engages an independent consultant to undertake an annual community satisfaction survey to determine community views.

SECTION 4

Management Tactics

Operations & Maintenance Tactics

Reactive and programmed inspections are carried out on Moorabool Shire assets to identify required remedial and maintenance works.

Reactive maintenance tasks are primarily identified through customer requests and are documented in Council's Customer Request Management System (CRMS). These tasks are assessed and responded to according to Council's service standards.

Council maintains a 24-hour callout service, and emergency issues can be actioned promptly assuming there are not multiple emergencies.

Programmed maintenance tasks are identified by a continuous inspection regime, documented and then recorded in a database. All recorded defects are ranked and work orders generated for action within a works schedule.

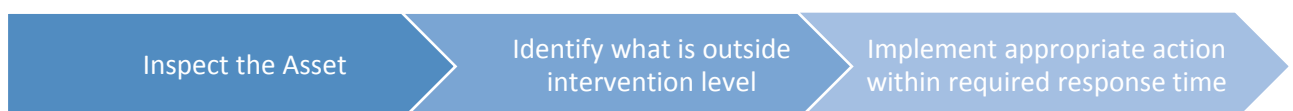
Routine maintenance is carried out according to scheduled works programs. Maintenance budgets are fixed at the start of each year, and routine maintenance schedules are adjusted depending on the amount of reactive or emergency maintenance required in any one year. The amount of emergency work required due to weather events may influence the quantity of routine maintenance work that is completed in any period.

Managing Risk

The Moorabool Shire has a risk policy and assessment framework based on AS/NZS ISO 31000:2009 to document known risks and develop management strategies to prioritise and mitigate risks for Council work activities and capital projects.

Council uses methodology that incorporates both reactive and programmed inspections and has documented inspection frequencies and response periods that are designed to minimise and manage the overall risk rating.

To help mitigate risk to Council, there is generally a three step process in place as follows:



Noting that there are 240 parks located within the municipality, the risk assessment and responses have been developed on a broad scale. The risk process takes into account accident history and resources available.

Council investigates all reported incidents. Specific sites identified with a recurring trend are assessed for suitability for remedial treatment under a range of existing budget parameters.

Events Beyond the Control of Council

Council will make every endeavour to meet all aspects of this plan. However, in the event of natural disasters or multiple emergency events, as well as human factors (such as but not limited to lack of Council staff or suitably qualified contractors), Council reserves the right to suspend compliance with this plan.

In the event that the Chief Executive Officer (CEO) of the Council has to consider the limited financial resources of Council and its other conflicting priorities, and determines that the plan's provisions cannot be met, the CEO will advise Council's officer in charge of the plan that some or all of the timeframes and responses are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will advise the Council's responsible officer which parts of the plan are to be reactivated and when.

Seasonal Fluctuations & Professional Judgement

The proposed service levels presented within this plan have been developed following an extensive review of existing maintenance activities.

Given the seasonal variation associated with open space maintenance activities, it is noted that professional judgement may be exercised to ensure maintenance activities are undertaken in line with Council priorities.

Events

Events that occur throughout the year that utilise Council's open space may require increased levels of service over and above those specified within this plan.

A number of sites within the municipality are utilised on a frequent basis by community groups and other organisations, such as the 'Village Green' in Main Street, Bacchus Marsh. Given this, there may be times that additional maintenance of these areas is required to ensure the open space remains safe and amenity is retained.

Emergency Response & Temporary Repair

Emergency response is works that need to be undertaken as a result of an emergency incident outside the routine works programs to ensure the safety of the public. Emergency works include traffic incident management, response to fires, floods, storms and chemical spillages, and assistance under the Municipal Emergency Management Plan.

Temporary works are undertaken to reduce the risk of an incident, until such time as routine maintenance can be completed. Response times and safety measures are determined based on the risk to safety and the type, volume and nature of asset usage.

SECTION 5

Reviewing the Plan

Plan Review

A review of the plan will be undertaken, at a minimum, every four years. Any revision of the plan would be subject to community consultation processes and the revised document presented to Council for formal adoption.

A review will incorporate a review of the level of service applied within this document. Service reviews ensure that industry 'best practice' and the needs of the community continue to be met. In addition, changes can be made in order to address impacts on services due to changes in legislation and community expectations, and growth experienced through the introduction of new assets, bought about through developments or capital works.

Delegation

The General Manager Infrastructure is authorised under delegation to amend any of the Appendices attached to this plan and to periodically change and update the registers. Reporting on the changes shall be in accordance with the powers of delegation.

SECTION 6

References

Supporting Documents & Technical References

The following supporting documents and technical references, whilst complimenting the plan **do not form** part of this plan. All supporting documents may change from time to time to reflect changes in Council policy, legislative changes, operational changes or as a result of audit findings. Supporting documents are not available for inspection but most may be downloaded from the relevant State Government, Council or organisation web sites.

- Bacchus Marsh Avenue of Honour Management Plan
- Moorabool Shire Council Road Management Plan 2017-21
- Moorabool Shire Council Open Space Strategy 2015
- Moorabool Shire Council Municipal Fire Management Plan 2011

Council Documents & Procedures

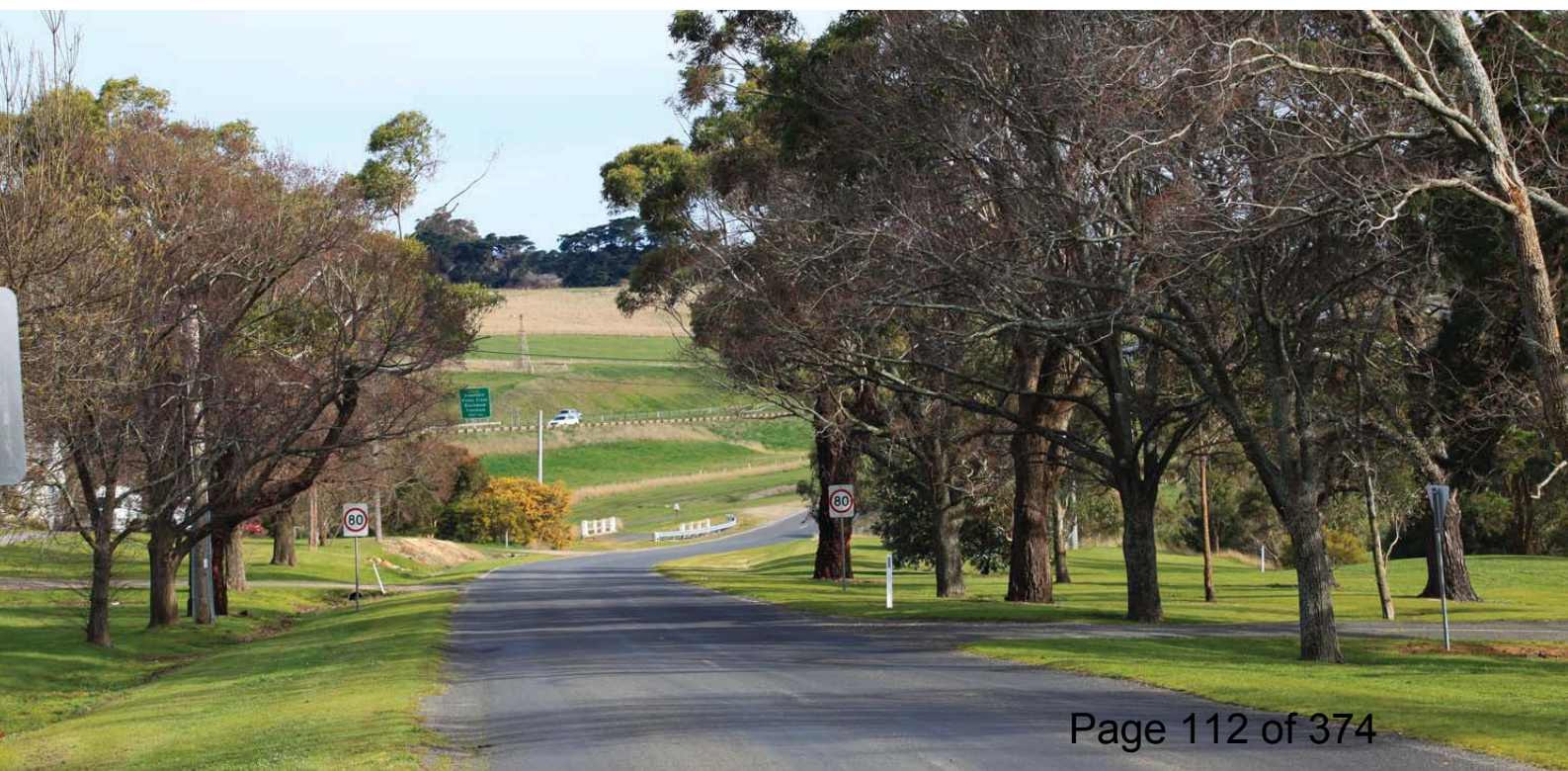
- Open Space Asset Management Plan
- Council Plan 2017-21
- Risk Management Policy & Framework
- Tree Policy & Approved Species List

SECTION 7

Appendices

List of Appendices

- Appendix A Open Space
- Appendix B Roadsides
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Appendix A; (Open Space)

Classification of Asset Type

All open space assets are classified according to their type. The asset types for open space, including parks and reserves is outlined below.

ASSET TYPE	DESCRIPTION
Active Sports Fields	A sports field that provides a range of facilities for practising and playing structured or organisation based sports for teams or individuals.
Passive Park	Open space which is used for recreational purposes that do not involve a large concentration of people or activity on a regular basis. A passive park is a park that is principally designed for use in an unstructured or informal way. It is less developed than an active park but may contain features such as walking tracks, gardens, seating, barbecues, picnic areas, playgrounds etc. It does not contain sports infrastructure or encourage strenuous physically activity.
Linear Linkages	A park that provides recreation and commuter connections which can include parks along waterways. These parks provide links between residential areas and community destinations such as school and shopping centres, sports parks and recreation parks. A linear park can also contain a drainage basin or open drain, which is a parcel of land set aside for drainage purposes.
Undeveloped Land	Ancillary land where the vegetation is managed to strategically reduce the risk of fire hazard material.
Conservation Land	A reserve with a primarily ecological purpose, being the protection of an area of significant environmental value. These parks protect and enhance biodiversity by providing habitat for flora and fauna. These parks are planned and managed to protect environmental values, but are also used to enable recreational use.

Classification of Hierarchy

All open space assets are classified according to their hierarchy. The hierarchy for open space, including parks and reserves is outlined below.

HIERARCHY	DESCRIPTION
Primary	Open space areas that contain features that will be of significance as an attractor beyond the boundaries of the Shire. Primary open space areas will attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire) and will have a quality landscape and amenities.
Township	Open space areas that are located close to the town centre and are well serviced by roads and pathways. These areas typically contain seating, identification signage, access to drinking water, public toilets and lighting. Civic centres are included in this category and are a prominent land area within the community and typically contain a public/government building.
Local	Open space areas that are generally of greater significance to residents within the surrounding area than to visitors. Features and assets will vary and be of good to high quality.
Minor	Open space areas that primarily focus on the needs to the local area and where primary use is more local. Features and assets will be maintained, but not developed to a high standard.

Table A.1 Classification of Open Space

ASSET TYPE	HIERARCHY				
	Primary	Township	Local	Minor	
	1	2	3	4	
Active Sports Fields	A	A1	A2	-	-
Passive Parks	B	B1	B2	B3	B4
Linear Linkages	C	-	-	C3	C4
Undeveloped Land	D	-	-	D3	D4
Conservation Land	E	-	-	E3	E4

Designated ‘Neighbourhood Safer Place’ (NSP)

NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. Maintenance of potential NSPs is in accordance with CFA assessment criteria.

During the declared fire season, the designated NSP locations within the municipality are inspected and maintained on a weekly frequency. Outside the Declared Fire Danger Period the areas will revert to the standard maintenance period.



Table A.2 Typical Maintenance Frequencies; Open Space

ACTIVITY	ACTIVE SPORTS FIELD		PASSIVE PARK			
	Primary	Township	Primary	Township	Local	Minor
	A1	A2	B1	B2	B3	B4
Grass Mowing	GM1	GM2	GM1	GM2	GM3	GM3
Garden Bed Maintenance	-	-	GBM1	GBM2	GBM3	GBM3
Sanitary Cleaning	-	-	SC1	SC1	SC2	SC2
Playground Maintenance	-	-	PM1	PM1	PM2	PM2
Furniture Maintenance	-	-	FM1	FM1	FM2	FM2
Barbeque Maintenance	-	-	BM1	BM1	BM1	BM1
Dog Bag Unit Maintenance	-	-	DBM1	DBM1	DBM1	DBM1
Pest Control	-	-	As required	As required	As required	As required
Weed Treatment	As required	As required	As required	As required	As required	As required
Active Sportsground Maintenance	ASM1	ASM1	-	-	-	-
Irrigation System Maintenance	ISM1	ISM1	-	ISM1	-	-

ACTIVITY	LINEAR LINKAGE		UNDEVELOPED LAND		CONSERVATION LAND	
	Local	Minor	Local	Minor	Local	Minor
	C3	C4	D3	D4	E3	E4
Grass Mowing	GM3	GM4	GM5	GM6	GM4	GM5
Garden Bed Maintenance	-	-	-	-	-	-
Sanitary Cleaning	-	-	-	-	-	-
Playground Maintenance	PM3	PM3	PM3	PM3	PM3	PM3
Furniture Maintenance	FM2	FM2	FM3	FM3	FM3	FM3
Barbeque Maintenance	-	-	-	-	-	-
Dog Bag Unit Maintenance	-	-	-	-	-	-
Pest Control	As required	As required	As required	As required	As required	As required
Weed Treatment	As required	As required	As required	As required	As required	As required
Active Sportsground Maintenance	-	-	-	-	-	-
Irrigation System Maintenance	-	-	-	-	-	-

Appendix B; (Roadsides)

Classification of Asset Type

All roadside assets are classified according to their function. The asset types for roadsides is outlined below.

ASSET TYPE	DESCRIPTION
Town Centres	The central district is the focal point for commercial activities in the Moorabool Shire, and is typified by a concentration of retail and commercial buildings.
Town Entrances	A main entrance leading into a township, typically determined by the demarcation signs of 80km/hr.
Road Reserves	The area within which facilities such as a road or path and associated features may be constructed for public travel.
Roadends	Areas within a road reserve at the termination of a constructed road.
Fire Break; Priority Access/Egress Roads	Roads that provide single access and egress to high risk areas.
Fire Break; Strategic Fire Suppression Roads	Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a wildfire, or to provide a fire line from which to suppress a fire.
Fire Break; Fire Control Line Roads	A natural or constructed barrier, or treated fire edge, used in fire suppression and prescribed burning to limit the spread of fire.

Note: Fire breaks are determined by the Municipal Emergency Management Committee each year and are slashed accordingly.

Classification of Hierarchy

All roadsides assets are classified according to their hierarchy. The hierarchy for roadsides is outlined below.

HIERARCHY	DESCRIPTION
Urban	Roads within the urban township, as defined within the Road Management Plan
Rural (Townships)	Roads within the rural township, as defined within the Road Management Plan
Rural (Other)	Roads outside of the rural township, as defined within the Road Management Plan

Table B.1 Classification of Roadsides

ASSET TYPE		HIERARCHY		
		Urban	Rural (Townships)	Rural (Other)
		1	2	3
Town Centres	RA	RA1	RA2	-
Town Entrances	RB	-	RB2	-
Road Reserves	RC	RC1	RC2	RC3
Roadends	RD	RD1	RD2	-
Priority Access/Egress Roads	RE	-	RE2	-
Strategic Fire Suppression Roads	RF	-	RF2	-
Fire Control Line Roads		-	RG2	-

Table B.2 Typical Maintenance Frequencies; Roadsides

ACTIVITY	TOWN CENTRES			TOWN ENTRANCES		
	Urban	Rural (Townships)	Rural (other)	Urban	Rural (Townships)	Rural (other)
	RA1	RA2	RA3	RB1	RB2	RB3
Grass Mowing	GM2	GM4	-	GM2	GM3	-

ACTIVITY	ROAD RESERVES			ROADENDS		
	Urban	Rural (Townships)	Rural (other)	Urban	Rural (Townships)	Rural (other)
	RC1	RC2	RC3	RD1	RD2	RD3
Grass Mowing	GM4	GM5	GM6	GM3	GM5	-

ACTIVITY	PRIORITY ACCESS/EGRESS ROADS			STRATEGIC FIRE SUPPRESSION ROADS		
	Urban	Rural (Townships)	Rural (other)	Urban	Rural (Townships)	Rural (other)
	RE1	RE2	RE3	RF1	RF2	RF3
Grass Mowing	-	GM6	-	-	GM6	-

ACTIVITY	FIRE CONTROL LINE ROADS		
	Urban	Rural (Townships)	Rural (other)
	RG1	RG2	RG3
Grass Mowing	-	GM6	-

Appendix C; (Garden Beds)

Classification of Asset Type

All garden bed assets are classified according to their type and are outlined below.

ASSET TYPE	DESCRIPTION
Road Reserves (garden beds)	Garden beds that improve amenity within road reserves, including roundabouts and naturestrip plantings.
Passive Park (garden beds)	Garden beds that enhance the amenity of our passive parks.
Linear Linkages (garden beds)	Garden beds that enhance amenity of our recreation and commuter connections which can include parks along waterways. These parks provide links between residential areas and community destinations such as school and shopping centres, sports parks and recreation parks.

Classification of Hierarchy

All garden bed assets are classified according to their hierarchy. The hierarchy for garden beds is outlined below.

HIERARCHY	DESCRIPTION
Primary	Garden bed areas that are within town centres and attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire) and will have a quality landscape and amenities.
Township	Garden beds that are located close to the town centre and are well serviced by roads and pathways. Garden beds within civic centres are included in this category and are a prominent land area within the community and typically contain a public/government building.
Local	Garden beds that are generally of greater significance to residents within the surrounding area than to visitors. Features and assets will vary and be of good to high quality.
Minor	Garden beds that primarily focus on the needs to the local area and where primary use is more local. Assets will be maintained, but not developed to a high standard.

Table C.1 Classification of Garden Beds

ASSET TYPE		HIERARCHY			
		Primary 1	Township 2	Local 3	Minor 4
Road Reserves	GBA	-	GBA2	GBA3	GBA4
Passive Parks	GBB	-	GBB2	GBB3	GBB4
Linear Linkages	GBC	-	-	-	GBC4

Table C.2 Typical Maintenance Frequencies; Garden Beds

ACTIVITY	ROAD RESERVE				PASSIVE PARK			
	Primary	Township	Local	Minor	Primary	Township	Local	Minor
	E1	E2	E3	E4	B1	B2	B3	B4
Garden Bed Maintenance	-	GBA2	GBA3	GBA4	-	GBB2	GBB3	GBB4

ACTIVITY	LINEAR LINKAGE			
	Primary	Township	Local	Minor
	C1	C2	C3	C4
Garden Bed Maintenance	-	-	-	GBC4

Appendix D; (Play Space)

Classification of Asset Type

All play space assets are classified according to their type and are outlined below.

ASSET TYPE	DESCRIPTION
Playground	A playground is an area used for outdoor play or recreation, particularly by children, and often contains recreational equipment such as slides and swings.
Fitness Circuit	A fitness circuit typically contains a range of equipment either in one location, or placed strategically along a walkway that provides the user with opportunities to enhance their fitness through the use of outdoor gym equipment.
Skate Park	A skate park is a purpose built recreational facility that is made for a range of uses, including skateboard, BMX, wheelchair and scooter activities.
BMX Track	A BMX track is a purpose built recreational facility that is made for BMX activities.

Classification of Hierarchy

All play space assets are classified according to their hierarchy. The hierarchy is outlined below.

HIERARCHY	DESCRIPTION	ASSOCIATED OPEN SPACE HIERARCHY
Regional	Play spaces that are within town centres and attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire) and will have a variety of activities. They can accommodate a wide range of age groups and often incorporate more adventurous structures, and are a destination point for families who will typically drive to the playground. Regional play space will be designed, where possible, to include specialised facilities for children with disabilities.	Primary
District	Well utilised playgrounds that are located with other community facilities such as sporting complexes. The play space may be a focal point for children in the suburb. This category includes preschool playgrounds.	Township
Neighbourhood	Play space that generally have a few activities (often a climbing frame, swing and slide). They are usually used by children in the immediate area and cater for young children.	Local

Table D.1 Classification of Play Space

ASSET TYPE	HIERARCHY			
		Regional	District	Neighbourhood
		1	2	3
Playground	PSA	PSA1	PSA2	PSA3
Fitness Circuit	PSB	-	PSB2	-
Skate Park	PSC	-	PSC2	-
BMX Track	PSD	-	PSD2	-

Table D.2 Typical Maintenance Frequencies; Play Space

ACTIVITY	PLAYGROUND			FITNESS CIRCUIT		
	Regional	District	Neighbourhood	Regional	District	Neighbourhood
	A1	A2	A3	B1	B2	B3
Play Space Maintenance	PM1	PM1	PM2	-	PM1	-

ACTIVITY	SKATE PARK			BMX TRACK		
	Regional	District	Neighbourhood	Regional	District	Neighbourhood
	C1	C2	C3	D1	D2	D3
Play Space Maintenance	-	PM1	-	-	PM1	-

Appendix E; (Public Amenities)

Classification of Asset Type

All public amenities are classified according to their type and are outlined below.

ASSET TYPE	DESCRIPTION
Public Toilets	A public toilet makes an important contribution to MSC's liveability and supports increases in walking and the use of parks and public transport, and increased public involvement in local facilities, businesses, festivals and public spaces. Public toilets that are safe, clean and accessible also contribute to the positive perceptions of an area. This essential infrastructure promotes wellbeing by encouraging active community participation in economic, social and recreational activities.
Barbeques	Barbeques are used to cook meals outdoors and typically found where other amenities are located, including playgrounds and public toilets.
Park Furniture	Park furniture (in the form, seating, tables, bollards and drinking water fountains) can be found in most open space reserves within the Shire.

Classification of Hierarchy

All public amenity assets are classified according to their hierarchy. The hierarchy is outlined below.

HIERARCHY	DESCRIPTION
Primary	Areas that are within town centres and attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire).
Township	Areas that are located close to the town centre and well services by roads and pathways.
Local	Areas that are generally of greater significance to residents within the surrounding area than visitors.

Table E.1 Classification of Public Amenities

ASSET TYPE	HIERARCHY		
	Primary	Township	Local
	1	2	3
Public Toilet	PCA1	PCA2	PCA3
Barbeque	-	BB2	BB3
Park Furniture	FU1	FU2	FU3
Dog Bag Units	DB1	DB2	-

Table E.2 Typical Maintenance Frequencies; Public Amenities

ACTIVITY	ACTIVE SPORTS FIELD		PASSIVE PARK			
	Primary	Township	Primary	Township	Local	Minor
	A1	A2	B1	B2	B3	B4
Sanitary Cleaning	-	-	SC1	SC1	SC2	SC2
Playground Maintenance	-	-	PM1	PM1	PM2	PM2
Furniture Maintenance	-	-	FM1	FM1	FM2	FM2
Barbeque Maintenance	-	-	BM1	BM1	BM1	BM1
Dog Bag Unit Maintenance	-	-	DBM1	DBM1	DBM1	DBM1

ACTIVITY	LINEAR LINKAGE		UNDEVELOPED LAND		CONSERVATION LAND	
	Local	Minor	Local	Minor	Local	Minor
	C3	C4	D3	D4	E3	E4
Sanitary Cleaning	-	-	-	-	-	-
Playground Maintenance	PM3	PM3	PM3	PM3	PM3	PM3
Furniture Maintenance	FM2	FM2	FM3	FM3	FM3	FM3
Barbeque Maintenance	-	-	-	-	-	-
Dog Bag Unit Maintenance	-	-	-	-	-	-



Appendix F; Inspection Types & Frequencies

Table F.1 Open Space

		INSPECTION FREQUENCY (by open space category)			
		D = weekday, M = month, Y = year			
INSPECTION TYPE		Primary	Township	Local	Minor
PROACTIVE	Active Sports Fields	Not exceeding 6M	Not exceeding 6M	-	-
	Passive Park	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M
	Linear Linkages	-	-	Not exceeding 12M	Not exceeding 12M
	Undeveloped Land	-	-	Not exceeding 12M	Not exceeding 12M
	Conservation Land	-	-	Not exceeding 12M	Not exceeding 12M
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 10D	Not exceeding 10D	Not exceeding 15D	Not exceeding 15D

Proactive Inspection

These inspections assess the asset for the presence of defects that may present a risk to the community. Programmed inspections must be recorded for all assets regardless of the identification of a defect or not. A visual inspection is undertaken on foot in order to identify defects.

Reactive Inspection

These are undertaken following notification to Council of defects and safety issues. The inspection involves an assessment of the reported defect to determine if it poses a risk to the community and to determine whether a maintenance response is required.

Inspection Frequency

This is the frequency of inspections to identify defects. The nominated time is not precise and a 10% margin is allowable. Where the required frequency would result in the inspection falling on a day other than a weekday (any day other than Saturday or Sunday, or a Public Holiday), the inspection may be undertaken on the first following weekday.

Table F.2 Roadsides

INSPECTION TYPE		INSPECTION FREQUENCY (by roadsides category)		
		Urban	Rural (Townships)	Rural (other)
PROACTIVE	Town Centres	Not exceeding 6M	-	-
	Town Entrances	-	Not exceeding 6M	-
	Road Reserves	Not exceeding 12M	Not exceeding 12M	Not exceeding 12M
	Roadends	Not exceeding 12M	Not exceeding 12M	-
	Priority Access/Egress Roads	-	Not exceeding 12M	-
	Strategic Fire Suppression Roads	-	Not exceeding 12M	-
	Fire Control Line Roads	-	Not exceeding 12M	-
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

Table F.3 Garden Beds

		INSPECTION FREQUENCY (by open space category)			
		D = weekday, M = month, Y = year			
INSPECTION TYPE		Primary	Township	Local	Minor
PROACTIVE	Road Reserves	-	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M
	Passive Parks	-	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M
	Linear Linkages	-	-	-	Not exceeding 12M
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

Table F.4 Place Space

		INSPECTION FREQUENCY (by playgrounds category)		
		D = weekday, M = month, Y = year		
INSPECTION TYPE		Regional	District	Neighbourhood
PROACTIVE	Playground (Level 1 inspection)	Monthly	Monthly	Monthly
	Playground (Level 2 inspection)	Annually	Annually	Annually
	Fitness Circuit	-	Not exceeding 12M	-
	Skate Park	-	Not exceeding 12M	-
	BMX Track	-	Not exceeding 12M	-
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

Table F.5 Public Amenities

		INSPECTION FREQUENCY (by public toilet category)		
		D = weekday, M = month, Y = year		
INSPECTION TYPE		Primary	Township	Local
PROACTIVE	Public Toilets	Not exceeding 6M	Not exceeding 6M	Not exceeding 12M
	Barbeques	-	Not exceeding 12M	Not exceeding 12M
	Park Furniture	Not exceeding 12M	Not exceeding 12M	Not exceeding 12M
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

Appendix G; Intervention Levels & Response Times

INSPECTION TYPE (OPEN SPACE)	RESPONSE TIME			
	H = hours, D = weekday, M = month Y = year			
	Primary (Regional)	Township (District)	Local (N'hood)	Minor
OPEN SPACE				
Make safe; open space areas are damaged and unfit for use	1D	1D	1D	1D
Repairs to open space	10D	10D	4W	4W
GARDEN BEDS				
Make safe; garden bed areas are damaged	1D	1D	1D	1D
Repairs to garden beds	10D	10D	4W	4W
PUBLIC TOILETS				
Toilet or urinal is depleted of consumables or badly soiled.	1D	1D	1D	1D
Any component of a facility is operably and is danger of public health.	2D	2D	2D	2D
PLAY SPACE				
Make safe; equipment has been damaged and is unfit for use	2D	2D	2D	2D
Repairs to equipment	15D	15D	1M	1M
Topping up of softfall to ensure compliance to Australian Standards	5D	5D	5D	5D
PARK FURNITURE				
SEATING, TABLES, BOLLARDS, DRINKING FOUNTAINS				
Make safe; park furniture has been damaged and is unfit for use	1D	1D	1D	1D
Repairs to park furniture	10D	10D	21D	21D
BARBEQUES				
Make safe; barbeque is not working or in a condition of a potential health hazard	2D	2D	2D	2D
Barbeque is soiled and requires cleaning	2D	2D	2D	2D
Repairs to barbeque	10D	10D	10D	10D
PEST CONTROL				
Pest or disease infestation is present to an extent that is detrimental to plants or grassed areas	10D	10D	10D	10D
Noxious insects are present causing a hazard or demonstrably interfering with normal use of the park, recreation area or garden	2D	2D	2D	2D
Bees or wasp infestation	1D	1D	1D	1D
WEED CONTROL				
Weed growth covering more than 10% of grassed surface area	2W	2W	2W	2W
Weed growth within garden beds >100mm in height	2W	2W	2W	2W
Weed growth around park furniture > 150mm and unsightly in appearance	3W	3W	3W	3W
SPORTSGROUNDS				
Localised distressed area > 10m ² or generally > 10% of the total area	10D	10D	10D	10D
Localised distressed area > 20m ² or generally > 15% of the total area	15D	15D	15D	15D
Distressed area in key location causing safety hazard	10D	10D	10D	10D
IRRIGATION SYSTEMS				
Failure of irrigation system to deliver effective and timely supply of water to subject areas	2D	2D	2D	2D

Response Time

This is the time allowed to respond to a hazard, which is based on consideration of the hazard type and severity. Response time is measured from the time that the hazard is identified by, or notified to, Moorabool Shire Council. The nominated time is not precise and a 10% margin is allowable.

Appropriate Warning

Where, because of the nature of the work required, level of resources required or workload, it is not feasible to rectify a hazard within the time shown within the table above, appropriate warning of the hazard is to be provided until a suitable repair or treatment can be completed. Appropriate warning may include, but is not limited to the following:

- Provision of warning signage
- Installation of webbing/tape to prohibit access
- Closure of asset

Appendix H; Activity Specifications

H1. Grass Mowing

Activity Definition

This activity covers mowing of all classifications of parks, recreation reserves, bushland, roadside areas and those areas classified by the Shire as “requiring management by mowing” as set out in Appendix I and J.

This activity includes edge trimming along footpath edges, around trees, shrubs, access chambers, hydrants, posts, poles, under and around seats, tables and fences.

Activity Criteria

Grass mowing creates a neat appearance and provides for the safe usage of parks, roads and recreation areas and allows for enhanced safety for road users.

Standards

Grassed areas are to be maintained at the following target growth limits at locations as set out in the table below.

ACTIVITY CODE	MOWING FREQUENCY		TECHNICAL LEVEL OF SERVICE
	Peak	Off Peak	
GM1	Every week	-	Grass height is not > 50mm and not < 25mm
GM2	Every 2 weeks	Every 3 weeks	Grass height is not > 75mm and not < 25mm
GM3	Every 3 weeks	Every 4 weeks	Grass height is not > 120mm and not < 25mm
GM4	Every 6 weeks	Every 8 weeks	Grass height is not > 300mm and not < 25mm
GM5	Every 6 months	-	Grass height is not > 450mm and not < 25mm
GM6	Annually	-	Grass height is not > 450mm and not < 25mm

Specific Work Requirements

1. Litter retrievable by hand shall be removed prior to mowing and disposed of at the Shire’s Transfer Station.
2. Deciduous leaf accumulation retrievable by hand shall be removed weekly during peak season from all areas maintained in the town centres of Bacchus Marsh and Ballan and disposed of at the Shire’s Transfer Station.
3. Equipment will be maintained and operated so as to minimise the danger of projecting stones or debris in a dangerous fashion. Grass and other debris shall not be projected into open surface drains, grates or culverts.
4. Grass mowing on Roadsides shall consist of mowing to the specified classification from the edge of shoulder and/or kerb and channel for an average distance of 2m and shall include the adjacent drains and batters.

Strategic Fire Breaks: Vegetation managed from fence line to fence line where practicable. Grass will be slashed to a height of 100 mm or less. Elevated fine fuels will not surpass a ‘high’ fuel hazard rating as assessed in the Overall Fuel Hazard Assessment Guide - DSE.

Priority Access/Egress Roads (PEAR): The primary function of PEAR will be to determine what treatments are required along the nominated road to maintain access and egress to an isolated community prior to or after a bushfire event. All priority roads in the municipality will be assessed and treated in accordance with the VicRoads Road Bushfire Risk Assessment Guideline 2011.

Fire Control Lines: Will have the vegetation managed 3 m behind the guideposts where practicable. Vegetation will be slashed to a height of 100 mm or less.

Neighborhood Safer Places: NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. Maintenance of potential NSPs is in accordance with CFA assessment criteria. The grassed area is to be maintained at less than 100 mm during the Declared Fire Danger Period. Outside the Declared Fire Danger Period the areas will revert to a different maintenance period.

5. Hand mowing and/or trimming shall be undertaken along concrete edge strips, footpath edges, around trees, shrubs, access chambers, hydrants, posts, poles and around seats and tables. The maximum distance of uncut grass that shall be permitted around other obstructions is 50 mm except where the obstruction overhangs itself and the slashing unit cannot slash to within this distance.

General Obligations

1. The operators shall be fully trained in the safety requirements contained in:
AS 2657 Powered rotary lawnmowers;
AS 3792 Ride-on lawnmowers; and
AS 4057 Powered walk-behind and hand-held lawn trimmers and lawn edge trimmers as amended
2. The operator(s) shall be fully trained to carry out the works specified and briefed on requirements necessary to avoid damage to natural regeneration of indigenous vegetation or landscaped areas as identified.
3. Mowing shall cease during periods of Total Fire Ban.
4. Staff must note and report any defects identified during the mowing operations that require action.
5. Staff must take note of Aboriginal Cultural Heritage requirements when undertaking works at Lal Lal Falls Reserve

H2. Garden Bed Maintenance

Activity Definition

This activity includes the inspection, maintenance and progressive refurbishment of gardens, including annual, perennial and bedding plants, in areas provided in the Shire's roadsides, parks and recreation areas as set out in Appendix K.

Minor pruning and trimming of plants located in garden beds to maintain amenity of plants is included in this activity. Dumped or major litter shall be removed when required.

Areas of natural habitat with indigenous vegetation shall be maintained as required.

Activity Criteria

Garden maintenance, including the planting of shrubs, perennial and annual bedding plants is required to keep the areas visually attractive in accordance with the intended landscape character and to promote an optimal growth condition of the garden.

Standards

Gardens are to have weeds, rubbish, minor litter, pests and damaged or dead plants removed. Gardens are to have spent perennial and annual bedding flowers and plants removed, new beds prepared and be replanted with new plants.

Perennial plants will be maintained and replaced to ensure that they are at their optimum condition at all times. The following technical levels of service at various locations are set out in the table below.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
GBM1	Every week	<ul style="list-style-type: none"> ▪ Weeds <1% and not >100mm in height ▪ Mulch >100-150mm in depth and coverage >90% ▪ Edging when >25mm growth ▪ >1% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.
GBM2	Every 2 weeks	<ul style="list-style-type: none"> ▪ Weeds <5% and not >100mm in height ▪ Mulch >100-150mm in depth and coverage >80% ▪ Edging when >50mm growth ▪ >5% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.
GBM3	Every 3 weeks	<ul style="list-style-type: none"> ▪ Weeds <10% and not >150mm in height ▪ >1% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.
GBM4	Every 4 weeks	<ul style="list-style-type: none"> ▪ Weeds <15% and not >200mm in height ▪ >25% of plants are either distressed or dying. ▪ >1% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.

Note: The above performance requirements for replacement of annuals may be varied by the Parks Coordinator according to seasonal conditions.

Specific Work Requirements

1. All works on garden beds shall be carried out in accordance with approved Landscape Guidelines. Where no Landscape Guidelines exist staff shall prepare planting programs for the approval of the Coordinator.
2. Weeds, rubbish and damaged or dead plants are to be removed either by hand or mechanical means and disposed of off-site.
3. Water all nominated garden areas to maintain healthy plant stock.
4. Mulch to a depth of 50-100 mm averaging 75mm. Mulch shall be chipped branches and foliage with a particle size no greater than 50 mm, weed free and 100 % organic. Approved wood chips shall be no greater than 50 mm. Old mulch shall be removed to ensure that new mulch matches the level of any adjoining area.
5. Manage shrubs, trees and plants to control insect pests and/or fungus.
6. Adjacent paved areas, including crushed rock pathways are to be swept clean upon completion of garden activities.
7. All vegetable matter free of weeds removed from gardens shall be delivered to the Shire's Transfer Station or other approved location.
8. All other collected debris shall be removed and disposed of at a legal tipping facility.

Planting of Perennials and Annual Bedding Plants

1. Remove spent annual plants by hand and deliver to the Shire's Transfer Station or other approved location.
2. Prepare garden beds as indicated in A2. Register, fertilise and leave fallow for 2-3 days or otherwise condition the soil as indicated prior to proceeding to replant with supplied annual plants.
3. Collect plants from the supplier and locate plant species within the garden layout in accordance with approved garden bed plans.
4. Water all garden areas to maintain healthy plants.
5. Sweep adjacent paved areas clean upon completion of planting activities

H3. Sanitary Cleaning

Activity Definition

This activity covers all procedures necessary for the routine cleaning of sanitary facilities (public toilets) designated for public use located in separate buildings and facilities as detailed in Appendix M.

This activity covers all required activities such as the cleaning of toilets, hand basins and sanitary disposal units in addition to all related surface cleaning commonly required for the upkeep of such premises and immediate surrounds. Provision has been made within this specification for the routine replenishment of consumable supplies required to meet the requirements of this activity such as hand towels, soap and toilet paper.

The provision and servicing of sanitary bins in all female cubicles is undertaken by a specialist Contractor.

This activity may require the supply, siting and servicing of portable toilets during special events, or additional services of existing toilets as required.

This activity also includes the maintaining of sharps disposal units located in the toilets.

Activity Criteria

To maintain a safe, pleasant and healthy environment in public conveniences.

Standards

Carry out cleaning activities to ensure that public health standards are met and the facility possesses a clean appearance, including the monitoring and replenishment of consumables. Any malfunctioning equipment or building damage shall be reported to the Asset Management Team for repair or replacement. Graffiti shall be removed where practicable or reported to the Asset Management Team for rectification.

ACTIVITY CODE	CLEANING FREQUENCY	TECHNICAL LEVEL OF SERVICE
SC1	Daily	Public toilets are cleaned in accordance with the specific work requirements as set out below.
SC2	Twice per week	Public toilets are cleaned in accordance with the specific work requirements as set out below.

Specific Work Requirements

General

1. These work method requirements apply to all facilities nominated in Appendix M.
2. All work to be performed to achieve full hygienic standards regarding reduction of risk for possible transmittal of disease or infection.
3. Particular care and attention shall be paid to pick up and disposal of used syringes. Personnel are to be instructed and trained in pick up and disposal methods. A safe disposal method e.g. sharps containers, and location for disposal shall be maintained and if required, replaced by the Contractor.
4. All light bulbs and/or fluorescent tubes requiring replacement shall be noted and logged within the MMS.

5. Appropriate warning signage or other must be utilised in areas where a pedestrian slip hazard exists.
6. The operation of toilets, urinals, fixtures and so on are to be checked and any faults reported to the Asset Management Team.

Cycle A

Toilets

- a) All toilets are to be cleaned and sanitised both inside and out with approved disinfectant cleaner and left free of stains to the seat, bowl and cistern. Cubicle floors that are concrete, vinyl, tile or other washable surface are to be cleaned with approved disinfectant cleaner. Clean fixtures in all disabled toilets.
- b) Care shall be taken to ensure that adjacent partitions, walls and doors are not splashed during the operation
- c) Excessive use of water and cleansers is to be avoided. Cleaned surfaces are to be dry within 30 minutes of the completion of cleansing

Urinals

- a) All surfaces of all urinals and plumbing fixtures are to be cleaned and sanitised.
- b) Any waste in the tray is to be removed
- c) Deodorising bars used in the tray must be replaced on a regular basis to provide continuous function at all sites. Deodorising bars must be approved by the Coordinator

Floor

- a) All wet areas of the toilet room floor including base/skirting boards are to be cleaned. The areas behind the toilets and underneath any removable object with a mass less than 30 kilograms shall be included.

Change Rooms and Baby Change Rooms

- a) All seats, hanging rails, benches and the like are to be kept clean by washing as required
- b) All mould and soap stains to be removed
- c) Empty all waste receptacles

Fixtures

- a) Toilet roll holders, sanitary napkin dispensers, sanitary napkin waste receptacles, handrails, hand towel dispensers and/or electric dryers are to be cleaned and sanitised with nominated disinfectant cleaner and left free of stains and streaks
- b) Mirrors and windows are to be cleaned and left dry and free of streaks
- c) Sharps containers are to be kept secure and cleaned and emptied as required or at least monthly

Countertops and Related Appurtenances

- a) All counter tops and hand basins are to be cleaned and sanitised with nominated disinfectant cleaner
- b) All plumbing fixtures adjacent to counter tops shall be cleaned and polished

Consumables

- a) Hand towel, liquid soap and toilet roll dispensers are to be filled with the appropriate replacement stock

Cycle B

Walls, Cubicle Partitions and Doors

- a) All walls, ceilings, cubicle partitions and doors are to be cleaned and sanitised with nominated disinfectant cleaner and left free of stains and streaks. CAUTION: The staff are to ensure that paint is not damaged as a result of cleaning operations
- b) All horizontal surfaces comprising the cubicle partitions are to be cleaned and sanitised.
- c) All minor graffiti shall be removed from any wall or partition surface using the appropriate cleanser or product designed specifically for the purpose and approved by the Coordinator. Prior to using a new product, staff shall test a small inconspicuous area of wall to ensure that the product does not damage the surface.
- d) Remove build-up of dirt, cobwebs and the like on external surfaces of the building

Fixtures

- a) Ventilation and lighting fixtures are to be cleaned as required to prevent accumulation of dust or soiled areas

Consumables

- a) Replenish disinfectant dispenser where fitted

Cycle C**Walls, Extraction Fans and Windows**

- a) High level cleaning requiring access by a ladder or scaffold (i.e. over 2 m in height) shall be undertaken on both internal and external areas on buildings nominated in A 9.Register

H4. Playground Maintenance

Activity Definition

This activity covers the general maintenance of play equipment in parks and recreation areas to ensure that they continue to provide the function for which they were installed and are safe at all times. This activity also includes the inspection and maintenance of nominated skate parks detailed in Appendix L.

Graffiti removal on play equipment is covered under this activity.

Bent, broken, faded, dislodged or defaced components of the play equipment or anything considered dangerous, unsuitable soft fall areas and graffiti.

Activity Criteria

The play equipment is provided to ensure the comfort, protection and safety of playground users. Repairs are necessary to maintain the use of the play equipment and reduce the risk of injury to users caused by unsafe play equipment and surrounds.

Standards

The play equipment is to be inspected and maintained (and painted where necessary) to ensure that it provides the function for which it was installed and does not become a hazard to playground users. All work is to be carried out in accordance with manufacturer's instructions in accordance with appropriate trade good practice, Australian Standards and Regulations.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
PM1	Every week	<ul style="list-style-type: none">Litter and rubbish is removed from within the playground and surrounds.Graffiti from within the playgrounds and surrounds is removed (where practicable).Soft fall areas around the equipment are compliant.Report all issues that should come to the attention of the Supervisor.
PM2	Every 2 weeks	
PM3	Every 3 weeks	

Specific Work Requirements

- A Level 1 Inspection is a first level of monitoring of playgrounds and play equipment and supplements the detailed Level 2 annual inspection. These will be undertaken by internal staff and occur at the frequency specified in the table above. These inspections provide regular 'common sense' reporting of obvious breakages or vandalism and any obviously dangerous litter near the play equipment. A Level 1 inspection typically includes;
- Identify and make safe or close to public use broken or obviously malfunctioning equipment;
- Rake soft fall material to remove hollows, especially under swings and at the end of slides;
- Remove sharp objects (eg glass or syringes), hard objects (eg rocks or timber) and litter;
- Check timber borders for breakage, rot, protruding nails;
- Check warning signs are in place & legible;
- Check all moving components for the correct movement;
- Identify & report graffiti or vandalism to playground or ancillary equipment or surrounds;
- Remove weeds from softfall;
- If grass/weeds on playground surrounds (1 metre around playground & on pathway to playground) are greater than 10cm, slash with whipper-snipper;
- Identify & report the need for weed control on playground surrounds.

- In the event play equipment appears damaged or unsafe it should be taped up with Hazard Tape and one or more (depending on the size of the equipment). 'Damaged Equipment' signage should be fixed with cable ties. The damage should be documented and programmed for repair within the timeframes identified in the above table.
- Typical maintenance activities associated with playgrounds shall include, but not be limited to the following activities:
 - Check general condition and carry out maintenance as necessary.
 - Remove all litter and rubbish from within the playground and surrounds.
 - Remove all graffiti from within the playgrounds and surrounds.
 - Check and maintain the soft fall area around the equipment to AS NZS 4422: 1996.
 - Report all issues that should come to the attention of the Supervisor.
- All appropriate Australian Standards and Regulations will apply.
- A componentised playground register shall be maintained by the Asset Management team.

H5. Furniture Maintenance

Activity Definition

This activity covers the inspection and maintenance of public furniture such as seats, tables, bollards, plaques, water taps and free standing showers in parks, recreation areas and streetscapes to ensure that they continue to provide the function for which they were installed at locations as listed in open space register. This activity covers the immediate surrounds of each item of furniture.

Drinking fountains are maintained as part of this activity including freestanding taps and connecting U/G water pipes.

This activity also includes the cleaning and routine maintenance of flagpoles, tree guards, bin surrounds, memorials, statues and public sculptures including cenotaphs.

Activity Criteria

The seats, tables and bollards are provided to ensure the comfort, protection and safety of park and recreation area users. Signs and plaques are provided to inform, advise and guide park users as to the regulations, facilities, attractions etc. of the parks and recreation areas. Repairs are necessary to maintain the use of the facility and reduce the risk of injury to users caused by unsafe public furniture

Standards

The park furniture is to be inspected and maintained (and painted where necessary) to ensure that it provides the function for which it was installed and does not become a hazard to area users. All work is to be carried out in accordance with manufacturer's instructions and in accordance with appropriate trade good practice.

Where signs and plaques become faded and difficult to read, the necessary funding should be sought for any re-signing or replacement

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
FM1	Every week	<ul style="list-style-type: none">▪ Litter and rubbish is removed from the furniture and surrounds.▪ Furniture to be clean and free of graffiti.▪ Graffiti on the furniture removed (where practicable).▪ Drinking fountains to be free of leaks and functioning correctly.▪ Report all issues that should come to the attention of the Supervisor.
FM2	Every 2 weeks	
FM3	Every 6 weeks	

Specific Work Requirements

1. Inspect the public furniture during the formal inspection of the park, recreation areas and streetscapes.
2. Repair park furniture with materials of at least the same strength and quality, and which are similar in colour and appearance to the original materials.
3. Clean seats and tables of any debris or offensive waste.
4. Park furniture to be repainted on a programmed basis of between a 1 to 3-year cycle depending upon the degree of usage of the asset. A record of the brand and colour shall be maintained as a record of the works. Colours are to be approved by the Coordinator prior to use.

5. All drinking fountains will be regularly inspected and maintained in a clean, hygienic condition and kept operational at all times.
6. Preference shall be given to the use of recycled materials wherever possible.

H6. Barbeque Maintenance and Dog Bag Maintenance

Activity Definition

This activity covers the cleaning and maintenance of outdoor barbecues situated in parks and recreation areas as listed in the associated register. It also includes cleaning of the surrounding concrete apron.

Top plates, drip trays and barbecue surrounds including the concrete apron covered in food residues, fat or other deleterious material creating a potentially unhygienic facility.

This activity also includes the servicing and maintenance of dog bag units as listed in the associated register.

Activity Criteria

To maintain a safe and presentable clean, hygienic facility that is fit for the cooking of food for human consumption.

Standards

Hotplates, drip trays and barbecue surrounds including the concrete apron and hard standing surrounds to be cleaned. Operating mechanism, electrical connection and timer to be inspected and maintained in workable conditions.

ACTIVITY CODE	MOWING FREQUENCY		TECHNICAL LEVEL OF SERVICE
	Peak	Off Peak	
BM1	4 times per week	2 times per week	<ul style="list-style-type: none"> ▪ Barbeques are to be clean and operational ▪ Drip tray emptied
DBM1	Every week	-	<ul style="list-style-type: none"> ▪ Dog bag unit to be replaced
DBM2	Every fortnight	-	<ul style="list-style-type: none"> ▪ Dog bag unit to be replaced

Specific Work Requirements

Barbeques

1. Top plates and barbecue surrounds and hard standing surrounds to be scraped to remove food residues and accumulated grease and fat.
2. Top plates, barbecue surrounds and structure to be cleaned with steam, high-pressure water or other similar process, so as to be completely hygienic. Care shall be taken to limit the amount of splatter onto surrounding surfaces during cleaning operations.
3. Clean out drip trays, drain pipes and surrounding mechanisms. Check condition/damage of water taps.
4. Inspect and maintain operating mechanisms and electrical connections.
5. Inspect and test heating timer switches and top plate heating levels.
6. Clean up and leave barbecue area for a distance of at least 2 m beyond the concrete surrounds or structure in neat and tidy condition.

7. Remove all collected waste matter including food residues and spent cleaning agent and dispose of responsibly at a legal tipping facility.
8. Safety requirement for electrical connections is to be in accordance with AS/NZS 3350.2.78, Outdoor Barbecues.
9. When top plates become nonoperational or are damaged beyond repair they shall be replaced.
10. Operating instructions to be checked for legibility and replaced immediately if illegible.

Dog Bag Units

1. Dog bag units to be replaced with new bags on a weekly/fortnightly basis.

H7. Pest Control

Activity Definition

This activity covers the management and control of pests and diseases to provide an insect/pest free area to parks, recreation areas and garden beds.

The use of pesticides and fungicides shall only be undertaken with the prior approval of the Coordinator. Biological methods shall always be pursued and promoted.

This activity covers the management and control of bees, wasps and termites in open space reserves that may impact on surrounding infrastructure.

Activity Criteria

Pest/disease control is undertaken to ensure the provision of high quality grassed and garden areas for active and passive recreation use. Foliage on trees and shrubs shall be maintained. There should be no detriment to public health and safety.

Standards

Garden areas, trees and lawn areas are to have controlled and minimal pest/disease infestation. Chemical spraying, biological control and direct chemical application shall meet the requirements of the EPA and shall be undertaken to manufacturers instructions. All spray operators undertaking chemical spraying shall hold licences issued by the appropriate Statutory Authorities.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
All	Pest control is undertaken as required.	Pest or disease infestation is treated and risk minimised.

Specific Work Requirements

Specific Obligations

1. Approval of submitted work plan is required for all disease and pest treatment prior to commencement of any pesticide spraying or direct chemical application activities.
2. Provide evidence of compliance to OHS and WorkCover requirements. Train all personnel in correct procedures and safety requirements, including safety clothing and safety apparatus.
3. Storage and handling of pesticides shall be in accordance with AS 2507, The Storage and Handling of Pesticides.
4. Ensure Material Safety Data Sheets, which detail the active chemical when spraying or applying chemicals, are available for operator. They shall include manufacturer's safe recommended spray/application rates.
5. Minimise spray drift and runoff affecting watercourses, natural systems or non-target species.
6. Terminate spraying in wet or windy conditions except where pest control method requires wet conditions.
7. Spraying shall not occur in the vicinity of people (e.g. 10 m). Spray equipment shall not be left unattended. Spray times shall take account of activities on adjoining properties.
8. Maintain all equipment in good working condition.
9. Display appropriate HAZCHEM code on equipment and storage containers.
10. Hold records of chemical applied, location and date of spraying to comply with Regulations.

General Obligations

1. Check that alternative pest control measures have been fully considered before proceeding with chemical treatment.
2. Ensure appropriate licences or permits are obtained to cover pesticide use if required by law.

Nominated Hold Points

1. The Work Plan will include all details of pest and disease control, chemical types, application rates, method of treatment and location of work. The plan shall indicate any recommended period for which the area should be quarantined from use (withholding period).

H8. Weed Treatment

Activity Definition

This activity covers the control of weeds using herbicides or by related treatments such as hand weeding and hot water or direct chemical application to provide a weed free surface area to parks and recreation areas, gardens, around park/area furniture, pathways, medians, kerb and channel, signs, guideposts, guardrail and earth drains as set out in open space register.

The use of herbicides shall only be undertaken with the prior approval of the Coordinator.

Activity Criteria

Boundary fences are treated to prevent infestation to adjoining private property up to a maximum width of 150 mm. Pathways and other concrete jointing are treated to minimize spalling and improve appearance. Bituminous surfaces are treated to reduce deterioration. Weed treatment is undertaken to ensure the provision of high quality grassed areas for active and passive recreation uses and the re-establishment of indigenous/significant vegetation.

Weed Treatment is undertaken around signs, guideposts, post and rail fences and within garden beds to maintain a tidy appearance at all times.

Standards

Garden areas and lawn areas are to have controlled and minimal weed infestation. Chemical spraying and direct chemical application shall meet with requirements of the Environment Protection Authority and shall be undertaken to manufacturer's instructions. All spray operators undertaking chemical spraying shall hold licenses issued by the appropriate Statutory Authorities.

Evidence of the re-establishment of indigenous species/significant vegetation at nominated sites.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
All	Weed treatment is undertaken as required.	<ul style="list-style-type: none">Removal of weeds and unwanted plants, inclusive of roots

Specific Work Requirements

Specific Obligations

1. Remove weeds and unwanted plants by hand intact with root system and dispose off-site.
2. Provide evidence of compliance to OHS and WorkCover requirements. Train all personnel in the correct procedures and safety requirements including safety clothing and safety apparatus training.
3. Woody weeds may be eradicated by any of the following techniques:
 - Hand pull with root system intact
 - Cutting and pasting with selected herbicides
 - Drilling and filling with selected herbicides
4. Identify regeneration areas and avoid inadvertent treatment. Avoid disturbance to desirable indigenous vegetation and the application of chemicals on indigenous vegetation.
5. Hold records of chemical applied, location and date of spraying to comply with Regulations.

General Obligations

1. Check that alternative weed control measures have been fully considered before proceeding with chemical treatment.
2. Mechanical weed removal around physical structures is encouraged.
3. Ensure appropriate licences or permits are obtained to cover herbicide use if required by law.
4. Ensure Material Safety Data Sheets, which detail the active chemical when spraying or applying chemicals, are available for operator. They shall include manufacturer's safe recommended spray/application rates.
5. Minimise spray drift and any runoff that may affect watercourses, natural systems and non-target species.
6. Terminate spraying in wet or windy conditions.
7. Spraying shall not occur within vicinity of people (e.g. 10 m).
8. Maintain all equipment in good working condition.
9. Display appropriate HAZCHEM code on equipment and storage containers

H9. Active Sportsground Maintenance

Activity Definition

This activity covers the inspection, reporting, watering, fertilising, soil aeration, thatch removal, top-dressing, over seeding and vandalism repair of sports field areas as listed in the open space register.

Grass mowing of the sportsgrounds is covered in the 'Grass Mowing' Activity Specification.

Activity Criteria

Grassed or turfed sportsgrounds are maintained to provide a suitable level of services for users of these areas. They shall be in good condition and appropriate for the sporting/recreational activities of park users.

Standards

The surfaces are to be inspected and remedial treatment provided as appropriate. Treatment may be for:

- Bare patches - turf replacement or seed and fertilise
- Compacted soil - aeration by spiking or coring
- Grass thatching - removal of dead material and fertilise
- Uneven surfaces - top-dressing with topsoil conforming to AS 4419 (Soils for Landscaping and Garden Use)
- Irrigated surfaces - removal of excess water and drainage
- Cricket wicket carpets - repair of minor damage. Goal Posts/Cricket Wickets are in good working order.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
ASM1	Bi annually	<ul style="list-style-type: none">▪ Ensure sportsground is suitably top aerated, seeded, fertilised and top dressed

Specific Work Requirements

Specific Obligations Sports Ground Surfaces

1. Preparation and implementation of a turf management program.
2. Water grass and turf in accordance with the seasonal requirements of the grass type, soil and weather conditions and at the rate and frequency that maintains health and vigor.
3. Apply complete fertiliser or proprietary lawn food at approved spread rates and frequencies for areas detailed in the associated register.
4. Inspect and assess the health and growth of the grass and turf. In particular, check for soil compaction, thatching, uneven lawn surface and weed/disease infestation, and undertake remedial treatment.
5. Carry out soil aeration, thatching removal and top-dressing remedial treatment as approved.
6. Inspection and maintenance of all cricket wickets (in season), clean and repair as necessary.
7. Check PH levels and take steps to modify.

8. Undertake major topdressing of playing surface at the completion of the Winter sports season.
9. Inspect all hard sportsground surfaces, repair small defects to ensure surfaces are safe for use, in accordance with the associated specification, and report (in 'comments' section) large defects that will require a work order for full repair.
10. Inspect, clean and maintain synthetic grass surfaces in accordance with the manufacturer's instructions.
11. Mow all grass surfaces in accordance with Activity Specification GM (excluding turf cricket wickets).
12. Cover concrete or synthetic cricket pitches with plastic, soil or other material as approved by the Team Leader - Sportsgrounds, in accordance with the winter sports requirements in the schedule of programmed sports activities.
13. Uncover concrete or synthetic cricket pitches, and dispose of materials as directed by the Team Leader - Sportsgrounds, in accordance with the schedule of programmed sports activities.
14. Staff shall liaise with the user groups at each site to ensure that the works are programmed to suit the users' needs and do not interfere with regular programs of usage.
15. Maintain all sub-soil drains free of obstructions and free flowing to ensure maximum use of each oval at all times.
16. Wickets shall be kept clean, carpet surfaces free of rips and tears and all grass trimmed clear of the concrete surface, conducive to the safe playing of any sport or activity on the area.
17. Staff shall prepare a contingency plan to cater for any future water restrictions that may be introduced by the responsible Water Authority.

General Obligations

1. Where turf repairs are undertaken watering shall be carried out using a fine spray rotating or oscillating sprinkler or manually by travelling sprinkler with a slow watering rate to allow absorption without excessive runoff and to promote deep rooted growth. Watering to take place during early morning or late night to reduce loss due to evaporation and inconvenience to area users.
2. Manage for weed control as seasonally appropriate.
3. Display facility "open/closed" signs as required.
4. Where playing surfaces turf is degraded due to normal winter sport seasonal wear and tear, staff must ensure the affected areas are maintained in a safe condition. Reinstatement of turf in accordance with the conditions set out in the specification shall be undertaken at the completion of the winter sport season, in readiness for the commencement of the summer sports season.

Committees of Management

Staff shall cooperate with all Committees of Management/Sporting Clubs paying particular attention to the programming of works to suit usage programs for each individual sports ground.

H10. Irrigation System Maintenance

Activity Definition

This activity covers the inspection and maintenance of irrigation systems equipment in public parks, sportsgrounds, gardens and recreation areas and includes bore pumps (where applicable) and irrigation pumps.

This activity also includes the maintenance and management of irrigation control systems.

Activity Criteria

Maintenance of irrigation system equipment is carried out to ensure the timely delivery of a full coverage of water to the subject areas in order to maintain the good health of the turf and vegetation.

Standards

Carry out inspections, at the frequencies approved by the Team Leader - Sportsgrounds to the requirements of the manufacturer's instructions for inspection and maintenance provided for each item of the irrigation system.

Mains supply to deliver water at rates necessary to maintain grass growth at designated areas.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
ISM1	Bi annually	<ul style="list-style-type: none">▪ Ensure sprinklers, valves, irrigation/standpipe controllers, timers, pump and pipes are fully functioning.▪ Ensure all sprinkler heads and unobstructed by grass and other debris to provide full water distribution.▪ Ensure all pumps are running efficiently.

Note: Response time refer to the non-operational period of equipment.

Specific Work Requirements

Specific Obligations

1. The staff shall on an annual basis commencing each 1 July in consultation with the Coordinator, submit a detailed maintenance program and condition report.
2. Carry out system inspection and maintenance of sprinklers, valves, irrigation/standpipe controllers, timers, pumps and pipes to ensure that full operation is maintained at all times.
3. Ensure all heads for pop-up, fixed spray and dripper sprinklers are unobstructed by grass and other debris to provide full water distribution, solenoids are operational and the control systems are correctly set and operational.
4. Ensure that all pumps operate efficiently in a manner and to the capacity for which they were designed. Auxiliary pumping will be required when necessary to prevent damage to surrounding assets. Collected debris will be removed and disposed of to the Shire's Transfer Station or approved location.
5. Maintenance works shall include but not be limited to the following:
 - a. Attendance at callouts
 - b. Check for silting and blockages
 - c. Maintain all mechanical parts

- d. Maintenance of control gear and switchboard
- e. Setting of controller to reflect the water requirement of the area being irrigated.
- f. Annual reporting on condition

General Obligations

1. Inspections to be carried out by suitably trained personnel

Appendix I; Open Space Register and Associated Maps

OPEN SPACE

Current GIS Map Ref	Reserve Name	Locality	Location	Prop No	Draft Category	Draft GM Code	Draft Freq.	Asst type	Owner	Committee?	Maintained By
2	Baillie Court Walkway	Bacchus Marsh	Baillie Court/O'Hagan Place	800350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
3	Barbara Court Reserve	Bacchus Marsh	Barbara Court	303550	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
4	Blacksmiths Cottage	Bacchus Marsh	100 Main Street	567100	B2	GM2	2	Passive Park (Township)	MSC	Y	MSC
5	Boyd Street Drainage Reserve	Bacchus Marsh	Boyd Street	303350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
6	Clifton Drive Drainage Reserve	Bacchus Marsh	Clifton Drive / Masons Lane	807450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
7	Clifton Drive Linear Reserve (north)	Bacchus Marsh	Cuthbertson Court/ Steele Cr/Clifton Drive	801300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
10	Comor Street Walkway	Bacchus Marsh	Comor Street to Wilson Place Combine 113/114	802500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
11	Cuthbertson Court Linear Reserve (1)	Bacchus Marsh	Cuthbertson Court/ Steele Cr/Clifton Drive-Combine 81/2	801450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
12	Dickie Street Walkway	Bacchus Marsh	Dickie Street	801050	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
13	Dickson Street Linear Reserve / Walkway	Bacchus Marsh	Dickson Street / Sutherland Street	807600	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
15	Eddie Toole Park	Bacchus Marsh	159 Main Street	507050	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
16	Finnin Street Drainage Reserve (1)	Bacchus Marsh	McCullagh Street / Clifton Drive	807450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
17	Finnin Street Drainage Reserve (2)	Bacchus Marsh	Next to 64 Clifton Drive	900050	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
18	Gisborne Road/ Boyd Street Linear Reserve	Bacchus Marsh	Gisborne Road / Boyd Street	800300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
20	Higgins Court Linear Reserve	Bacchus Marsh	Higgins Court	806750	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
21	James Court Linear Reserve	Bacchus Marsh	James / Western Freeway	801550	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
22	James Court / Western Fwy Underpass	Bacchus Marsh	Rear of properties James Court & Steele Court	306745	C3	GM3	3	Linear Linkage (Local)	Private	N	MSC
23	Avenue of Honour (Rupert Vance Moon Reserve)	Bacchus Marsh	Avenue of Honour - Bacchus Marsh Road	802200	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
24	Lidgett Street Reserve	Bacchus Marsh	Lidgett Street	585500	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
26	Lyle Street Linear Reserve	Bacchus Marsh	Lyle Street / Shea Street	585500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
27	Masons Lane Reserve	Bacchus Marsh	Masons Lane/Dickie Street	801100	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
28	Masons Lane (Passive)	Bacchus Marsh	Masons Lane	435950	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
30	McCullagh Street Drainage Reserve (1)	Bacchus Marsh	McCullagh Street	346175	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
31	McCullagh Street Drainage Reserve (2)	Bacchus Marsh	McCullagh Street/Clifton Drive	346175	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
32	McCullagh Street Drainage Reserve (3)	Bacchus Marsh	North of McCullagh Street	807450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
34	McGrath Street Linear Reserve North	Bacchus Marsh	McGrath Street	525150	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
35	McNicholl Court Walkway	Bacchus Marsh	McNicholl Court / Ryan Court	802350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
37	The Village Green	Bacchus Marsh	193 - 197 Main Street	507550	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
38	Peppertree Park Walking Track (1)	Bacchus Marsh	Grant Street	800400	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
39	Peppertree Park Reserve (2)	Bacchus Marsh	Grant Street	552750	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
40	Peppertree Park (inc. Carpark) (3)	Bacchus Marsh	Grant Street - Combine 119/120/123/124	532850	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
41	Rotary Park	Bacchus Marsh	10 Bennett Street	541050	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
41	Senior Citizens Centre, Bacchus Marsh	Bacchus Marsh	10 Bennett Street	541050	B2	GM2	2	Passive Park (Township)	MSC	N	MSC
42	RS Linear Reserve	Bacchus Marsh	George Street	320500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
43	Ryan Court Linear Reserve	Bacchus Marsh	Ryan Court Combine with 801250	801350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
44	Ryan Court Walkway	Bacchus Marsh	Ryan Court / McNicholl Court	801400	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
45	Shea Street Linear Reserve	Bacchus Marsh	Shea Street	585500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
46	Steele Court Linear Reserve	Bacchus Marsh	Steele Court / Cuthbertson Court	802150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
47	Steele Court Walkway	Bacchus Marsh	Steele Court Walkway	801500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
49	Underbank Walkway	Bacchus Marsh	Underbank Boulevard	800150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
50	Graham Street Linear Reserve (Werribee River 1)	Bacchus Marsh	Graham Street	800500	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
51	McGrath Street Linear Reserve South (Werribee River 3)	Bacchus Marsh	McGrath Street	511100	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
52	White Avenue Reserve	Bacchus Marsh	White Avenue	602700	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
55	Mineral Springs, Ballan	Ballan	Shaws Road	189050	E4	GM5	26	Conservation Land (Minor)	MSC	N	Contractors
56	Bank Street Reserve	Ballan	Rear of Bank Street Properties	805600	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
57	Blake Court Walkway	Ballan	Moorabool Drive / Blake Court	55067	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
58	Caledonian Park Reserve	Ballan	Blackwood Street / Jopling Street	900004	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC

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60	Comor Court Drainage Reserve	Ballan	End of Comor Court to Andrews Lane	36834	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
61	Crook Court - River Reserve	Ballan	Graham Street	806700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
62	Fraser Court	Ballan	Rear of properties Fraser Court (20m)	31450	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
63	Gingella Court Reserve	Ballan	Gingella Court	50462	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
64	Lay Court Drainage Reserve	Ballan	Lay Court	900087	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
65	Lay Street Walkway	Ballan	Sunline Court to Lay Street	807800	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
67	McLean Reserve	Ballan	24 Fiskien Street	121600	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
68	Mill Park No 1	Ballan	Simpson Street - Swimming Pool / Toilets	54650	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
69	Mill Park No 2	Ballan	Simpson Street	54600	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
70	Moorabool Drive Walkway (1)	Ballan	Moorabool Drive	806670	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
71	Moorabool Drive Walkway (2)	Ballan	Moorabool Drive from Valentine Court	806670	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
72	Moorabool Shire Council Ballan Office	Ballan	15 Stead Street	145000	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
73	Musgrave Street Reserve	Ballan	End of Musgrave Street East Side	805650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
74	O Cock Street Reserve	Ballan	Rear of properties. Hall St. / End of O'Cook St - East side	806550	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
76	64 Steiglitz Street Council Land	Ballan	64 Steiglitz Street	147800	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
77	Sunline Cr Walkway (1)	Ballan	Sunline Court	807810	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
79	Werribee River Reserve (1)	Ballan	Hogan Road	806650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
80	Werribee River Reserve (2)	Ballan	Gingella Court	50470	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
82	Werribee River Reserve (4)	Ballan	Hogan Road	806660	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
83	Werribee River Reserve (5)	Ballan	Behind 182 Inglis Street	805550	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
84	Bungaree Historical Society	Bungaree	323 Bungaree - Wallace Road	281900	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
85	Old Police Station, Bungaree	Bungaree	Cnr of Bungaree-Creswick Rd & Lesters Road	245250	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
86	Cowans Drive Reserve	Dales Creek	Cowans Drive	63800	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
87	Dales Creek Avenue Reserve	Dales Creek	Cnr Dales Creek / Acacia Avenue	56650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
88	MSC Darley Civic and Community Hub	Darley	182 Halletts Way	412600	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
90	Bald Hill Reserve (Fire Break)	Darley	End of Swans Road (North East Side)	460000	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
91	Beresford Crescent Reserve	Darley	Beresford Crescent	402150	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
92	Robertsons Road Linear Reserve	Darley	Robertsons Road/Cairns Drive	802450	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
93	Cairns Drive Linear Reserve	Darley	Cairns Drive / Quaille Court	801800	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
94	Clarke Street Reserve	Darley	Clarke Street	801850	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
95	Darley Park - BMX Track	Darley	11 Fitzroy Street	328150	B4	GM3	3	Passive Park (Minor)	DELWP	N	MSC
96	Darley Pre School Walkway	Darley	75 Albert Street	300470	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
97	Wittrick Street Scout Hall and Surrounds	Darley	88 Wittrick Street	301151	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
98	Davies Street Linear Reserve	Darley	Davies Street	330450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
99	Dunn Court Walkway	Darley	Dunn Court / Lilly Pilly Court	800850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
100	Edward/McCormack Court Reserve	Darley	Tyson Ct / Edwards Cr / McCormack Court	345950	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
100	Jonathan Drive Linear Reserve (1)	Darley	Jonathan Drive / Tyson Court	345950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
101	Federation Reserve	Darley	Gisborne Road	900024	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
102	Gleneagles Court Reserve	Darley	Gleneagles Court	800050	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
103	Grey Street Reserve	Darley	Maddison Court / Grey Street	900030	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
104	Grey Street Walkway	Darley	Grey Street / Ruddick Street	803950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
105	Halletts Way / Ramsey Crescent Drainage Reserve (1)	Darley	Halletts Way / Ramsey Crescent	802750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
106	Halletts Way Drainage Reserve (2)	Darley	Halletts Way	807100	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
107	Halletts Way Walkway	Darley	Halletts Way / Ruddick Place	801000	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
108	Harvey Street Reserve	Darley	Harvey Street	330500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
109	Hobler Place Reserve	Darley	Hobler Place / McLeod Drive	805200	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
110	Hogan Court Linear Reserve (1)	Darley	Hogan Court / Rae Court	801900	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
111	Hogan Court Linear Reserve (3)	Darley	Hogan Court / Quaille Court	801950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
112	Hogan Court Linear Reserve(2)	Darley	Hogan Court / Lane Court	802000	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
113	Holts Lane Reserve	Darley	End of Holts Lane	415180	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
114	Holts Lane Western Freeway Underpass	Darley	Holts Lane / Western Freeway	333755	C4	GM4	6	Linear Linkage (Minor)	Private	N	MSC

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115	Horler Crescent Linear Reserve (1)	Darley	Horler Crescent / Rae Court	805850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
116	Jonathan Drive Linear Reserve (1)	Darley	Jonathan Drive / Taylor Drive	339350	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
118	Jonathan Drive Walkway (1)	Darley	Jonathan Drive / Grey Street	339300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
119	Lane Court Linear Reserve	Darley	Lane Court / Hogan Court	801750	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
121	Lerderderg River Reserve/Walkway	Darley	Robertsons Road-Along river bank to Riverbend Drive	807500	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
122	Lilly Pilly Court Walkway	Darley	Lilly Pilly Court	802850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
123	Links Road/Pamela Court Drainage Reserve	Darley	Pamela Court to Links Road	800650	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
124	Links Road/Augusta Place Drainage Reserve	Darley	Links Road / Augusta Place	800550	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
125	Manning Boulevard / Swans Road Reserve	Darley	End of Swans Road behind Egnas Court	802900	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
126	Manning Boulevard/Vigor Court Linear Reserve	Darley	Manning Boulevard to Vigor Court	805450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
128	McLeod Drive Walkway (1)	Darley	McLeod Drive	805300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
129	McLeod Drive Walkway (2)	Darley	McLeod Drive / Wittick Street	80250	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
130	McMahon Court Walkway	Darley	McMahon Court	800250	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
131	Morven Way Walkway	Darley	Morven Way	611066	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
132	Myers Street Walkway (1)	Darley	Myers Street / Currington Court	441522	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
133	Myers Street Walkway (2)	Darley	Myers Street	441528	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
134	Nelson Street Walkway	Darley	Nelson Street / Judann Court	808600	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
135	Nicholson Street Walkway	Darley	Nicholson Street / McLeod Drive	900086	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
136	Pamela Court Reserve (1)	Darley	Behind 33 Pamela Court	800750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
137	Pamela Court Reserve (2)	Darley	Behind 2 Augusta Place	800750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
138	Pamela Court Walkway	Darley	Pamela Court	805700	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
139	Pippin Court Walkway	Darley	Pippin Court	805150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
140	Quaille Court Linear Reserve (2)	Darley	Quaille Court / Cairns Drive	803850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
141	Quaille Court Linear Reserve (1)	Darley	Quaille Court / Hogan Court	804300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
142	Rae Court Linear Reserve (2)	Darley	Rae Court / Horder Cres	804150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
143	Rae Court Linear Reserve (1)	Darley	Rae Court / Hogan Court	804200	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
144	Ramsay Crescent/Manning Blvd Drainage Reserve	Darley	Ramsay Crescent to Manning Blvd	802700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
145	Riversdale Crescent Walkway (1)	Darley	Next to 46 Riversdale Crescent	900038	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
146	Riversdale Crescent Walkway (2)	Darley	Next to 42 Riversdale Crescent	900039	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
147	Riversdale Crescent/Swans Road Linear Reserve	Darley	Riversdale Crescent to Swans Road	805750	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
148	Riversdale/Carlogie/Gleneagles/Links Drainage Reserve	Darley	Riversdale Cres/ Carlogie Pl / Gleneagles / Links	800050	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
149	Robertsons Road Reserve/Walkway	Darley	Robertsons Road/Cairns Drive	802400	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
150	Rodgers Reserve	Darley	Cnr Robertsons Road & Cairns Drive	801650	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
151	Ross Street Reserve	Darley	Ross Street	900033	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
152	Ruddick Place Walkway	Darley	Ruddick Place / Halletts Way	807620	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
153	Shiela Mews Reserve	Darley	Grantleigh Drive	807750	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
154	Silverdale Drive Reserve	Darley	Silverdale Drive	900032	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
155	Simon Court Reserve	Darley	Simon Court / Daly Court / Heath Court	800225	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
157	Swans Road Minor Reserve	Darley	Front of 13 Swans Road	805050	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
157	Swans Road/Manning Boulevard Drainage Reserve	Darley	Swans Road to Manning Blvd	805400	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
158	Swans Road/Riversdale Crescent Linear Reserve	Darley	Swans Road to Riversdale Crescent	806500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
159	Swans Road/Links Road Drainage Reserve	Darley	Swans Road to Riversdale Cres to Links Road	800100	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
160	Taylor Drive Walkway	Darley	Taylor Drive to Hots Lane	364100	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
161	Telford Park	Darley	Wittrick Street / Halletts Way	301150	D3	GM5	26	Undeveloped Land (Local)	MSC	N	Contractors
162	Vigor Court/Manning Boulevard Walkway	Darley	Vigor Court to Manning Boulevard	800800	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
163	Gordon Hall	Gordon	Main Street	174650	B2	GM2	2	Passive Park (Township)	MSC	N	MSC
164	Gordon Tennis Club	Gordon	Cnr Main Street & Stanley Street	173350	B3	GM3	3	Passive Park (Local)	DELWP	Y	MSC
165	Lynhurst Dam Reserve	Gordon	Lynhurst Street (LEFT SECTION ONLY)	171950	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
165	Paddock Creek Reserve	Gordon	Lynhurst Street	171950	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC
166	Pioneer Reserve	Gordon	Old Western Highway	185750	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC
167	Egnas Reserve	Greendale	Ballan - Greendale Road	78700	B3	GM3	3	Passive Park (Local)	MSC	N	MSC

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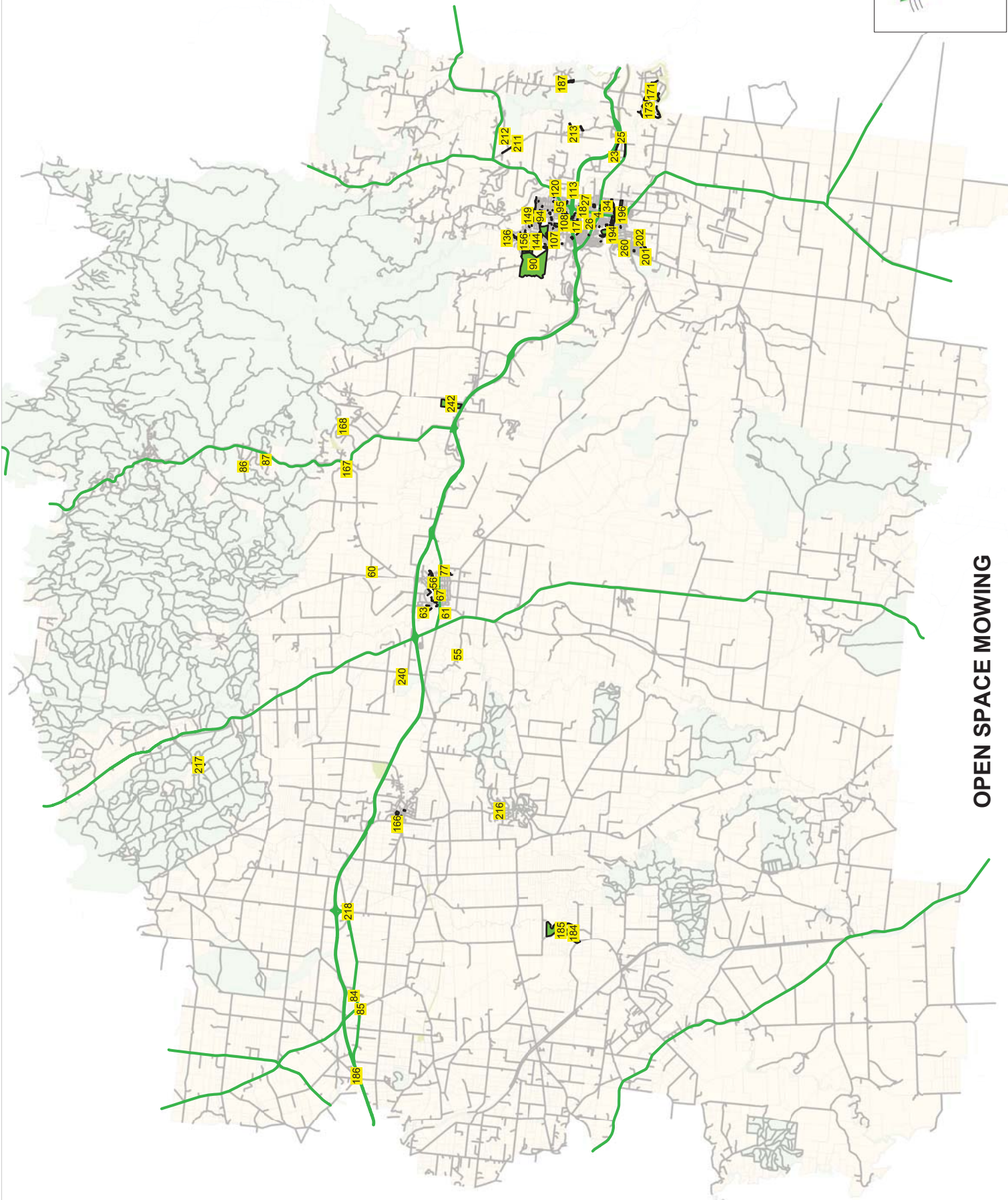
168	La Cote Road Reserve	Greendale	Cnr La Cote Road & Kangaroo Road	80900	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
170	Carberry Dr Reserve (1)	Hopetoun Park	Carberry Drive	401417	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
171	Carberry Dr Reserve (2)	Hopetoun Park	10 Carberry Drive	401411	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
172	Eyrie Court Reserve	Hopetoun Park	Eyrie Court	803320	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
173	Hammond Circuit Reserve (1)	Hopetoun Park	Hammond Circuit	803300	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
174	Hammond Circuit Reserve	Hopetoun Park	Hammond Circuit	803200	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
175	Hammond Circuit Walkway (1)	Hopetoun Park	Hammond Circuit	801150	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
176	Hammond Circuit Reserve (2)	Hopetoun Park	Hammond Circuit	806050	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
177	Hammond Circuit Walkway (2)	Hopetoun Park	Hammond Circuit	806100	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
178	Hopetoun Park - Fire Break	Hopetoun Park	Webb Court /Connell Close / Fuller Court	807720	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
179	Mia Bella Reserve	Hopetoun Park	22 Mia Bella Drive	401497	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
180	Parkside Drive Reserve	Hopetoun Park	Parkside Drive	807700	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
181	Riverview Drive Walkway	Hopetoun Park	Mia Bella Drive to Riverview Drive	900088	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
182	Riverview Drive Reserve (1)	Hopetoun Park	Riverview Drive	806000	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
183	Riverview Drive Reserve (2)	Hopetoun Park	Riverview Drive	803220	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
184	Lal Lal Falls Reserve	Lal Lal	Lal Lal Falls Road / Harris Road	215120	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC
185	Lal Lal Reserve Walking Track	Lal Lal	Lal Lal Falls Road	215120	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
186	Leigh Creek Depot (Old Shire Office)	Leigh Creek	4 Black Swamp Road	288300	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
187	Long Forest Road Reserve (1)	LongForest	Long Forest Road	804750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
188	Long Forest Road Reserve (2)	LongForest	End Clematis Court	804900	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
189	Long Forest Road Reserve (3)	LongForest	Cnr Long Forest Road & Sundew Avenue	804550	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
190	Long Forest Road Reserve (4)	LongForest	Cnr Long Forest Road & Sundew Avenue	804850	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
191	Darcy Street Reserve	Maddingley	Rear of propertiesTilley Dr from Rydler Cr to Darcy St	808350	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
192	Guy Place Reserve	Maddingley	Guy Place Hillview Estate	804670	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
193	Hegarty Place Walkway	Maddingley	Hegarty Place	610963	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
195	Kennedy Place Reserve	Maddingley	Lot 17 Kennedy Place	808400	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
196	Maddingley Park (Passive areas)	Maddingley	Grant Street/Taverner Street	534900	B2	GM2	2	Passive Park (Township)	DELWP	Y	MSC
198	Maddingley Park (Siberia - surrounds only)	Maddingley	Taverner Street	534920	B2	GM2	2	Passive Park (Township)	MSC	Y	MSC
199	McCrae Street Reserve	Maddingley	McCrae Street	508950	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
200	McLennan Avenue Walkway	Maddingley	McLennan Avenue	805950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
201	Moon Court Walkway	Maddingley	Moon Court	804560	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
202	Osborne Street Reserve	Maddingley	Osborne Street	804700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
203	Rutherford Court Walkway	Maddingley	RutherfordCourt	804500	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
204	Ryder Close Walkway	Maddingley	Ryder Close	900042	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
205	Sarino Park Estate Reserve	Maddingley	Harry Vallence Drive	808200	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
206	Werribee River/Peelmans Lane Reserve	Maddingley	Werribee River / Peelmans Lane Reserve	900021	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
207	Werribee Vale Reserve/Bacchus Street Reserve	Maddingley	Werribee Vale Road / Meikie Street	512350	B4	GM3	3	Passive Park (Minor)	DELWP	N	MSC
209	Bences Road Reserve (1)	Merrimu	Dodemaide Circuit Reserve	803600	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
210	Bences Road Reserve (2)	Merrimu	Dodemaide Circuit Reserve	803650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
211	Bences Road Reserve (3)	Merrimu	Dodemaide Circuit Reserve	803700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
212	Dodemaide Circuit Reserve	Merrimu	Dodemaide Circuit	803750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
213	Fianagans Dr Reserve (1)	Merrimu	Between Davies Cr & Drysdale Cr (West)	382519	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
214	Fianagans Dr Reserve (2)	Merrimu	Between Davies Cr & Drysdale Cr (East)	382581	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
215	Fianagans Dr Reserve (3)	Merrimu	Opp. Lindsay Ave	382580	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
216	Mt Egerton Council Property	Mt Egerton	Cnr Main Road & Steeley Lane East	175700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
217	Mineral Springs, Spargo Creek	Spargo Creek	Spargo Creek Road	900000	E4	GM5	26	Conservation Land (Minor)	DELWP	N	Contractors
218	Wallace Hall	Wallace	5 Westcotts Road	241000	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
219	Wallace Kindergarten (surrounds - outside fence)	Wallace	729 Bungaree - Wallace Road	282850	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
220	MSC Darley Kindergarten	Darley	183 Halletts Way	412600	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
221	Iredell Court Walkway	Darley	Iredell Court / Fitzroy Street	900106	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
222	Duncan Street Walkway	Ballan	Ingils Street / Simson Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC

OPEN SPACE

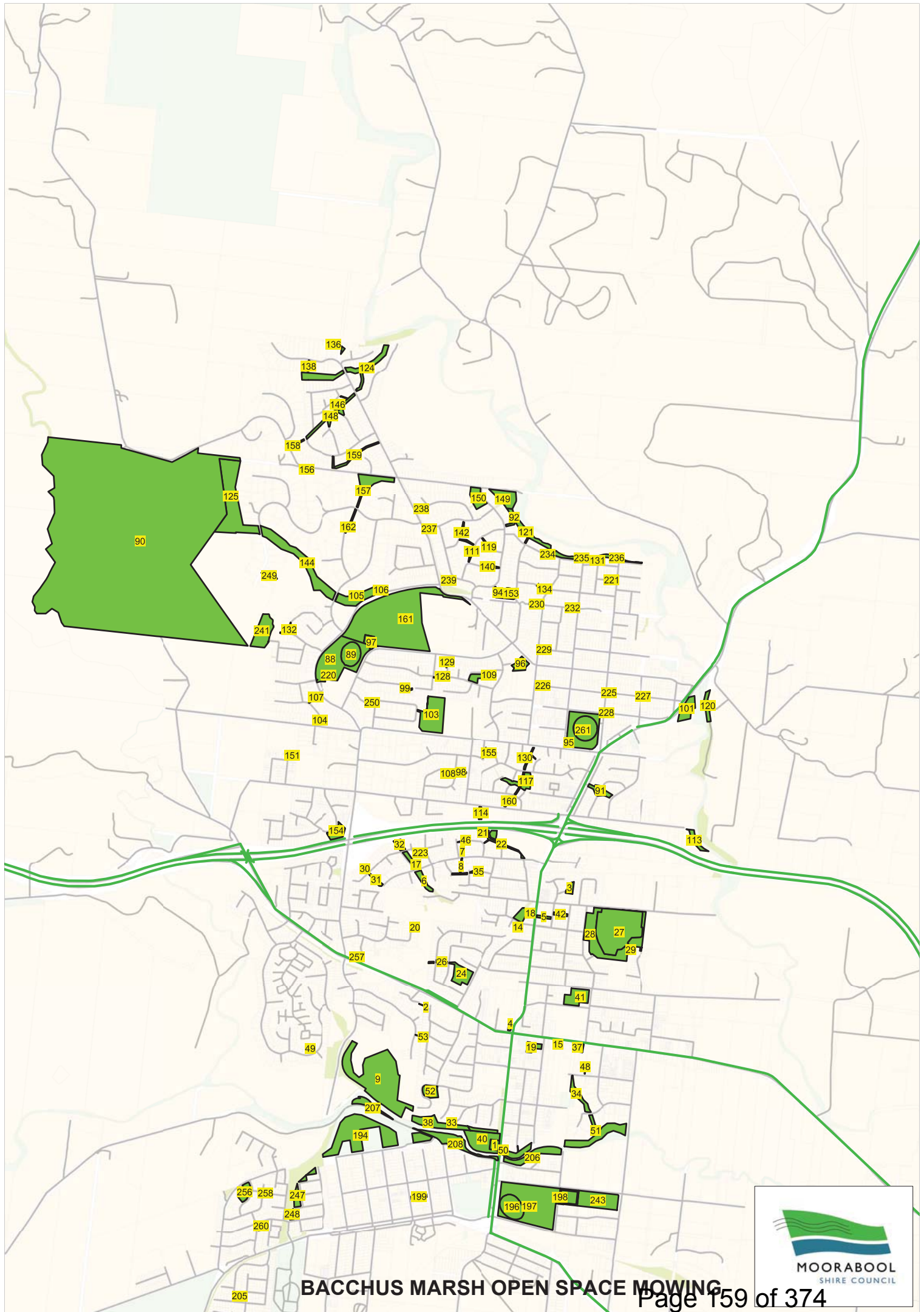
223	Kyle Way Walkway	Bacchus Marsh	Kyle Way / McCullagh Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
224	Leahy Street Walkway	Maddingley	Leahy Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
225	Wellington Street Walkway	Darley	Wellington Street / Fitzroy Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
226	Wellington Street Walkway	Darley	Wellington Street / Nelson Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
227	Wellington Street Walkway	Darley	Wellington Street / Bourke Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
228	Raglan Street Walkway	Darley	Raglan Street/ Fitzroy Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
229	Ruby Place Walkway	Darley	West end Ruby Place	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
230	Douglas Close Walkway (2)	Darley	Douglas Close /Armp Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
231	Arnpur Court Walkway	Darley	Arnpur Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
232	Douglas Close Walkway (1)	Darley	Douglas Close / Dundas Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
233	Judann Court Walkway	Darley	Judann Court / Nelson Street	900035	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
234	Janette Court Walkway	Darley	Janette Court -Benson Valley Road	807550	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
235	Benson Valley Road - River Walk	Darley	Benson Valley Road to Fitzroy Street	900107	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
236	Riverbend Drive	Darley	Morven Road / Riverbend Road	394300	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
237	Horder Crescent Linear Reserve (3)	Darley	Horder Crescent / Links Road	801700	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
238	Densley Court Linear Reserve	Darley	Densley Court / Links Road	801700	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
239	Horder Crescent Linear Reserve (2)	Darley	Horder Crescent / Links Road / Albert Street	804350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Avenue of Honour (Rupert Vance Moon Reserve including Lerderberg River walkway)	Bacchus Marsh	Avenue of Honour - Bacchus Marsh Road	802250	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
#N/A	Bacchus Street Reserve (Kel Shields)	Maddingley	Bacchus Street Behind Merrimu Centre	900111	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Ball Street Walkway	Darley	Ball Street / Maddison Circuit	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
240	Bailan Racecourse	Bailan	105 Racecourse Road	50700	Unknown	Unknown	0	0	MSC	N	MSC
#N/A	Bank Street Walkway	Bailan	Bank Street/ Blackwood Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Bradys Lane road reserve (NSP)	Greendale	Bailan - Greendale Road	N/A	Unknown	Unknown	0	0	MSC	N	MSC
#N/A	Cemetery/O'Cook Street Reserve	Bailan	O'Cook Street Nth side of Cemetery	N/A	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	Clifton Drive Linear Reserve (south)	Bacchus Marsh	Clifton Drive/Ladds Court	801250	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Closter Court Walkway	Bacchus Marsh	Closter Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Comer Millbrook-Egerton Road	Millbrook	Comer Millbrook-Egerton/Donnelians Roads	220600	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	MSC
#N/A	Egans Reserve Surrounds (private)	Greendale	Bradys Lane	N/A	Unknown	Unknown	0	0	Private	N	MSC
#N/A	Jonathan Drive Reserve	Darley	Jonathan Drive, Edwards Court, McCormack Court	807350	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
#N/A	Lerderberg Park Road Reserve	Merrimu	Behind No. 20 Lerderberg Park Road	N/A	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Lomandra Avenue Reserve (Playground)	Maddingley	Lomandra Avenue	900091	B4	GM3	3	Passive Park (Minor)	MSC	N	Overtime/Contractor
#N/A	Manning Boulevard Reserve	Darley	End of Manning Blvd	900099	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	McLeod Drive Reserve	Darley	McLeod Drive	804650	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
#N/A	Mill Park	Bailan	Simpson Street to Spencer Street	900006	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
#N/A	Myers Street Reserve	Darley	End of Myers Street	441498	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	O'Cook Street Walkway	Bailan	End of O'Cook Street	N/A	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	O'Hagan Place Walkway	Bacchus Marsh	O'Hagan Place to Baillie Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Old Western Highway - Car Sprint	Myrning	Myrning - Korobeit Road	72700	D4	GM6	52	Undeveloped Land (Minor)	Private	N	MSC
#N/A	Parkside Avenue Reserve	Maddingley	13 Parkside Avenue	900110	B4	GM3	3	Passive Park (Minor)	MSC	N	Overtime/Contractor
#N/A	Peppertree Park Reserve	Bacchus Marsh	Grant Street	802800	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
#N/A	Pike Place Walkway	Bacchus Marsh	Main Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Porter Avenue Pondage	Maddingley	40 Porter Avenue	900109	C4	GM4	6	Linear Linkage (Minor)	MSC	N	Overtime/Contractor
#N/A	Pratia Close Walkway	Maddingley	Pratia Close	900119	C4	GM4	6	Linear Linkage (Minor)	MSC	N	Overtime/Contractor
#N/A	Roch Court Reserve	Bailan	Roch Court	900005	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Simpson St Walkway	Bacchus Marsh	Simpson Street / Old Depot	507600	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Spencer Road Reserve	Bailan	Spencer Road	900006	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Stonehill Drive Pondage	Maddingley	75-77 Stonehill Drive	471894	C4	GM4	6	Linear Linkage (Minor)	MSC	N	Overtime/Contractor
#N/A	Stonehill Reserve - Water Basin	Maddingley	Stonehill Drive / Mimulus Road	900066	C3	GM3	3	Linear Linkage (Local)	MSC	N	Overtime/Contractor
#N/A	Taverner Street Council Land	Maddingley	Corner Taverner Street and Fiskin Street	535000	D3	GM5	26	Undeveloped Land (Local)	MSC	N	Contractors
#N/A	Werrabee River Reserve (3) Fire Track	Bailan	Fire track rear of houses Gingellia Court	N/A	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors

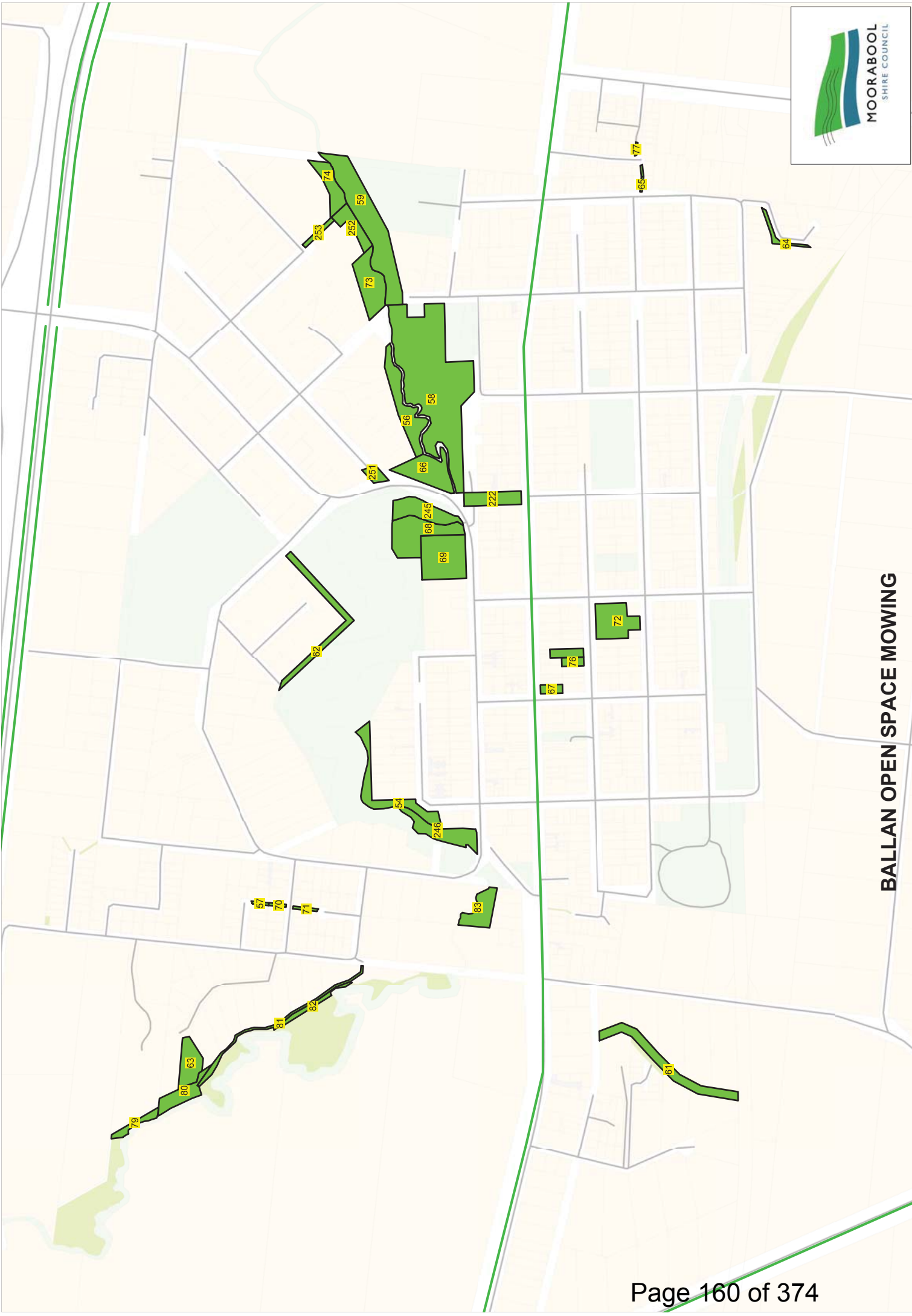
OPEN SPACE

#N/A	Wilson Place Walkway	Bacchus Marsh	Wilson Place/Connor Street	802300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC	Overtime/Contractor
#N/A	Wimpara Crescent Reserve	Maddingley	Wimpara Crescent	900092	B4	GM3	3	Passive Park (Minor)		N		
	Bailan Racecourse	Bailan			Unknown	Unknown	0	0	DELWP	Y	CoM	
	Bailan Recreation Reserve	Bailan			Unknown	Unknown	0	0	DELWP	Y	CoM	
	Balling Recreation Reserve (and hall)	Balling			Unknown	Unknown	0	0	DELWP	Y	CoM	
	Berembroke Recreation Reserve	Berembroke			Unknown	Unknown	0	0	DELWP	Y	CoM	
	Blackwood Sports Ground	Blackwood			Unknown	Unknown	0	0	DELWP	Y	CoM	
	BM Racecourse and Recreation Reserve	Maddingley			Unknown	Unknown	0	0	DELWP	Y	CoM	
	Bullarook Recreation Reserve	Bullarook			Unknown	Unknown	0	0	DELWP	Y	CoM	
	Bungaree Recreation Reserve	Bungaree			Unknown	Unknown	0	0		Y	CoM	
	Clarendon Recreation Reserve	Clarendon			Unknown	Unknown	0	0		Y	CoM	
	Darley Park (Sportsground)	Darley	11 Fitzroy Street	328150	A1	GM1	1	Active Sports Field (Primary)	DELWP	N	MSC	
	Dunnstown Recreation Reserve	Dunnstown			Unknown	Unknown	0	0	MSC	Y	CoM	
	Elaine Sports Ground Recreation Reserve	Elaine Sportsground			Unknown	Unknown	0	0	MSC	Y	CoM	
	Gordon Public Park (tennis courts)	Gordon			Unknown	Unknown	0	0		Y	CoM	
	Gordon Recreation Reserve	Gordon			Unknown	Unknown	0	0		Y	CoM	
	Greendale Reserve	Greendale			Unknown	Unknown	0	0	MSC	Y	CoM	
	Korweinguboorra Recreation Reserve	Korweinguboorra			Unknown	Unknown	0	0		Y	CoM	
	Maddingley Park Oval (Sportsground)	Maddingley	Grant Street / Taverner Street	534900	A1	GM1	1	Active Sports Field (Primary)	DELWP	Y	MSC	
	Maddingley Park Siberia (Sportsground)	Maddingley	Taverner Street	534920	A1	GM1	1	Active Sports Field (Primary)	DELWP	Y	MSC	
	Masons Lane Playing Surface (Athletics track)	Bacchus Marsh	Masons Lane	435950	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	
	Masons Lane Playing Surface (Informal playing field)	Bacchus Marsh	Masons Lane	435950	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	
	Masons Lane Playing Surface (Sportsground)	Bacchus Marsh	Masons Lane	435950	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	
	Millbrook Community Centre	Millbrook			Unknown	Unknown	0	0		Y	CoM	
	Morrison's Recreation Reserve	Morrison's			Unknown	Unknown	0	0		Y	CoM	
	MSC Bacchus Marsh Civic Hub (Sportsground)	Darley	182 Halletts Way	412600	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	
	Mt Egerton Recreation Reserve	Mt Egerton			Unknown	Unknown	0	0		Y	CoM	
	Mt Wallace Hall	Mt Wallace			Unknown	Unknown	0	0		Y	CoM	
	Myrning Recreation Reserve	Myrning			Unknown	Unknown	0	0		Y	CoM	
	Navigators Community Centre Recreation	Navigators			Unknown	Unknown	0	0		Y	CoM	
	Wallace Recreation Reserve	Wallace			Unknown	Unknown	0	0		Y	CoM	
	Yendon Recreation Reserve (tennis)	Yendon			Unknown	Unknown	0	0		Y	CoM	



OPEN SPACE MOWING





BALLAN OPEN SPACE MOWING

Appendix J; Roadsides Register and Associated Maps

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
239	Abbingdon Park Road	Gordon	Moorabool West Road	Molesworth Court	2.1m, both sides	RC3	GM6	52
FIRE	Acacia Avenue	Dales Creek	Messmate Street	Dales Creek Avenue	2.1 metre Roadside Maintenance Cut)	RG2	GM6	52
466	Adriana Court	Rowsley	Paces Lane	End	2.1m, both sides	RC3	GM6	52
448	Aerodrome Road	Parwan	Geelong-Bacchus Marsh Road	Cummings Road	2.1m, both sides	RC3	GM6	52
104	Agars Road	Balliang	Ballian Road	Moretons Road	2.1m, both sides	RC3	GM6	52
135	Albert Street	Blackwood	Golden Point Road	Clarendon Street	Full width	RC2	GM5	26
210	Albert Street/Links Road	Darley	Cairns Drive	Robertsons Road	Full width	RC1	GM4	6
188	Amstel Close Roadend	Darley	End Amstel Close	End	Full width	RD1	GM3	3
37	Andrews Lane	Ballian	Ballian-Greendale Road	Blakeville Road	2.1m, both sides	RC3	GM6	52
38	Atkinson Street	Ballian	Cowie Street	Lay Street	Full width	RC1	GM4	6
515	Atkinson Street	Ballian	Ballian Railway Station Boundary	Stead Street	Full width (south side)	RC1	GM4	6
495	Attwoods Road	Yendon	Wiggins Road	Skeltons Road	2.1m, both sides	RC3	GM6	52
230	Austins Road	Elaine	Elaine-Egerton Road	Pearsons Road	Full width	RC2	GM5	26
2	Bacchus Marsh Road (Avenue of Honour)	Bacchus Marsh	Crook Street	Western Freeway Interchange	Full width	RB1	GM2	2
1	Bacchus Marsh Road (Walkway)	Bacchus Marsh	557 Bacchus Marsh Road	Moon Reserve	Full width	RB1	GM2	2
106	Bacchus Marsh-Balliang Road	Balliang	Roads	Roads	Full width	RC2	GM5	26
106	Bacchus Marsh-Balliang Road	Balliang	Road/Primes Court	Roads	Full width	RC2	GM5	26
107	Bacchus Marsh-Balliang Road	Balliang	Roads	Roads	Full width	RC2	GM5	26
108	Bacchus Marsh-Balliang Road	Balliang	Intersection; Bacchus Marsh-Balliang/Davis Roads	Roads	Full width	RC2	GM5	26
322	Bacchus Marsh-Balliang Road	Maddingley	McCormacks Road	Rutherford Court	Full width	RB1	GM2	2
323	Bacchus Marsh-Balliang Road	Maddingley	Rutherford Court	Racecourse Reserve	Full width	RC3	GM6	52
FIRE	Bacchus Marsh-Balliang Road	Maddingley	McCormacks Road	Shire Boundary (Wyndham)	Full width (where practicable)	RF2	GM6	52
FIRE	Bacchus Marsh-Werribee Road	Maddingley	Shire Boundary (Wyndham)	Geelong-Bacchus Marsh Road	(Environmental Burn Golden Sun Moth)	RG2	GM6	52
3	Bacchus Street	Maddingley	Powlett Street	Werribee Vale Road	Full width	RC1	GM4	6
39	Ballan-Daylesford Road	Ballan	Drive	End	Full width	RC2	GM5	26
46	Ballanee Road	Ballan	Ballian-Greendale Road	End	Full width	RC1	GM4	6
FIRE	Ballan-Egerton Road	Ballan	Geelong-Ballan Road	Yendon-Egerton Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
40	Ballian-Greendale Road	Ballian	Intersection;Ballan-Greendale/Blakeville Roads	End	Full width	RC2	GM5	26
41	Ballian-Greendale Road	Ballian	Lane	Court	Full width	RC2	GM5	26
42	Ballian-Greendale Road	Ballian	Court	Roads	Full width	RC2	GM5	26
43	Ballian-Greendale Road	Ballian	Roads	Roads	Full width	RC2	GM5	26
44	Ballian-Greendale Road	Ballian	Myrtle Grove Road	Western Freeway	Full width (west side)	RC1	GM4	6
279	Ballian-Greendale Road	Greendale	Greendale - Myrning Road	Bridge (including standpipe)	Full width	RC3	GM6	52
FIRE	Ballian-Greendale Road	Greendale	Western Freeway	High Street	Full width (where practicable)	RF2	GM6	52
300	Ballian-Meredith Road	Morrison	Intersection; Ballan-Meredith/Gluepot Roads	Roads	Full width	RC2	GM5	26
39	Ballian-Meredith Road	Morrison	Roads	Roads	Full width	RC2	GM5	26
FIRE	Ballian-Meredith Road	Ballian	Bungeelap South Road	Ballian-Egerton Road	(Environmental Burn)	RG2	GM6	52
FIRE	Ballian-Meredith Road	Ballian	Bungeelap South Road	Grants Lane	Full width	RC3	GM6	52
18	Ballar-at-Daylesford Road	Clarkes Hill	Church Roads	Boundary Road	Full width	RC2	GM5	26
23	Bamganie Road	Elaine	Elaine-Mount Mercer Road	Boundary Road	2.1m, both sides	RC3	GM6	52
47	Bank Street	Ballian	Musgrave Street	Myrtle Grove Road	Full width	RC1	GM4	6
48	Bank Street Roadend	Ballian	End Bank Street	Myrtle Grove Road	Full width	RD1	GM3	3
425	Banksia Court	Mount Wallace	Ballian-Meredith Road	End	2.1m, both sides	RC3	GM6	52
314	Banksia Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
181	Barkstead Road	Claretown	Intersection; Barkstead/Springbank Roads	End	Full width	RC2	GM5	26
476	Barkstead Road	Bungaree	Bungaree-Creswick Road	Barkstead Township	2.1m, both sides	RC3	GM6	52
324	Barry Street Laneway	Maddingley	Rear of Barry Street Houses	Rear of Barry Street Houses	Full width	RC1	GM4	6

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
325	Barry/Moore Street Laneway	Maddingley	Barry/Moore Streets	Labilliere Street	Full width	RC1	GM4	6
392	Bayards Road	Morrison	Balian-Meredith Road	Gluepot Road	2.1m, both sides	RC3	GM6	52
FIRE	Bences Road		end	Diggers Rest Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
4	Bennett Street	Bacchus Marsh	Gisborne Road	Gell Street	Full width (north side)	RA1	GM2	2
128	Beremboke Road	Beremboke	Geelong-Balian Road	Shire boundary	2.1m, both sides	RC3	GM6	52
50	Berry Street	Balian	Balian-Greendale Road	Spencer Road	Full width	RC1	GM4	6
309	Black Swamp Road	Leigh Creek	Western Freeway	Springbank Road	2.1m, both sides	RC3	GM6	52
310	Black Swamp Road	Leigh Creek	Springbank Road	Boundary Church Road	2.1m, both sides	RC3	GM6	52
399	Blackhorse Lane	Mount Egerton	Main Road	Reserve Road East	Full width	RC2	GM5	26
129	Blacks Road	Beremboke	Geelong-Balian Road	Beremboke Road	2.1m, both sides	RC3	GM6	52
51	Blackwood Street	Balian	Berry Street	Simpson Street	Full width	RB1	GM2	2
FIRE	Blakeville Road	Blakeville		Georges Lane	Full width (where practicable)	RE2	GM6	52
FIRE	Blakeville Road	Blakeville	Balian-Greendale Road	End	Full width (where practicable)	RF2	GM6	52
52	Blow Court	Balian	Simpson Street	End	Full width	RC1	GM4	6
429	Blow Street	Myrning	Western Freeway	Old Western Highway	Full width	RC2	GM5	26
5	Bond Street	Maddingley	Station Street	End	Full width (west side)	RC1	GM4	6
492	Boundary Church Road	Wattle Flat	Bungaree-Creswick Road	Black Swamp Road	2.1m, both sides	RC3	GM6	52
240	Boundary Road	Gordon	Intersection; Boundary Road/Greens Lane		Full width	RC2	GM5	26
241	Boundary Road	Gordon	Millbrook-Egerton Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
FIRE	Boundary Road		Banganie Road	Midland Highway	Full width (where practicable)	RF2	GM6	52
190	Bourke Street Roadend	Darley	Albert Street	Victoria Street	Full width	RD1	GM3	3
326	Boyes Close Roadend	Maddingley	North end Boyes Close	North end Boyes Close	Full width	RD1	GM3	3
53	Bradshaw Street	Balian	Inglis Street	Simpson Street	Full width	RC1	GM4	6
281	Bradys Lane	Greendale	High Street	End of Egans Reserve	Full width	RC3	GM6	52
282	Bradys Lane	Greendale	End of Egans Reserve	Greenhills Road	2.1m, both sides	Remove	Remove	0
426	Brisbane Ranges Road	Mount Wallace	Geelong-Balian Road	Reids Road (Forest Boundary)	2.1m, both sides	RC3	GM6	52
FIRE	Brisbane Road		Bacchus Marsh – Bailing Road	End	Full width (where practicable)	RF2	GM6	52
FIRE	Britts-Howards Road		Torpys Road	Old Melbourne Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
292	Bronzewing Road	Lal Lal	Currawong Road	Kookaburra Road	2.1m, both sides	Remove	Remove	0
242	Brougham Street	Gordon	Old Melbourne Road	End	Full width	RC3	GM6	52
449	Browns Lane	Parwan	Parwan-Exford Road	Whelans Lane	2.1m, both sides	RC3	GM6	52
FIRE	Buckleys Road		Bences Road	Gisborne Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
159	Bungaree-Creswick Road	Bungaree	Western Freeway	Bungaree-Wallace Road	Full width	RB2	GM3	3
160	Bungaree-Wallace Road	Bungaree	Western Freeway	Torpys Road	Full width	RC2	GM5	26
16	Bungaree-Wallace Road	Bungaree	Torpys Road	200m east of Treated Pine Road	Full width	RB2	GM3	3
48	Bungaree-Wallace Road	Wallace	East of Ormond Road	End of Service Road	Full width	RB2	GM3	3
FIRE	Bungeekap South Road		Mt Wallace-Ballar Road	Balian-Meredith Road	break with spray – Environmental Burn	RG2	GM6	52
153	Burke Road	Bullarook	Black Swamp Road	Mollonghip Road	2.1m, both sides	RC3	GM6	52
493	Bush Inn Road	Wattle Flat	Bungaree-Creswick Road	Barys Road	2.1m, both sides	Remove	Remove	0
48	Butter Factory Road	Wallace	Westcotts Road	Old Western Highway	2.1m, both sides	RC2	GM5	26
13	Byres Road	Blackwood	Golden Point Road	Old Golden Point Road	Full width	RC2	GM5	26
137	Byres Road (Memorial Reserve)	Blackwood	Intersection Martin Street / Byres Road	Intersection Martin Street / Byres Road	Full width	RC2	GM5	26
243	Callaghans Lane	Gordon	Old Corbetts Road	Calway Lane	2.1m, both sides	RC3	GM6	52
130	Calway Lane	Gordon	Callaghans Lane	Moorabool West Road	2.1m, both sides	RC3	GM6	52
130	Cameron Lane	Beremboke	Beremboke Road	Shire boundary	2.1m, both sides	RC3	GM6	52
185	Cameron Road	Coimada	Lerderberg Gorge Road	Seereys Road	2.1m, both sides	Remove	Remove	0
FIRE	Cameron Road	Coimada			Full width (where practicable)	RE2	GM6	52

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
525	Camerons Road Memorial (monument)	Coimadai	Camerons Road (Naturestrip Prop. No 88)	Camerons Road (Naturestrip Prop. No 88)	Full width	RC3	GM6	52
245	Careys Road	Gordon	Chapmans Road	Boundary Road	2.1m, both sides	RC3	GM6	52
246	Careys Road West	Gordon	Careys Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
400	Carney Street	Mount Egerton	Main Street	Wesley Street	Full width	RC2	GM5	26
401	Carney Street West	Mount Egerton	Wesley Street	End	Full width	RC2	GM5	26
247	Cartons Road	Gordon	Rosenow Street	Moorabool West Road	Full width	RC3	GM6	52
402	Cemetery Road	Mount Egerton	Egerton-Ballark Road	End	Full width	Remove	Remove	0
248	Chapmans Road	Gordon	Western Freeway	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
6	Church Street	Bacchus Marsh	4 Church Street	Gell Street Carpark	Full width (east side)	RA1	GM2	2
403	Church Street	Mount Egerton	Malones Road	Mt Egerton Primary School	Full width	RC2	GM5	26
139	Clarendon Street	Blackwood	Albert Street	End	Full width	RC2	GM5	26
173	Clarendon-Blue Bridge Road	Clarendon	Midland Highway	Elaine-Blue Bridge Road	2.1m, both sides	RC3	GM6	52
174	Clarendon-Lal Lal Road	Clarendon	Midland Highway	Eaglehawk Road	2.1m, both sides	RC3	GM6	52
509	Clarke Street	Darley	Albert Street	Grantleigh Drive	Full width	RC1	GM4	6
183	Clarks Hill Road	Clarks Hill	Black Swamp Road	Shire Boundary	2.1m, both sides	RC3	GM6	52
315	Clematis Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
249	Clohesy Road	Gordon	Ryans Road	Chapmans Road	2.1m, both sides	RC3	GM6	52
293	Coalmine Road	Lal Lal	Lal Lal Falls Road	Haywood Road	2.1m, both sides	RC3	GM6	52
294	Cockatoo Road	Lal Lal	Kingfisher Drive	End	2.1m, both sides	RC3	GM6	52
482	Coffeys Lane	Springbank	Barkstead Road	Spargo Creek Road	2.1m, both sides	RC3	GM6	52
54	Coles Lane	Greendale	Greenhills Road	To 200mtrs past Bridge	2.1m, both sides	Remove	Remove	0
131	Combridge Drive	Berenboke	Camerons Lane	End	2.1m, both sides	RC3	GM6	52
250	Con Careys Road	Gordon	Chapmans Road	Careys Road	2.1m, both sides	RC3	GM6	52
404	Condies Lane	Mount Egerton	Ballan-Egerton Road	Egans Road	2.1m, both sides	RC3	GM6	52
7	Condons Lane	Darley	Holts Lane	End	Full width	RC3	GM6	52
364	Condor Drive	Merrimu	Streeton Drive	End	2.1m, both sides	RC3	GM6	52
365	Condor Drive	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
191	Conn Court Roadend	Darley	Conn Court	Fitzroy Street	Full width	RD1	GM3	3
55	Connor Court	Ballan	Ballan-Greendale Road	End	Full width	RC3	GM6	52
483	Conroys Lane	Wallace	Western Freeway	Moorabool West Road	2.1m, both sides	RC3	GM6	52
56	Cooper Street	Ballan	Steiglitz Street	Edols Street	Full width	RC1	GM4	6
FIRE	Corbetts Road	Gordon	Old Western Highway	Cartons Road	Full width (where practicable)	RF2	GM6	52
192	Cotton Court Roadend	Darley	East end Cotton Court	End	Full width	RD1	GM3	3
FIRE	Cowans Drive	Dales Creek	141 Cowans Drive	Dales Creek Avenue	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
57	Crook Court	Ballan	Old Melbourne Road	End	Full width	RC1	GM4	6
14	Cummings Lane	Barrys Reef	Thurgoods Lane North	End	Full width	Remove	Remove	0
123	Cummings Lane Laneway	Barrys Reef	Cummings Lane	Cummings Lane	Full width	RC2	GM5	26
FIRE	Cummings Road	Gordon	Aerodrome Road	Geelong-Bacchus Marsh Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
295	Currawong Road	Lal Lal	Eaglehawk Road	Eaglehawk Road	2.1m, both sides	Remove	Remove	0
450	Daisybank Lane	Parwan	Glenmore Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Dales Creek Avenue	Dales Creek	115 Dales Creek Ave	Greendale-Trentham Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
366	Davies Court	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
105	Davis Road	Balling	Bacchus Marsh-Balling Road	Geelong-Bacchus Marsh Road	2.1m, both sides	RC3	GM6	52
327	Davison Court Roadend	Maddingley	Davison Court (south end)	Davison Court (south end)	Full width	RD1	GM3	3
467	Davisons Lane	Rowesley	Glenmore Road	End	2.1m, both sides	Remove	Remove	0
FIRE	Denherts Road	Bundling	Moorabool West Road	Ballan-Daylesford Road	Full width (where practicable)	RF2	GM6	52
58	Denholms Road	Ballan	Walsh Street	Kerrins Lane	Full width	RC3	GM6	52

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
151	Developmental Road	Bolwarrah	Spargo Creek Road	S Conroy Road	2.1m, both sides	RC3	GM6	52
251	Dicker Street	Gordon	Gladstone Street	Stanley Street	Full width	RC3	GM6	52
8	Dickson Street Roadend	Bacchus Marsh	End Dickson Street	End	Full width	RD1	GM3	3
458	Dicksons Road	Pentland Hills	Pentland Hills Road	End	2.1m, both sides	RC3	GM6	52
186	Diggers Rest Road (Coimadai Avenue)	Coimadai	Gisborne Road	Coimadai Avenue Signage	Full width	RC2	GM5	26
435	Ditchfield Road	Navigators	Navigators Road	Yendon - Egerton Road	2.1m, both sides	RC3	GM6	52
435	Ditchfield Road North	Navigators	Ditchfield Road	Howards Road	2.1m, both sides	RC3	GM6	52
FIRE	Dog Trap Gully Road		Glenmore Road	Ironbank Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
328	Dogherty Court Roadend	Maddingley	Dogherty Court (west end)	West end Dogherty's Court	Full width	RD1	GM3	3
393	Dollys Creek Road	Morrison	Balian-Meredith Road	Tableland Road	2.1m, both sides	RC3	GM6	52
9	Donald Street	Bacchus Marsh	Masons Lane	50m south of Clifton Drive	Full width (east side)	RC1	GM4	6
377	Donnellans Road	Millbrook	Millbrook-Egerton Road	Boundary Road	2.1m, both sides	RC3	GM6	52
232	Doyles Road	Elaine	Midland Highway	Bamganie Road	2.1m, both sides	RC3	GM6	52
367	Drysdale Court	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
110	Dukelows Road	Balling	Brisbane Road	End	2.1m, both sides	RC3	GM6	52
459	Dunbar Road	Pentland Hills	Palmer's Lane	End	2.1m, both sides	RC3	GM6	52
59	Duncan Street	Balian	Duncan/Steiglitz Street School Crossing	Duncan/Steiglitz Street School Crossing	Full width	RC1	GM4	6
61	Duncan Street Roadend	Balian	South of Atkinson Street	Railway Line	Full width	RD1	GM3	3
510	Dundas Street	Darley	Raglan Street	Grey Street	Full width (east side)	RC1	GM4	6
227	Dunnstown-Yendon Road	Dunnstown	Yendon-Egerton Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
496	Dunnstown-Yendon Road	Yendon	Intersection; Dunnstown-Yendon/Ryans Roads		Full width	RC2	GM5	26
195	Durham Street	Darley	Webster Street	Halletts Way	Full width (south side)	RC1	GM4	6
296	Eaglehawk Road	Lal Lal	Clarendon-Lal Lal Road	Kookaburra Road	2.1m, both sides	Remove	Remove	0
329	East Maddingley Road	Maddingley	Parwan Road	Kerrs Road	2.1m, both sides	RC3	GM6	52
62	Edols Street Roadend	Balian	Edols Street	Jopling Street	Full width	RD1	GM3	3
405	Egans Road	Mount Egerton	Egerton-Bungeelap Road	Condis Lane	2.1m, both sides	RC3	GM6	52
394	Egerton-Ballark Road	Morrison	Balian-Meredith Road	Fergusons Lane	2.1m, both sides	RC3	GM6	52
FIRE	Egerton-Ballark Road		Fergusons Lane	Egerton-Bungeelap Road	break for Environmental Burn	RG2	GM6	52
406	Egerton-Bungeelap Road	Mount Egerton	Egerton-Ballark Road	Balian-Meredith Road	2.1m, both sides	RC3	GM6	52
FIRE	Elaine-Blue Bridge Road	Mount Doran	Clarendon-Bluebridge Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Elaine-Egerton Road		Angees Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
395	Elaine-Morrison Road	Morrison	Intersection; Elaine-Morrison/Parkinsons Roads		Full width	RC2	GM5	26
396	Elaine-Morrison Road	Morrison	Forest Road	Tableland Road	2.1m, both sides	RC3	GM6	52
FIRE	Elaine-Morrison Road		Elaine-Egerton Road	Morrison's Fire Station	Full width (where practicable)	RF2	GM6	52
FIRE	Elaine-Mt Mercer Road		Meredith-Mt Mercer Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
110	Emery Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
252	Evergreen Way	Gordon	Gordon-Egerton Road	End	2.1m, both sides	RC3	GM6	52
253	Faheys Road	Gordon	Corbetts Road	End	Full width	RC3	GM6	52
63	Fisken Street	Balian	Simpson Street	Inglis Street	Full width (west side)	RA1	GM2	2
63	Fisken Street	Balian	Inglis Street	40m south of Inglis Street	Full width	RA1	GM2	2
33	Fisken Street	Maddingley	Railway Line	Tilley's Road	Full width	RC3	GM6	52
331	Fisken Street	Maddingley	Werribee River (Excluding Business)	Railway Line	Full width	RC1	GM4	6
51	Fisken Street	Bacchus Marsh	Main Street	Werribee River	Full width (east side)	RC1	GM4	6
	Fitzroy Street	Darley	Raglan Street	Grey Street	Full width (west side)	RC1	GM4	6
64	Flack Street	Balian	Spencer Street	Ballanee Road	Full width	RC1	GM4	6
368	Flanagans Drive	Merrimu	Bacchus Marsh Road	Bences Road	2.1m, both sides	RC3	GM6	52
124	Flemings Lane	Barrys Reef	Grendale-Trentham Road	End	Full width	RC2	GM5	26

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
407	Fletchers Lane	Mount Egerton	Yendon-Egerton Road	End	Full width	RC2	GM5	26
FIRE	Footes Lane		End	Bacchus Marsh-Balling Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
311	Forbes Road	Leigh Creek	Western Freeway	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
397	Forest Road	Morrissions	Elaine-Morrissions Road	Sailors Gully Road	2.1m, both sides	RC3	GM6	52
FIRE	Garrards Lane	Myrniong	End	Western Freeway	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
332	Gaynor Street Roadend	Maddingley	Gaynor Street	East Maddingley Road	Full width	RD1	GM3	3
65	Gearys Lane	Ballan	Geelong-Ballan Road	Jaicomellis Lane	Full width	RC3	GM6	52
162	Geddes Road	Bungaree	Black Swamp Road	Barkstead Road	2.1m, both sides	RC3	GM6	52
333	Geelong-Bacchus Marsh Road	Maddingley	Fisken Street	Tillys Road	Full width	RB1	GM2	2
468	Geelong-Bacchus Marsh Road	Parwan	Marsh/Glenmore/Nerowie Road		Full width	RC2	GM5	26
361	Geelong-Bacchus Marsh Road	Maddingley	Roads		Full width (north side)	RC2	GM5	26
67	Geelong-Ballan Road	Ballan	Roads		Full width	RC2	GM5	26
68	Geelong-Ballan Road	Ballan	Ballan-Egerton Road		Full width	RC2	GM5	26
	Geelong-Ballan Road	Ballan	Intersection; Geelong-Ballan Road/Marie Court		Full width	RC2	GM5	26
10	Gell Street	Bacchus Marsh	Bennett Street	100m south of Bennett Street	Full width (east side)	RA1	GM2	2
518	Gell Street	Bacchus Marsh	7 Gell Street	9 Gell Street	Full width (west side)	RA1	GM2	2
497	Gillespie Street	Yendon	Pope Street	End	Full width	RC3	GM6	52
69	Gillespies Lane	Ballan	Ingliston Road	Old Geelong Road	Full width	RC3	GM6	52
11	Gisborne Road	Bacchus Marsh	Bennett Street	End	Full width (west side)	RA1	GM2	2
12	Gisborne Road	Bacchus Marsh	Bennett Street	35m north of Bennett Street	Full width	RA1	GM2	2
196	Gisborne Road	Darley	Western Freeway	Albert Street	Full width	RB1	GM2	2
514	Gisborne Road Roundabout	Darley	Gisborne Rd/Fitzroy St/ Grey St Roundabout		Full width	RB1	GM2	2
254	Gladstone Street	Gordon	Hopwood Street	End	Full width	RC3	GM6	52
255	Gleeson Court	Gordon	Old Western Highway	End	Full width	RC3	GM6	52
FIRE	Glenmore Road	Rowsley	Spring Creek (Yaloak Vale)	Bacchus Marsh – Balliang Road	burn undertaken) as confirmed at December 2012	RF2	GM6	52
FIRE	Glenmore Road	Rowsley	Spring Creek (Yaloak Vale)	Geelong-Ballan Road	break for Environmental Burn	RG2	GM6	52
FIRE	Glenmore Road	Rowsley	Geelong-Bacchus Marsh Road	Bacchus Marsh-Balliang Road	break for Environmental Burn	RG2	GM6	52
469	Glenmore Road (Rowsley Avenue)	Rowsley	Bacchus Marsh-Balliang Road	600m west of Bacchus Marsh-Balliang Road	Full width	RC1	GM4	6
140	Golden Point Road	Blackwood	Martin Street	End	Full width	RC2	GM5	26
176	Goldie Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
256	Gordon-Egerton Road	Gordon	Way		Full width	RC2	GM5	26
257	Gordon-Egerton Road	Gordon	Intersection; Gordon-Egerton Road/Greenes Lane		Full width	RC2	GM5	26
FIRE	Gordon-Egerton Road	Gordon	Nightingale Street Gordon	Malones Road Mt Egerton	Full width (where practicable)	RF2	GM6	52
424	Gordon-Egerton Road/Main Road	Mount Egerton	Whipstick Road	Walkers Lane	Full width	RB2	GM3	3
70	Gorong Street	Ballan	Myrtle Grove Road	End	Full width	RC1	GM4	6
FIRE	Grace Road		Greendale-Trentham Road	Martin Street	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
13	Graham Street	Bacchus Marsh	Main Street	Waddell Street	Full width	RA1	GM2	2
71	Graham Street	Ballan	Geelong-Ballan Road	Old Geelong Road	Full width	RC1	GM4	6
15	Grant Street	Bacchus Marsh	Turner Street	Meikle Street	Full width (west side)	RB1	GM2	2
16	Grant Street	Bacchus Marsh	Main Street	Plimer Street	Full width (east side)	RB1	GM2	2
33	Grant Street	Maddingley	Meikle Street	Griffith Street	Full width	RB1	GM2	2
197	Grantleigh Drive	Darley	Corner Cairns/Grantleigh Drives	Corner Cairns/Grantleigh Drives	Full width	RC1	GM4	6
284	Greendale-Myrniong Intersection	Greendale	Intersection; Hastings/Greendale-Myrniong Roads		Full width	RC2	GM5	26
287	Greendale-Myrniong Road	Greendale	Ballan-Greendale Road	Napoleon Street	Full width	RB2	GM3	3
288	Greendale-Myrniong Road Laneway	Greendale	Next to 61 Greendale-Myrniong Road	Next to 61 Greendale-Myrniong Road	Full width	RC3	GM6	52
138	Greendale-Trentham Road	Blackwood	Road		Full width (west side)	RC2	GM5	26
FIRE	Greendale-Trentham Road		Shire Boundary (Hepburn)	Blackwood Township	2.1 metre Roadside Maintenance Cut	RG2	GM6	52

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
142	Greendale-Trentham Road Service Road	Blackwood	Service Road opposite Warner Street	Service Road opposite Warner Street	Full width	RC2	GM5	26
489	Greene Road	Warrenheip	Western Highway	Mahars Road	2.1m, both sides	RC3	GM6	52
258	Greenes Lane	Gordon	Boundary Road	Gordon-Egerton Road	2.1m, both sides	RC3	GM6	52
436	Greenhill Road	Navigators	Yankee Flat Road	Bell Avenue	2.1m, both sides	RC3	GM6	52
283	Greenhills Road	Greendale	Balian-Greendale Road	Coles Lane	2.1m, both sides	RC3	GM6	52
316	Greenhood Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
132	Greens Lane	Bereboke	Brisbane Ranges Road	M Quigleys Lane	2.1m, both sides	RC3	GM6	52
177	Greeves Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
317	Grevillea Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
198	Grey Street	Darley	Halletts Way	Davis Street	Full width (north side)	RC1	GM4	6
513	Grey Street	Darley	Dundas Street	Fitzroy Street	Full width (north side)	RC1	GM4	6
508	Grey Street Median Strip	Darley	Davis Street	Hodgson Street	Full width	RC1	GM4	6
336	Griffith Street	Maddingley	Grant Street	McCormacks Road	Full width	RB1	GM2	2
337	Guillines Road	Maddingley	Kerrs Road	Rowsley Station Road	2.1m, both sides	RC3	GM6	52
72	Haddon Drive	Balian	Gillespies Lane	End	Full width	RC3	GM6	52
73	Hall Street	Balian	Bences Lane	O'cock Street	Full width	RC1	GM4	6
18	Halletts Way	Darley	Western Freeway	Holts Lane	Full width	RC1	GM4	6
18	Halletts Way	Darley	Durham Street	Ramsay Crescent	Full width (east side)	RC1	GM4	6
18	Halletts Way	Darley	Ramsay Crescent	Links Road	Full width (south side)	RC1	GM4	6
199	Halletts Way/Grey Street Roundabout	Darley	Halletts Way/Grey Street	Halletts Way/Grey Street	Full width	RC1	GM4	6
427	Hamillis Lane	Mount Wallace	Balian-Meredith Road	Geelong-Balian Road	2.1m, both sides	RC3	GM6	52
163	Hamrahans Road	Bungaree	Torpy's Road	Lesters Road	2.1m, both sides	Remove	Remove	0
200	Hanson Street Roadend	Darley	Hanson Street	Grey Street	Full width	RD1	GM3	3
498	Harbours Road	Yendon	Yendon No 2 Road	Skeltons Road	2.1m, both sides	RC3	GM6	52
430	Hardy Street	Myrning	Short Street	Blackwood Street	Full width (north side)	RC2	GM5	26
378	Harris Road	Lal Lal	Old Racecourse Road	Yendon-Egerton Road	2.1m, both sides	RC3	GM6	52
338	Harry Vallence Drive	Maddingley	14 Harry Vallence Drive	18 Harry Vallence Drive	Full width (west side)	RC1	GM4	6
297	Haywood Road	Lal Lal	Coalmine Road	Edge of Forest Property 162.	2.1m, both sides	RC3	GM6	52
379	Henessys Road	Millbrook	Murphys Road	Westcotts Road	2.1m, both sides	RC3	GM6	52
74	Hogan Road	Balian	Densley Street	End	Full width	RC1	GM4	6
169	Hogarth's Road East	Scotsburn	Shaw's Road	Yendon No 2 Road	2.1m, both sides	RC3	GM6	52
201	Holts Lane	Darley	Condons Lane	End	Full width (vacant sites only)	RC1	GM4	6
289	Hopetoun Park Road	Hopetoun Park	Western Freeway (including Kyle Lane)	Hopetoun Park Roundabout	2.1m, both sides	RC3	GM6	52
290	Hopetoun Park Road/Riverview Drive R/A	Hopetoun Park	Hopetoun Park Road/Riverview Drive R/A	Roundabout	Full width	RC3	GM6	52
251	Hopwood Street	Gordon	Russell Street	Grose Road	Full width	RC3	GM6	52
250	Horsecrafts Road	Lal Lal	Kookaburra Road	Eaglesons Road	2.1m, both sides	RC3	GM6	52
FIRE	Horsehill Road		Narmbool Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
433	Howards Road	Navigators	Elaine-Mt Mercer Road	Narmbool Road	2.1m, both sides	RC2	GM6	52
75	Inglis Street	Balian	Navigator's-Dunnstown Road	Ditchfield Road North	Full width	RC3	GM6	52
76	Inglis Street	Balian	Old Geelong Road	Stead Street	Full width	RA1	GM2	2
78	Inglis Street	Balian	Stead Street	Cowie Street	Full width	RB1	GM2	2
77	Inglis Street Road Reserve	Balian	Opp.Old Geelong Road & Inglis Street int.	Extension Hogan Road	Full width	RC1	GM4	6
FIRE	Ingliston Road	Ingliston	Ingliston-Settlement Road	Old Melbourne Road	Environmental Burn	RG2	GM6	52
291	Ingliston Settlement Road	Rowsley	Ingliston Road	Top of hill past 207 Ingliston Road	2.1m, both sides	RC3	GM6	52
470	Ironbark Road	Lal Lal	Ingliston Road	Dog Trap Gully Road	2.1m, both sides	RC3	GM6	52
299	Ironmine Road	Lal Lal	Lal Lal Falls Road	End of Bitumen	2.1m, both sides	RC3	GM6	52

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
79	Jacomellis Lane	Ballan	Ingliston Road	End	Full width	RC3	GM6	52
FIRE	Jenzs Road		Glenmore Road	Aerodrome Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
125	Johnsons Road	Barrys Reef	Greendale-Trentham Road	End	Full width	RC2	GM5	26
389	Kanes Lane	Springbank	Barkstead Road	Ormond Road	2.1m, both sides	RC3	GM6	52
499	Keams Lane	Yendon	End Keams Lane	End	Full width	RC3	GM6	52
206	Kent Court Roadend	Darley	East end Kent Court	East end Kent Court	Full width	RD1	GM3	3
19	Kerr Street Roadend	Bacchus Marsh	End Kerr Street	End	Full width	RD1	GM3	3
80	Kerrins Lane	Ballan	Ingliston Road	Denholms Road	Full width	RC3	GM6	52
339	Kerrs Road	Maddingley	Bacchus Marsh-Balliang Road	East Moorabool Road	2.1m, both sides	RC3	GM6	52
465	Kierces Road	Pootilla	Ralstons Road	Black Swamp Road	2.1m, both sides	RC3	GM6	52
490	Killarney Road	Warrenheip	Old Melbourne Road	End	2.1m, both sides	RC3	GM6	52
300	Kingfisher Drive	Lal Lal	Kookaburra Road	End	2.1m, both sides	RC3	GM6	52
301	Kookaburra Road	Lal Lal	Clarendon-Lal Lal Road	Eaglehawk Road	2.1m, both sides	Remove	Remove	0
133	L Quigleys Lane	Beremboke	Beremboke Road	Brisbane Ranges Road	2.1m, both sides	RC3	GM6	52
285	La Cote Road	Greendale	Greendale-Myrmiong Road	Nolan Lane	2.1m, both sides	RC3	GM6	52
340	Labilliere Street	Maddingley	19 Labilliere Street	23 Labilliere Street	Full width (south side)	RC1	GM4	6
341	Labilliere/Franklin Street Roundabout	Maddingley	Labilliere/Franklin Street Roundabout	Labilliere/Franklin Street Roundabout	Full width	RC1	GM4	6
21	Ladds Court Roadend	Bacchus Marsh	End Ladds Court	End	Full width	RD1	GM3	3
302	Lal Lal Falls Road	Lal Lal	Yendon-Lal Lal Road	Lal Lal Falls	2.1m, both sides	RC3	GM6	52
369	Lawson Road	Merrimu	Lerdererg Park Road	End	Full width	RC3	GM6	52
111	Lees Road	Balliang	Bacchus Marsh-Balliang Road	Shire boundary	2.1m, both sides	RC3	GM6	52
238	Lennox Lane	Fiskville	Ballan-Meredith Road	Geelong-Ballan Road	2.1m, both sides	RC3	GM6	52
207	Lerdererg Gorge Road	Darley	Bacchus Marsh	McKenzie Flats Carpark	Full width	RC3	GM6	52
FIRE	Lerdererg Gorge Road	Coimadai	McKenzie Falls carpark	Gisborne Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
208	Lerdererg Park Road	Darley	Gisborne Road	End	Full width	RC3	GM6	52
209	Lerdererg Park Road	Darley	Cnr Gisborne Road & Lerdererg Park Road	Cnr Gisborne Road & Lerdererg Park Road Full width (west side)	Full width	RC1	GM4	6
370	Lerdererg Park Road	Merrimu	Intersection; Lerdererg Park/Wells Road	Intersection; Lerdererg Park/Wells Road	Full width	RC2	GM5	26
22	Lerdererg Street	Bacchus Marsh	Crook Street	Crook Street	Full width	RC3	GM6	52
164	Lesters Road	Bungaree	Bungaree - Creswick Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
371	Lindsay Avenue	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
152	Linehans Road	Bolwarrah	Ormond Road	Spargo Creek Road	2.1m, both sides	RC3	GM6	52
211	Links Road Roadend	Darley	North end Links Road	North end Links Road	Full width	RD1	GM3	3
408	Little Forest Road	Mount Egerton	Egerton-Bungeelap Road	Witchwood Road	2.1m, both sides	RC3	GM6	52
343	Lodge Street Roadend	Maddingley	Lodge Street	Meklie Street	Full width	RD1	GM3	3
FIRE	Long Forest Road	Long Forest	Long Forest	Long Forest	Full width (where practicable)	RE2	GM6	52
31	Long Forest Road Intersection	Long Forest	Intersection;Western Highway/Long Forest Road	Intersection;Western Highway/Long Forest Road	Full width	RC2	GM5	26
FIRE	Long Point Road	Long Forest	Smiths Lane	Mt Blackwood Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
438	Longs Hill Road	Pootilla	Bungaree-Creswick Road	Ralstons Road	2.1m, both sides	RC3	GM6	52
256	Lyndhurst Street	Gordon	Faheys Road	Urquhart Street	Full width	RC3	GM6	52
439	Lyons Road	Navigators	Navigators Road	Butlers Road	2.1m, both sides	RC3	GM6	52
13	M Quigleys Lane	Beremboke	Beremboke Road	End	2.1m, both sides	RC3	GM6	52
23	Madden Drive	Bacchus Marsh	Main Street	Clairinda Street	Full width (east side)	RC1	GM4	6
494	Madders Road	Wattle Flat	Ballarat-Daylesford Road	Clarks Road	2.1m, both sides	RC3	GM6	52
521	Maier Street Extension	Gordon	Palmerston Street	Gladstone Street	Full width	RC3	GM5	26
491	Mahers Road	Leigh Creek	Greene Road	Releys Road	2.1m, both sides	RC3	GM6	52
24	Main Street	Bacchus Marsh	214 Main Street	220 Main Street	Full width (north side)	RA1	GM2	2
261	Main Street	Gordon	Old Western Highway	Gordon Cemetery	Full width	RB2	GM3	3

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
25	Main Street (Western Entrance)	Bacchus Marsh	Clarinda Street (Including guard rail)	Western Freeway Interchange	Full width (south side)	RB1	GM2	2
25	Main Street (Western Entrance)	Bacchus Marsh	Lidgett Street	Western Freeway Interchange	Full width (north side)	RB1	GM2	2
26	Maisie Court Roadend	Bacchus Marsh	Maisie Court	End	Full width	RD1	GM3	0
409	Malones Road	Mount Egerton	Gordon-Egerton Road	End Malones Road West	Full width	RC2	GM5	26
410	Malones Road East	Mount Egerton	Whipstick Road	End	Full width	RC3	GM6	52
212	Manning Boulevard	Darley	Links Road	50m west of Links Road	Full width	RC1	GM4	6
143	Martin Street	Blackwood	Golden Point Road	Greendale-Trentham Road	Full width	RB2	GM3	3
FIRE	Martin Street	Blackwood	Grace Road	Greendale-Trentham Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
27	Masons Lane	Bacchus Marsh	Simone Court	West end Masons Lane	Full width (north side)	RC1	GM4	6
112	McArthur's Road	Ballingley	Bacchus Marsh-Ballingley Road	Shire boundary	2.1m, both sides	RC3	GM6	52
344	McCrae Street Roadend	Maddingley	McCrae Street	Bacchus Street	Full width	RD1	GM3	3
380	McGuigans Road	Millbrook	Old Melbourne Road	Yendon-Egerton Road	2.1m, both sides	RC3	GM6	52
411	McIntosh's Lane	Mount Egerton	Gordon-Egerton Road	Sharrocks Road	Full width	RC3	GM6	52
412	McIntosh's Lane East	Mount Egerton	Gordon-Egerton Road	End	Full width	RC3	GM6	52
484	McIvor Road	Wallace	Westcotts Road	Railway Crossing	2.1m, both sides	RC3	GM6	52
113	McMahons Road	Ballingley	Brisbane Road	End	2.1m, both sides	RC3	GM6	52
385	McPhans Road	Mollonghip	Mollonghip Road	Gleasons Road	2.1m, both sides	RC3	GM6	52
345	Meikle Street Laneway	Maddingley	Meikle Street	Meikle Street	Full width	RC1	GM4	6
172	Merredith-Mount Mercer Road	Cargerie	Elaine-Mount Mercer Road	Shire boundary	2.1m, both sides	RC3	GM6	52
178	Midland Highway	Clarendon	Road		Full width	RC2	GM5	26
233	Midland Highway	Elaine	Settlement Road	Elaine-Egerton Road	Full width	RB2	GM3	3
451	Miles Road	Parwan	Parwan South Road	Nortons Road	2.1m, both sides	RC3	GM6	52
376	Millbrook - Egerton Road	Millbrook	Corner Millbrook-Egerton/Donnellans Roads	Corner Millbrook-Egerton/Donnellans Road	Full width	RC3	GM6	52
262	Millbrook-Egerton Road	Gordon	McGuigans Road	Gordon-Egerton Road	2.1m, both sides	RC3	GM6	52
381	Millbrook-Egerton Road	Millbrook	Roads		Full width	RC2	GM5	26
263	Mills Lane	Gordon	Moorabool West Road	Abbington Park Road	2.1m, both sides	RC3	GM6	52
81	Missens Lane	Ballan	Blakeville Road	Western Park Road	2.1m, both sides	RC3	GM6	52
346	Mitchem Street Laneway	Maddingley	South Maddingley Road	East Maddingley Road	Full width	RC1	GM4	6
264	Molesworth Court	Gordon	Abbington Park Road	End	2.1m, both sides	RC3	GM6	52
386	Mollonghip Road	Mollonghip	Barkstead Road	McPhans Road	2.1m, both sides	RC3	GM6	52
82	Monteville Lane	Ballan	Old Melbourne Road	End	2.1m, both sides	RC3	GM6	52
156	Moorabool West Road	Bunding	Old Western Highway	Old Corbetts Road	2.1m, both sides	RC3	GM6	52
157	Moorabool West Road	Bunding	Ballan-Da Wesleyford Road	End of seal	2.1m, both sides	RC3	GM6	52
265	Moorabool West Road	Gordon	Lane		Full width	RC2	GM5	26
270	Moorabool West Road	Gordon	Intersection; Moorabool West/Cartons Roads		Full width	RC2	GM5	26
FIRE	Moorabool West Road	Gordon	Old Corbetts Road	Vinecombes Road	Full width (where practicable)	RF2	GM6	52
114	Moretons Road	Ballingley	Agars Road	Shire boundary	2.1m, both sides	RC3	GM6	52
460	Moretons Road	Pentland Hills	Western Freeway		2.1m, both sides	RC3	GM6	52
FIRE	Morrison Lane		Myrning-Korobeit Road	Mt Blackwood Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Mt Wallace-Ballark Rd	Mt Wallace	Ballan-Merredith Road	Bungeelkap South Road	Full width (where practicable)	RF2	GM6	52
FIRE	Mt Wallace-Ballark Road		Geelong-Ballan Road	Bungeelkap South Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Mt. Blackwood Road		Old Western Highway	Greendale-Trentham Road	Full width (where practicable)	RF2	GM6	52
432	Muddy Lane	Myrning	Main Street	Mount Blackwood Road	2.1m, both sides	RC2	GM5	26
FIRE	Muir's Lane		Mt Blackwood Road	Morrison's Lane	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
165	Murphy's Road	Bungaree	Bungaree-Wallace Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
FIRE	Murphy's Road		Elaine-Bluebridge Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
83	Musgrave Street	Ballan	Gorong Street	Myers Court	Full width	RC1	GM4	6

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
84	Musgrave Street Roadend	Ballan	Myers Court	End	Full width	RD1	GM3	3
85	Myers Court	Ballan	Musgrave Street	End	Full width	RC1	GM4	6
461	Myers Road	Pentland Hills	Pentland Hills Road	Werribee George State Park	2.1m, both sides	RC3	GM6	52
431	Myrniong Main Street	Myrniong	Dormar Lane	Myrniong-Korobeit Road	Full width	RB2	GM3	3
FIRE	Myrniong-Korobeit Road		Greendale - Myrniong Road	Old Western Freeway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
86	Myrtle Grove Road	Ballan	Gorong Street	Bences Lane	Full width	RC1	GM4	6
286	Napoleon Street	Greendale	Greendale-Myrniong Road	Lyons Street	2.1m, both sides	RC3	GM6	52
234	Narmbool Road	Elaine	Midland Highway	Horsehill Road	2.1m, both sides	RC3	GM6	52
500	Navigators Avenue	Navigators	Navigators Road	Navigators Road	Full width	RC3	GM6	52
500	Navigators Road	Yendon	Yendon - Egerton Road	Yankeeflat Road	2.1m, both sides	RC3	GM6	52
440	Navigators-Dunnstown Road	Navigators	Ballarat-Navigators Road	Dunnstown-Yendon Road	2.1m, both sides	RC3	GM6	52
213	Nelson Street	Darley	Grey Street (Excluding private property)	Ruby Place	Full width (east side)	RC1	GM4	6
FIRE	Nerowie Road		Nortons Road	Geelong-Bacchus Marsh Road	Environmental Burn	RG2	GM6	52
214	Nicholson Street Roadend	Darley	Lilly Pilly Court	End	Full width	RD1	GM3	3
266	Nightingale Street	Gordon	Gordon-Egerton Road	Cemetery Gates	Full width	RC3	GM6	52
144	Nolan Street	Blackwood	Golden Point Road	End	Full width	RC2	GM5	26
87	O'Cock Street	Ballan	Ballan-Greendale Road	Hall Street	Full width	RC1	GM4	6
267	Old Corbetts Road	Gordon	Callaghans Lane	Moorabool West Road	2.1m, both sides	Remove	Remove	0
FIRE	Old Geelong Road	Ballan	Geelong-Ballan Road Intersection	Inglis Street	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
145	Old Golden Point Road	Blackwood	Martin Street	Golden Point Road	Full width	RC2	GM5	26
141	Old Golden Point Road East Laneway	Blackwood	1.15m east of Old Golden point Road	1.15m east of Old Golden point Road	Full width	RC3	GM6	52
88	Old Melbourne Road	Ballan	Geelong-Ballan Road	Old Geelong Road	Full width	RB1	GM2	2
89	Old Melbourne Road	Ballan	Ingliston Road	Ballan Entrance Sign	Full width	RB1	GM2	2
228	Old Melbourne Road	Dunnstown	North / South of Britts & Howard Road	Outside No. 2914 Old Melbourne Rd	Full width (north side)	RC2	GM5	26
382	Old Melbourne Road	Gordon	Old Western Highway	St Patrick's School Boundary	Full width	RB2	GM3	3
382	Old Melbourne Road	Millbrook	Lesters Road	Brougham Street	2.1m, both sides	RC3	GM6	52
FIRE	Old Melbourne Road	Millbrook	Dunnstown-Yendon Road	Lesters Road	Full width (where practicable)	RF2	GM6	52
FIRE	Old Melbourne Road		Geelong-Ballan Road	Gordon Cemetery	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Old Melbourne Road	Millbrook	Dunnstown-Yendon Road	Kilarney Road	Full width (where practicable)	RF2	GM6	52
433	Old Western Highway	Myrniong	Myrniong-Korobeit Road	Greendale-Myrniong Road	Full width	RB2	GM3	3
485	Old Western Highway	Wallace	Ormond Road	End	2.1m, both sides	RC2	GM5	26
FIRE	Old Western Highway	Myrniong	Western Freeway	Muddy Lane	Full width	RG2	GM6	52
FIRE	Old Western Highway	Myrniong	Myrniong-Korobeit Road	Greendale-Trentham Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Old Western Highway	Gordon	Butter Factory Road	Main Street (Gordon Hotel)	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Ormond Road		Barkstead Road	Western Freeway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
343	Osbome Street	Maddingley	Railway Line	Kerrs Road	2.1m, both sides	RC3	GM6	52
FIRE	Paces lane		Bacchus Marsh-Balliang Road	Dog Trap Gully Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
463	Palmer's Lane	Pentland Hills	Pentland Hills Road	End	2.1m, both sides	RC3	GM6	52
303	Parkers Road	Lal Lal	Clarendon-Lal Lal Road	Yendon-Lal Lal Road	2.1m, both sides	Remove	Remove	0
524	Parkinson Road	Morrison	Elaine-Morrison Road	Tableland Road	2.1m, both sides	RC3	GM6	52
344	Parwan Road	Maddingley	Railway Line (Excluding Private Property)	East Maddingley Road	Full width	RB1	GM2	2
349	Parwan Road	Maddingley	East Maddingley Road	Fisken Street	Full width	RB1	GM2	2
FIRE	Parwan South Road		Nerowie Road	Parwon-Exford Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
452	Parwan-Exford Road	Parwan	Intersection; Parwan-Exford/Whelans Roads	Geelong-Bacchus Marsh Road	Full width	RC2	GM5	26
FIRE	Parwan-Exford Road		Shire Boundary (Melton)	Water channel	Full width (south side)	RC1	GM4	6
28	Patterson Street	Bacchus Marsh	Gisborne Road	Myrniong-Korobeit Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
235	Pearsons Road	Elaine	Midland Highway	Elaine-Egerton Road	Full width	RC2	GM5	26
383	Peewerth Road	Millbrook	Old Melbourne Road	End	2.1m, both sides	RC3	GM6	52
463	Pentland Hills Road	Pentland Hills	Old Western Highway	Sunny Hollows Lane	2.1m, both sides	RC3	GM6	52
30	Plimer/Sydney Street Laneway	Bacchus Marsh	Plimer Street	Sydney Street	Full width	RC1	GM4	6
FIRE	Pine Court	Dales Creek	end	Off Dales Creek Avenue	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
501	Pope Street	Yendon	Yendon No 2 Road	Kearns Lane	Full width	RC2	GM5	26
FIRE	Portland Flat Road		Old Melbourne Road	Gordon-Egerton Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
372	Possumtail Run	Merrimu	Bences Road	End	2.1m, both sides	RC3	GM6	52
441	Pound Creek Road	Navigators	Yendon No 1 Road	Butlers Road	2.1m, both sides	RC3	GM6	52
268	Poverty Peak Court	Gordon	Moorabool West Road	End	2.1m, both sides	RC3	GM6	52
184	Powells Road	Clarks Hill	Ballarat-Daylesford Road	Black Swamp Road	2.1m, both sides	RC3	GM6	52
350	Powlett Street Roadend	Maddingley	Powlett Street	Bacchus Street	Full width	RD1	GM3	3
115	Primes Court	Balling	Bacchus Marsh-Balling Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Purcells Lane		Long Point Road	Mt Blackwood Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
434	Pykes Creek Road	Myrniong	Greendale-Myrniong Road	Pykes Reservoir Entrance	2.1m, both sides	RC3	GM6	52
116	Quakes Road	Balling	Bacchus Marsh-Balling Road	End	2.1m, both sides	RC3	GM6	52
90	Raccourse Road	Balling	Balling-Daylesford Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
511	Raglan Street	Darley	Dundas Street	Fitzroy Street	Full width (south side)	RC1	GM4	6
216	Raglan Street Roadend	Darley	Raglan Street (west end)	Raglan Street (west end)	Full width	RD1	GM3	3
FIRE	Ralstons Road		Shire Boundary (Longs Hill Road)	Bungaree-Creswick Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
502	Ramsays Road	Yendon	Navigators Road	Yendon No 1 Road	2.1m, both sides	RC3	GM6	52
319	Red Box Court	Long Forest	Wattle Court	End	Full width	RC3	GM6	52
117	Reddens Road	Balling	Bacchus Marsh-Balling Road	Brisbane Road	2.1m, both sides	RC3	GM6	52
471	Reids Road	Rowsley	Glenmore Road	Entrance to Brisbane Ranges	2.1m, both sides	RC3	GM6	52
312	Reids Road	Leigh Creek	Bungaree-Wallace Road	Torpy's Road	2.1m, both sides	RC3	GM6	52
413	Reserve Road	Mount Egerton	Main Road	Wesley Street	Full width	RC2	GM5	26
414	Reserve Road East	Mount Egerton	Main Road	Mt Egerton Reserve	Full width	RC2	GM5	26
351	Richardson Court Roadend	Maddingley	Richardson Court (south end)	Richardson Court (south end)	Full width	RD1	GM3	3
91	Roch Court	Balling	Simpson Street	End	Full width	RC1	GM4	6
92	Roch Court Roadend	Balling	Roch Court	Blow Court	Full width	RD1	GM3	3
387	Romans Road	Springbank	Barkstead Road	Ormond Road	2.1m, both sides	RC3	GM6	52
304	Rosella Road	Lal Lal	Clarendon-Lal Lal Road	Bronzewing Road	2.1m, both sides	RC3	GM6	52
269	Rosenow Street	Gordon	Cartons Road	End	Full width	RC3	GM6	52
93	Rowett Lane	Balling	Geelong-Balling Road	Denholms Road	Full width	RC3	GM6	52
351	Rowsley Station Road	Maddingley	Bacchus Marsh-Balling Road	Gullines Road	2.1m, both sides	RC3	GM6	52
211	Ruddick Place Roadend	Darley	East end Ruddick Place	East end Ruddick Place	Full width	RD1	GM3	3
270	Russell Street (entrance?)	Gordon	Main Street	Nightingale Street	Full width	RB2	GM3	3
220	Russell Street Roadend	Darley	Russell Street (west end)	Russell Street (west end)	Full width	RD1	GM3	3
187	Russells Road	Coimadai	Gisborne Road	Start of second dip in road	2.1m, both sides	Remove	Remove	0
FIRE	Russells Road	Coimadai		Full width (where practicable)	Full width (where practicable)	RE2	GM6	52
500	Ryans Road	Yendon	Dunnstown-Yendon Road	Yendon-Egerton Road	2.1m, both sides	RC3	GM6	52
158	S Conroy Road	Bunding	Developmental Road	Balling-Daylesford Road	2.1m, both sides	RC3	GM6	52
351	School Lane	Maddingley	Cummings Road	Geelong-Bacchus Marsh Road	2.1m, both sides	RC3	GM6	52
118	School Road	Balling	Geelong-Bacchus Marsh Road	End	2.1m, both sides	RC3	GM6	52
453	Schultz Road	Parwan	Geelong-Bacchus Marsh Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Seerey's Track	Coimadai		Full width (where practicable)	Full width (where practicable)	RE2	GM6	52
FIRE	Settlement Road	Mount Doran	Midland Highway	Clarendon-Blue Bridge Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52

ROADSIDES

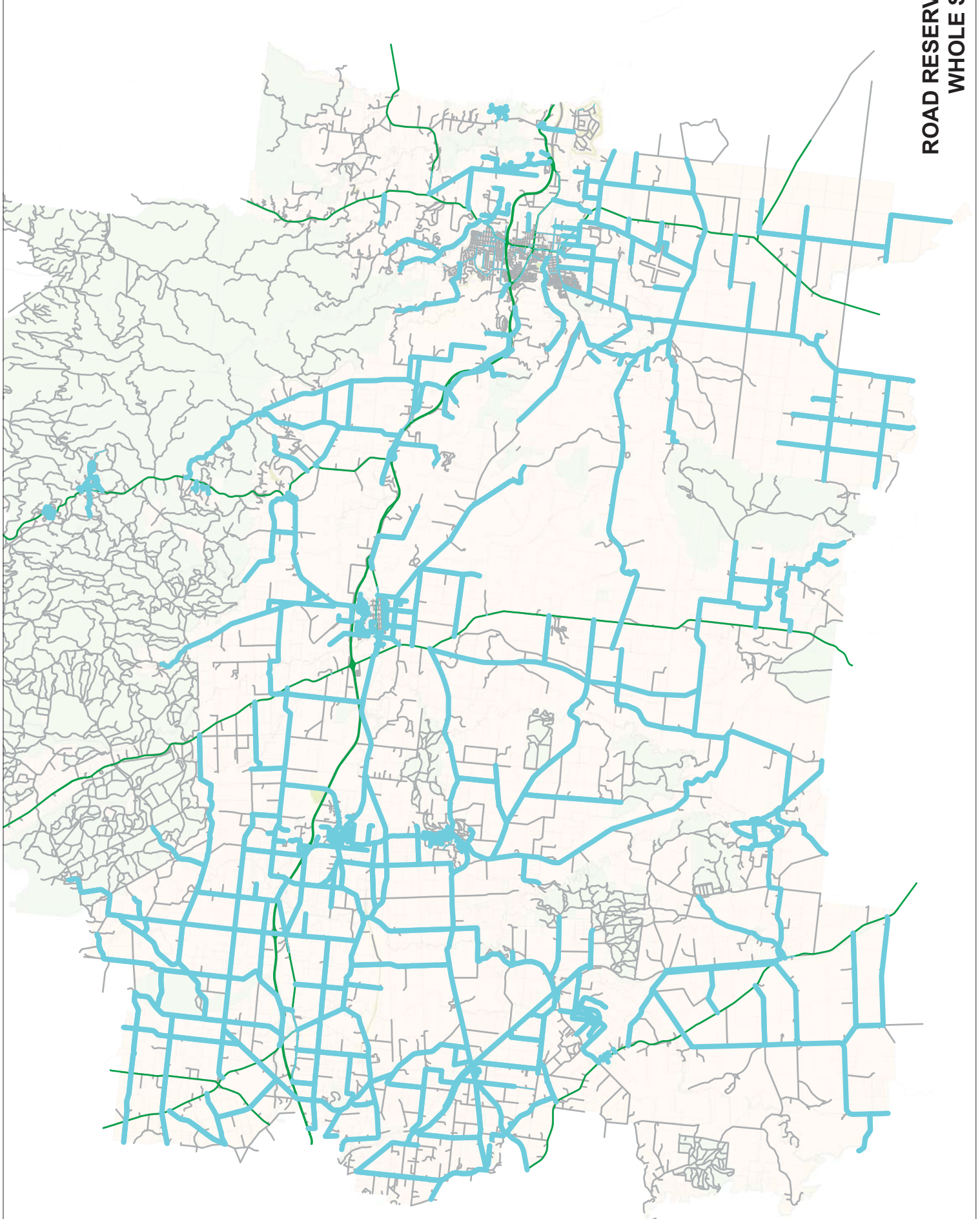
Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
271	Sexton Court	Gordon	Moorabool West Road	End	2.1m, both sides	RC3	GM6	52
119	Sharkys Road	Balling	Agars Road	Shire boundary	2.1m, both sides	RC3	GM6	52
415	Sharrocks Road	Mount Egerton	Yendon-Egerton Road	Millbrook-Egerton Road	Full width	RC3	GM6	52
473	Shaws Road	Buninyong	Whites Road East	Hoggarths Road East	2.1m, both sides	RC3	GM6	52
221	Silverdale Drive Roadend	Darley	Silverdale Drive (west end)	Silverdale Drive (west end)	Full width	RD1	GM3	3
146	Simmons Reef Road	Blackwood	Martin Street	End	Full width	RC2	GM5	26
146	Simmons Reef Road	Blackwood	Cnr Simmons Reef Road / Rec Reserve Road	Cnr Simmons Reef Road / Rec Reserve Rd	Full width	RC2	GM5	26
388	Simpsons Road	Springbank	Ormond Road	Edge of Forest	2.1m, both sides	RC3	GM6	52
305	Skeltons Road	Lal Lal	Parkers Road	Scotts Road	2.1m, both sides	Remove	Remove	0
354	Slattery Court Roadend	Maddingley	Slattery Court (south end)	Slattery Court (south end)	Full width	RD1	GM3	3
94	Smallmans Road	Ballan	Haddon Drive	End	Full width	RC3	GM6	52
428	Smiths Lane	Mount Wallace	Geelong-Ballan Road	End	2.1m, both sides	RC3	GM6	52
454	Smiths Road	Parwan	Cummings Road	End	2.1m, both sides	RC3	GM6	52
455	Smiths Road	Parwan	Geelong-Bacchus Marsh Road	Cummings Road	2.1m, both sides	RC3	GM6	52
355	Sonny Close Roadend	Maddingley	Sonny Close (west end)	Sonny Close (west end)	Full width	RD1	GM3	3
356	South Maddingley Road	Maddingley	Parwan Road	Gullines Road	2.1m, both sides	RC3	GM6	52
357	South Maddingley Road Laneway	Maddingley	South Maddingley Road	Rear of properties Gaynor Street	Full width	RC1	GM4	6
121	Spargo Creek Road	Barkstead	Intersection; Spargo Creek/Springbank Roads	End	Full width	RC2	GM5	26
477	Spargo Creek Road	Springbank	Intersection; Spargo Creek / Road Coffeys Lane	End	Full width	RC2	GM5	26
486	Spargo Creek Road	Wallace	Intersection; Spargo Creek Road/Conroys Lane	End	Full width	RC2	GM5	26
487	Spargo Creek Road	Wallace	Conroys Lane	Costello Track	2.1m, both sides	RC3	GM6	52
487	Spargo Creek Road	Wallace	South of Coffeys Lane	South of Coffeys Lane	Full width	RC3	GM6	52
95	Spencer Road	Ballan	Simpson Street	Flack Street	Full width	RC1	GM4	6
306	Spreadagle Road	Lal Lal	Yendon-Egerton Road	Old Melbourne Road	2.1m, both sides	Remove	Remove	0
474	Spring Lane	Scotsburn	Wiggins Road	End	2.1m, both sides	RC3	GM6	52
154	Springbank Road	Bullarook	Intersection; Springbank/Geddles Roads	End	Full width	RC2	GM5	26
478	Springbank Road	Springbank	Intersection; Springbank/Ormond Roads	End	Full width	RC2	GM5	26
FIRE	Springbank Road	Gordon	Bungaree-Creswick Road	Old Corbetts Road	Full width (where practicable)	RF2	GM6	52
456	Springhill Road	Parwan	Ballan Road	End	2.1m, both sides	RC3	GM6	52
222	St Andrews Way	Darley	Golf Club Naturestrip	Golf Club Naturestrip	Full width (east side)	RC1	GM4	6
31	Stamford Close	Bacchus Marsh	Main Street	55m north of Main street	Full width	RC1	GM4	6
222	Stanley Street	Gordon	Nightingale Street	Faheys Road	Full width	RC3	GM6	52
32	Station Street	Maddingley	Grant Street	Bond Street	Full width	RC1	GM4	6
416	Steeley Lane	Mount Egerton	Main Road	Wise Street	Full width	RC2	GM5	26
416	Steeley Lane	Mount Egerton	Steeley Lane	Carney Street (South)	Full width	RC2	GM5	26
416	Steeley Lane	Mount Egerton	Steeley Lane	Malones Road (North)	Full width	RC2	GM5	26
417	Steeley Lane East	Mount Egerton	Main Road	End	Full width	RC2	GM5	26
516	Steiglitz Street Naturestrip	Ballan	62 Steiglitz Street	62 Steiglitz Street	Full width	RC1	GM4	6
97	Steiglitz Street Roadend (1)	Ballan	Steiglitz Street	Lay Street	Full width	RD1	GM3	3
98	Steiglitz Street Roadend (2)	Ballan	Steiglitz Street	Jopling Street	Full width	RD1	GM3	3

ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
FIRE	Stone Hut Lane		Ballian-Daylesford Road	Western Park Road	Full width (where practicable)	RF2	GM6	52
373	Streeton Drive	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
320	Sundew Avenue	Long Forest	Long Forest Road	End	Full width	RC3	GM6	52
464	Sunny Hollow Lane	Pentland Hills	Pentland Hills Road	End	2.1m, both sides	RC3	GM6	52
33	Sutherland Street	Bacchus Marsh	Patterson Street	End (water course)	Full width	RC1	GM4	6
FIRE	Swans Road	Darley	Lenderberg State Park	Links Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
398	Tableland Road	Morrison	Elaine-Morrison Road	Forest Road	2.1m, both sides	RC3	GM6	52
34	Taverner Street	Maddingley	Grant Street	Fisken Street	Full width	RC1	GM4	6
358	Taverner Street	Maddingley	Fisken Street	End	Full width	RC3	GM6	52
273	Tennyson Street	Gordon	Tennyson Street (East of Palmerston Street)	Gladstone Street	Full width	RC3	GM6	52
273	Tennyson Street East	Gordon	Gladstone Street	Stanley Street	Full width	RC3	GM6	52
273	Tennyson Street Roadend	Gordon	End of Tennyson Street	End	Full width	RD2	GM5	26
147	Terrill Street	Blackwood	Martin Street	Byres Road	Full width	RC2	GM5	26
359	Tess Court Roadend	Maddingley	Tess Court (west end)	Tess Court (west end)	Full width	RD1	GM3	3
274	Thomas Court	Gordon	Moorabool West Road	End	2.1m, both sides	RC3	GM6	52
522	Thomas Drive	Hopetoun Park	240metres from View Gully Road	To 520metres from View Gully Road	Full width (east side)	RC2	GM4	26
523	Thomas Drive Roadend	Hopetoun Park	End of Thomas Drive	End of Thomas Drive	Full width	RD2	GM5	26
126	Thurgoods Lane North	Barrys Reef	Greendale-Trentham Road	Greendale-Trentham Road	Full width	RC2	GM5	26
127	Thurgoods Lane South	Barrys Reef	Greendale-Trentham Road	Greendale-Trentham Road	Full width	RC2	GM5	26
418	Thynes Road	Mount Egerton	Egerton-Ballark Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Ti Tree Road		Dunstown-Yendon Road	Tennis Court Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
229	Tierneys Road	Dunstown	Old Melbourne Road	Ti Tree Road	2.1m, both sides	RC3	GM6	52
360	Tilleys Road	Maddingley	East Maddingley Road	Geelong - Bacchus Marsh Road	2.1m, both sides	RC3	GM6	52
374	Tipperary Flats	Merrimu	Bacchus Marsh Road	End	2.1m, both sides	RC3	GM6	52
479	Toohneys Road	Springbank	Spargo Creek Road	End	2.1m, both sides	RC3	GM6	52
166	Torpy's Road	Bungaree	Bungaree-Wallace Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
167	Treated Pine Road	Bungaree	Bungaree-Wallace Road	End	2.1m, both sides	RC3	GM6	52
168	Triggs Road	Bungaree	Lesters Road	Murphys Road	2.1m, both sides	RC3	GM6	52
504	Triggs Road	Yendon	Yendon No 2 Road	Last property edge of forest	2.1m, both sides	RC3	GM6	52
375	Tucker Court	Merrimu	Lindsay Avenue	End	2.1m, both sides	RC3	GM6	52
35	Turner/Millbank Street Laneway	Bacchus Marsh	Turner Street	Millbank Street	Full width	RC1	GM4	6
179	Tylden Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
275	Urquhart Street	Gordon	Brougham Street	Winter Street	Full width	RC3	GM6	52
361	Vallence Road	Maddingley	Geelong-Bacchus Marsh Road	End	Full width	RC3	GM6	52
362	Vallence Road North	Maddingley	Taverner Street	End	Full width	RC3	GM6	52
180	Vaughan Street	Clarendon	Midland Highway	End	Full width	RC2	GM5	26
307	Vaughan Street	Lal Lal	Clarendon-Lal Lal Road	Lal Lal Primary School	Full width	RC2	GM5	26
144	Victoria Street	Blackwood	Golden Point Road	Clarendon Street	Full width	RC2	GM5	26
413	Victoria Tile Lane	Mount Egerton	Mount Egerton Road	Trounces Lane	Full width	Remove	Remove	0
99	Von Steiglitz Drive	Ballan	Carween Lane	Carween Lane	Full width	RC3	GM6	52
420	Walkers Lane	Mount Egerton	Yendon-Egerton Road	Dalton Lane	Full width	RC2	GM5	26
149	Wall Street	Blackwood	Old Golden Point Road	End	Full width	RC2	GM5	26
100	Walsh Street	Ballan	Lay Street	Cowie Street	Full width	RC1	GM4	6
101	Walsh Street Roadend	Ballan	Walsh Street	Windle Streets	Full width	RD1	GM3	3
23	Wards Lane	Elaine	Elaine-Egerton Road	Pearsons Road	Full width	RC2	GM5	26
42	Water Tank Road	Mount Egerton	Main Street	End	Full width	RC2	GM5	26
42	Water Tank Road East	Mount Egerton	Main Street	End	Full width	RC2	GM5	26
32	Wattle Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
FIRE	Wells Road	Merrimu	Lenderberg Park Road	O'Connell Street	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
363	Werribee Vale Road	Maddingley	Franklin Street	End	Full width	RC3	GM6	52
384	Wescotts Road	Wallace	Old Western Highway	Old Melbourne Road	2.1m, both sides	RC2	GM5	26
313	Western Highway (Council Depot)	Leigh Creek	Corner Black Swamp Road	Corner Black Swamp Road (adjacent Count Full width (north side)	Full width	RC3	GM6	52
102	Western Park Road	Ballan	Stonehut Lane	Missens Lane	2.1m, both sides	RC3	GM6	52

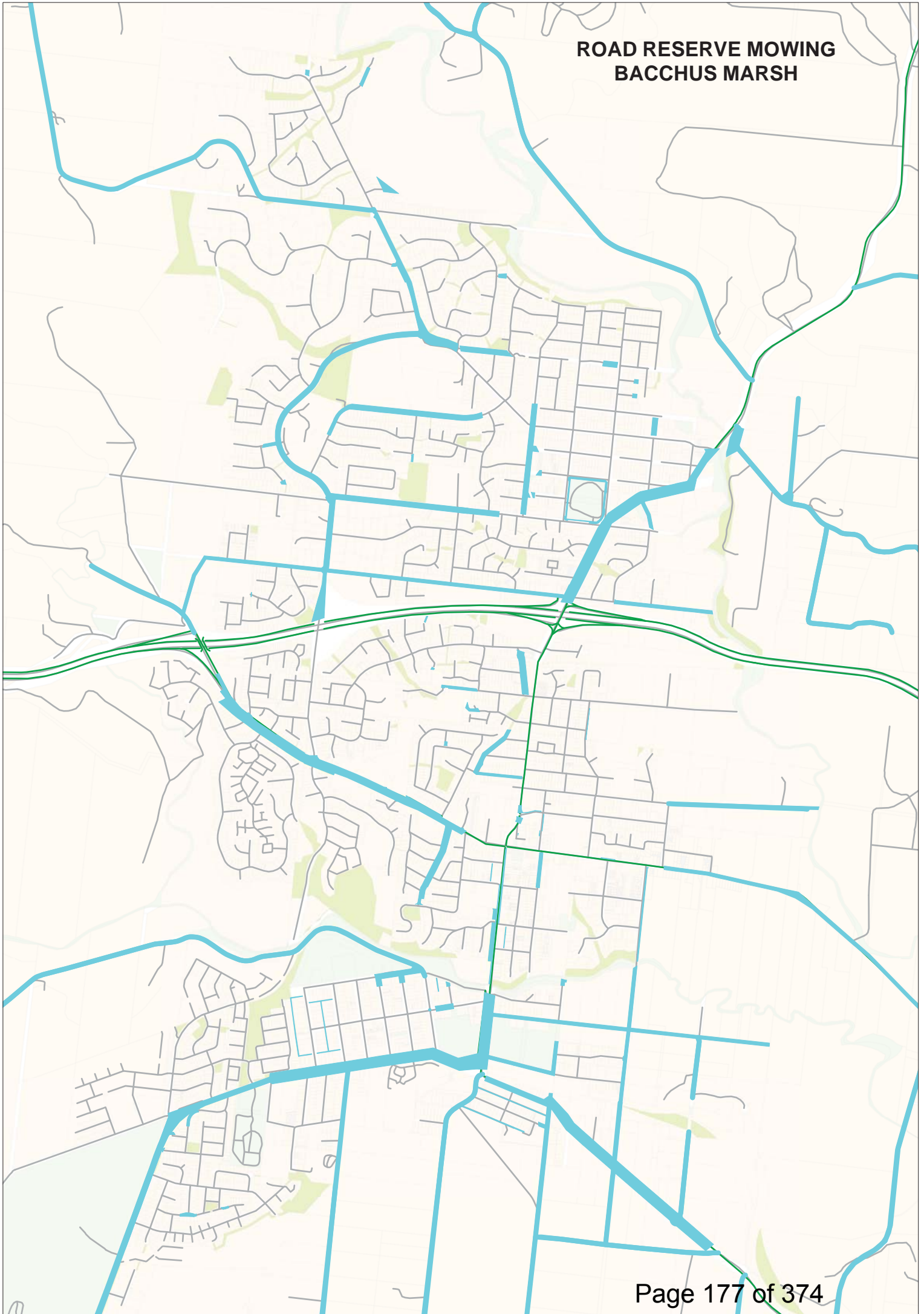
ROADSIDES

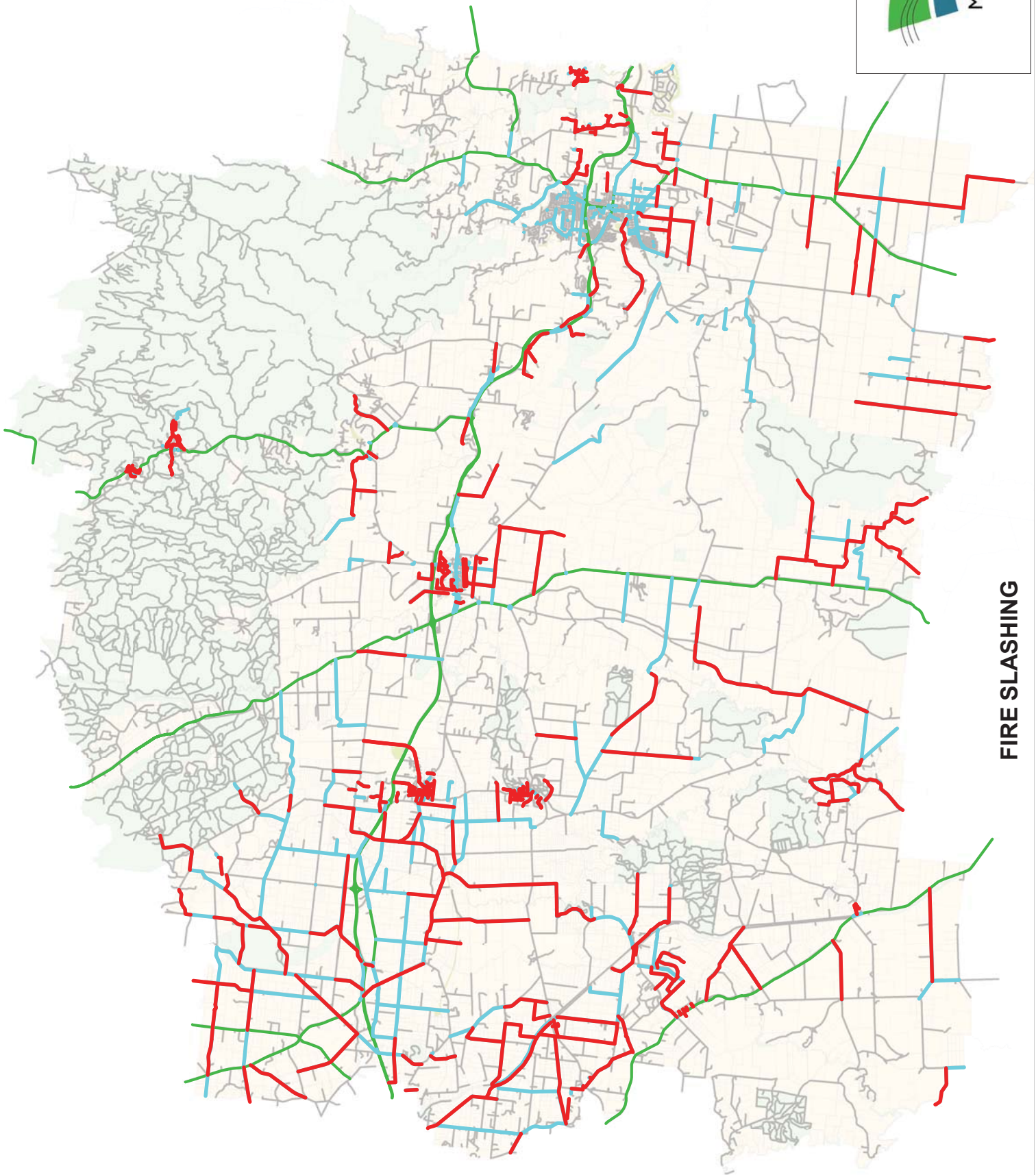
Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
FIRE	Western Park Road		Blakeville Road	Stonehut Lane	Full width (where practicable)	RF2	GM6	52
150	Whalebone Road	Blackwood	Corner Whalebone Road/Martin Street	Corner Whalebone Road/Martin Street	Full width	RC2	GM5	26
520	Whelans Lane	Parwan	Whelans Road	End	2.1m, both sides	RC3	GM5	52
457	Whelans Road	Parwan	Parwan-Exford Road	End	2.1m, both sides	RC3	GM6	52
423	Whipstick Road	Mount Egerton	Main Road	Malones Road East	Full width	RC3	GM6	52
472	Whitehorse Gully Road	Rowesley	Dog Trap Gully Road	End	2.1m, both sides	RC3	GM6	52
170	Whites Road	Bunniyong	Yendon No 1 Road	End	2.1m, both sides	RC3	GM6	52
171	Whites Road East	Bunniyong	Shaws Road	End	2.1m, both sides	RC3	GM6	52
475	Wiggins Road	Scotsburn	Yendon No 2 Road	Midland Highway	2.1m, both sides	RC3	GM6	52
277	Willunga Avenue	Gordon	Old Melbourne Road	End	Full width	RC3	GM6	52
155	Wilson's Road	Bullarook	Black Swamp Road	Barkstead Road	2.1m, both sides	RC3	GM6	52
103	Windle Street	Ballan	Walsh Street	Kerrins Lane	Full width	RC3	GM6	52
278	Winter Street	Gordon	Nightingale Street	Main Street	Full width	RC3	GM6	52
226	Witlick Street	Darley	Darley Primary School Boundary	Morrison Drive	Full width (north side)	RC1	GM4	6
308	Woodlands Road	Lal Lal	Skeltons Road	Stalkers Road	2.1m, both sides	RC3	GM6	52
36	Woolpack Road	Bacchus Marsh	Main Street	Werrabee River	Full width	RC3	GM6	52
237	Woolshed Road	Elaine	Midland Highway	Clarendon-Blue Bridge Road	2.1m, both sides	RC3	GM6	52
444	Yankee Flat Road	Navigators	Intersection; Yankee Flat/Butlers/McCarthys Roads		Full width	RC2	GM5	26
445	Yankee Flat Road	Warrenheip	Intersection; Yankee Flat/Ballarat-Navigators/Warrenheip		Full width	RC2	GM5	26
447	Yankee Flat Road	Bunniyong	Intersection; Yankee Flat/Yendon No 1 Roads		Full width	RC2	GM5	26
FIRE	Yankee Flat Road		Yendon No. 1 Road	Ballarat-Navigators Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
505	Yendon No. 1 Road	Yendon	Yankee Flat Road	Yendon No 2 Road	2.1m, both sides	RC3	GM6	52
FIRE	Yendon No. 2 Road		Yendon-Lal Lal Road	Midland Highway Shire Boundary	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
506	Yendon-Egerton Road	Yendon	Intersection; Yendon-Egerton/Dunnstown-Yendon Roads		Full width	RC2	GM5	26
507	Yendon-Egerton Road	Yendon	Intersection; Yendon-Egerton/Ryans Roads		Full width	RC2	GM5	26
FIRE	Yendon-Egerton Road		Yendon-Lal Lal Road (rail crossing)	Ballan-Egerton Road	Full width (where practicable)	RF2	GM6	52
FIRE	Yendon-Lal Lal Road		Lal Lal Falls Road	Yendon-Egerton Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
519	Young Street	Bacchus Marsh	Masons Lane	Dickson Street	Full width (east side)	RC1	GM4	6





**ROAD RESERVE MOWING
BACCHUS MARSH**





FIRE SLASHING

Appendix K; Garden Beds Register

GARDEN BEDS

Current GIS Map Ref	Reserve Name	Locality	Location	Draft Category	Draft GM Code	Draft Freq.	Owner	Maintained By
	Church Street / Church Street Place	Bacchus Marsh	Main Street to Gisborne Road	GBA2	GBM2	2	MSC	MSC
	Church Street Carpark	Bacchus Marsh	Church Street	GBA2	GBM2	2	MSC	MSC
	Gell Street Carpark	Bacchus Marsh	9 Gell Street	GBA2	GBM2	2	MSC	MSC
	Gisborne Road	Bacchus Marsh	Main Street to Bennett Street	GBA2	GBM2	2	MSC	MSC
	Gisborne Road/Bennett Street (Roundabout)	Bacchus Marsh	Gisborne Road/Bennett Street	GBA2	GBM2	2	MSC	MSC
	Main Street / Gell Street Corner	Bacchus Marsh	Corner Gell Street & Main Street	GBA2	GBM2	2	MSC	MSC
	Main Street Garden Beds	Bacchus Marsh	Main Street	GBA2	GBM2	1	MSC	MSC
	Main Street Planter Boxes	Bacchus Marsh	Main Street	GBA2	GBM2	2	MSC	MSC
	Ballan Commercial Centre - Inglis St	Ballan	Cowie Street to Stead Street	GBA2	GBM2	2	MSC	MSC
	62 Steiglitz Street Carpark	Ballan	62 Steiglitz Street	GBA2	GBM2	2	MSC	MSC
	Bacchus Marsh Road/Ascot Avenue (Roundabout)	Bacchus Marsh	Bacchus Marsh Road/Ascot Avenue	GBA3	GBM3	3	MSC	MSC
	Bacchus Marsh Road/Halletts Way (Roundabout)	Bacchus Marsh	Bacchus Marsh Road/Halletts Way	GBA3	GBM3	3	MSC	MSC
	Gisborne Road / Leila Court	Bacchus Marsh	Masons Ln to Western Fwy East Side)	GBA3	GBM3	3	MSC	MSC
	Western Entrance - Bacchus Marsh Road	Bacchus Marsh	Cnr Bacchus Marsh Road & Burbridge Drive	GBA3	GBM3	3	MSC	MSC
	Western Entrance - CWA Rotunda	Bacchus Marsh	Bacchus Marsh Road	GBA3	GBM3	3	MSC	MSC
	Inglis Street/Stead Street (Roundabout)	Ballan	Inglis Street/Stead Street	GBA3	GBM3	3	MSC	MSC
	Simpson Street/Stead Street (Roundabout)	Ballan	Simpson Street/Stead Street	GBA3	GBM3	3	MSC	MSC
	Gisborne Road	Darley	Holts Lane to Jonathan Drive	GBA3	GBM3	3	MSC	MSC
	Gisborne Road	Darley	Gisborne Road	GBA3	GBM3	3	MSC	MSC
	Grant Street/Griffith Street (Roundabout)	Maddingley	Grant Street/Griffith Street	GBA3	GBM3	3	MSC	MSC
	Clifton Drive/Hamilton Court (Roundabout)	Bacchus Marsh	Clifton Drive/Hamilton Court	GBA4	GBM4	6	MSC	MSC
	Donald Street	Bacchus Marsh	Masons Lane	GBA4	GBM4	6	MSC	MSC
	Madden Drive	Bacchus Marsh	Main Street	GBA4	GBM4	6	MSC	MSC
	Millbank Street Traffic Island	Bacchus Marsh	Millbank Street	GBA4	GBM4	6	MSC	MSC
	Stamford Close	Bacchus Marsh	Main Street	GBA4	GBM4	6	MSC	MSC
	Simmons Reef Road	Blackwood	Intersection Simmons Reef Road	GBA4	GBM4	6	MSC	MSC
	Albert Street/Fitzroy Street (Roundabout)	Darley	Albert Street/Fitzroy Street	GBA4	GBM4	6	MSC	MSC
	Albert Street/Nelson Street (Roundabout)	Darley	Albert Street/Nelson Street	GBA4	GBM4	6	MSC	MSC
	Conn Court Roadend	Darley	Conn Court	GBA4	GBM4	6	MSC	MSC
	Grantleigh Drive	Darley	Corner Cairns/Grantleigh Drives	GBA4	GBM4	6	MSC	MSC
	Halletts Way/Holts Lane (Roundabout)	Darley	Halletts Way/Holts Lane	GBA4	GBM4	6	MSC	MSC
	Halletts Way/Links Road (Roundabout)	Darley	Halletts Way/Links Road	GBA4	GBM4	6	MSC	MSC
	Halletts Way/Wittick Street (Roundabout)	Darley	Halletts Way/Wittick Street	GBA4	GBM4	6	MSC	MSC
	Harry Vallence Drive	Maddingley	Harry Vallence Dr. Road Reserve - Opp 27	GBA4	GBM4	6	MSC	MSC
	Harry Vallence Drive/Duval Street (Roundabout)	Maddingley	Harry Vallence Drive/Duval Street	GBA4	GBM4	6	MSC	MSC
	Labilliere Street/Franklin Street (Roundabout)	Maddingley	Labilliere Street/Franklin Street	GBA4	GBM4	6	MSC	MSC
	Moon Court/Leahy Street (Roundabout)	Maddingley	Moon Court/Leahy Street	GBA4	GBM4	6	MSC	MSC
	Sonny Close Roadend	Maddingley	Sonny Close	GBA4	GBM4	6	MSC	MSC
	Tess Court Roadend	Maddingley	Tess Court	GBA4	GBM4	6	MSC	MSC
	Eddie Toole Park	Bacchus Marsh	159 Main Street	GBB2	GBM1	1	MSC	MSC
	Lerderberg Library / Supper Rooms	Bacchus Marsh	197 Main Street	GBB2	GBM1	1	MSC	MSC
	The Village Green	Bacchus Marsh	193 - 197 Main Street	GBB2	GBM1	1	MSC	MSC
	Rotary Park	Bacchus Marsh	10 Bennett Street	GBB2	GBM1	1	MSC	MSC
	Senior Citizens Centre, Bacchus Marsh	Bacchus Marsh	10 Bennett Street	GBB2	GBM1	1	MSC	MSC
	McLeans Reserve	Ballan	24 Fiskens Street	GBB2	GBM1	1	MSC	MSC
	Moorabool Shire Council Ballan Office	Ballan	15 Stead Street	GBB2	GBM1	1	MSC	MSC
	MSC Darley Civic and Community Hub	Darley	182 Halletts Way	GBB2	GBM1	1	MSC	MSC
	MSC Darley Hub Kindergarten	Darley	182 Halletts Way	GBB2	GBM1	1	MSC	MSC
	Maddingley Park (Passive)	Maddingley	Grant Street	GBB2	GBM1	1	MSC	MSC
	Rupert Vance Moon Reserve	Bacchus Marsh	Bacchus Marsh Road	GBB3	GBM3	3	MSC	MSC

GARDEN BEDS

Rupert Vance Moon Rotunda	Bacchus Marsh	Bacchus Marsh Road	GBB3	GBM3	3	MSC	MSC
Masons Lane (Passive)	Bacchus Marsh	Masons Lane	GBB3	GBM3	3	MSC	MSC
Peppertree Park (Inc. Carpark) (3)	Bacchus Marsh	Grant Street	GBB3	GBM3	3	MSC	MSC
Federation Reserve	Darley	Gisborne Road	GBB3	GBM3	3	MSC	MSC
Rodgers Reserve	Darley	Cnr Robertsons Road & Cairns Drive	GBB4	GBM4	6	MSC	MSC
Operations Depot, Maddingley	Maddingley	Kennedy Place	GBB4	GBM4	6	MSC	MSC
Sarino Park Estate Reserve	Maddingley	Harry Vallence Drive	GBB4	GBM4	6	MSC	MSC
Benson Valley Road - River Walk	Darley	Benson Valley Road to Fitzroy Street	GBC4	GBM4	6	MSC	MSC
Morven Way Walkway	Darley	Morven Way	GBC4	GBM4	6	MSC	MSC
Leahy Street Walkway	Maddingley	Leahy Street	GBC4	GBM4	6	MSC	MSC
Werrabee River/Peelmans Lane Reserve	Maddingley	Werrabee River / Peelmans Lane Reserve	GBC4	GBM4	6	MSC	MSC
Blackwood Garden Bed	Blackwood	Cnr Martin Street & Golden Point Road	GBA4	GBM4	6	MSC	MSC
Dunnstown Roundabout	Dunnstown	Dunnstown - Yendon Road	GBA4	GBM4	6	MSC	MSC
Midland Highway	Elaine	Midland Highway Service Road	GBA4	GBM4	6	MSC	MSC
Moonglow Crescent	Maddingley	12 Moonglow Crescent	GBA3	GBM3	3	MSC	Contractor
Griffith Street	Maddingley	Griffith Street Road Reserve	GBA3	GBM3	3	MSC	Contractor
Pratia Close Walkway	Maddingley	Pratia Close/Porter Avenue	GBC4	GBM4	6	MSC	Contractor
Porter Avenue Pondage	Maddingley	40 Porter Avenue	GBC4	GBM4	6	MSC	Contractor
Parkside Avenue Reserve	Maddingley	13 Parkside Avenue	GBB4	GBM4	6	MSC	Contractor
Stonehill Pondage	Maddingley	75-77 Stonehill Drive	GBA4	GBM4	6	MSC	Contractor
Lomandra Avenue Reserve (Playground)	Maddingley	Lomandra Avenue	GBB4	GBM4	6	MSC	Contractor
Stonehill Drive - Water Basin	Maddingley	Stonehill Drive / Mimulus Road	GBA4	GBM4	6	MSC	Contractor
Cassinia Boulevard - Water Basin (Surrounds)	Maddingley	5 Cassinia Boulevard	GBA4	GBM4	6	Melbourne Water	Contractor
Stonehill Drive Medium Strip	Maddingley	Stonehill Drive	GBA3	GBM3	3	MSC	Contractor
Triandra Court/Lomandra Avenue	Maddingley	Corner Triandra Court/Lomandra Avenue	GBA4	GBM4	6	MSC	Contractor
Bulbine Road /Stonehill Drive	Maddingley	Corner Bulbine Road /Stonehill Drive	GBA4	GBM4	6	MSC	Contractor
Wimpara Court/Stonehill Drive	Maddingley	Corner Wimpara Court/Stonehill Drive	GBA4	GBM4	6	MSC	Contractor
Stonehill Drive	Maddingley	Corner Stonehill Drive	GBA4	GBM4	6	MSC	Contractor

Appendix L; Play Space Register

PLAYGROUNDS

MAP REF	ASSET ID	PLAYGROUND NAME	ADDRESS	OWNERSHIP	MAINTAINED BY	HIERARCHY
	PLG_017415	Barbara Court Recreation Reserve Playground	4 BARBARA COURT BACCHUS MARSH 3340	MSC	MSC	PSA3
	PLG_017416	Beresford Crescent Recreation Reserve Playground	GISBORNE ROAD DARLEY 3340	MSC	MSC	PSA3
	PLG_017417	Clarinda Street Recreation Reserve Playground	WHITE AVENUE BACCHUS MARSH 3340	MSC	MSC	PSA3
	PLG_017418	Darley Park Playground	11 FITZROY STREET DARLEY 3340	MSC	MSC	PSA2
	PLG_017419	Darley BMX Park	11 FITZROY STREET DARLEY 3340	MSC	MSC	PSD2
	PLG_017420	Federation Park Playground	GISBORNE ROAD DARLEY 3340	MSC	MSC	PSA2
	PLG_017421	Gleneagles Court Recreation Reserve Playground	SWANS ROAD DARLEY 3340	MSC	MSC	PSA3
	PLG_017422	Hillview Estate Recreation Reserve Playground	GUY PLACE MADDINGLEY 3340	MSC	MSC	PSA3
	PLG_017423	Jonathan Drive Recreation Reserve Playground	31A JONATHAN DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017424	Lidgett Street Recreation Reserve Playground	13A SHEA STREET BACCHUS MARSH 3340	MSC	MSC	PSA3
	PLG_017425	Maddingley Park Adventure Playground	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSA1
	PLG_017426	Maddingley Park Toddler's Playground	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSA1
	PLG_017427	Maddingley Park liberty Swing Playground	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSA1
	PLG_017428	Powlett Street Recreation Reserve Playground	MCCRAE STREET MADDINGLEY 3340	MSC	MSC	PSA3
	PLG_017429	Rogers Reserve Playground	2A CAIRNS DRIVE DARLEY 3340	MSC	MSC	PSA2
	PLG_017430	Rotary Park Playground	10 BENNETT STREET BACCHUS MARSH 3340	MSC	MSC	PSA2
	PLG_017431	Rotary Park Skate Park	10 BENNETT STREET BACCHUS MARSH 3340	MSC	MSC	PSC2
	PLG_017432	Young Street Preschool Playground	10 BENNETT STREET BACCHUS MARSH 3340	MSC	Other	PSA2
	PLG_017433	Caledonian Park Playground	BALLAN-GREENDALE ROAD BALLAN 3342	MSC	MSC	PSA2
	PLG_017434	McLean Reserve Playground	24 FISKEN STREET BALLAN 3342	MSC	MSC	PSA2
	PLG_017435	Mill Park Reserve Playground	SIMPSON STREET BALLAN 3342	MSC	MSC	PSA3
	PLG_017436	Timaru Estate Recreation Reserve Playground	17 SILVERDALE DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017437	Bacchus Marsh Civic and Community Hub Playground	182 HALLETTS WAY DARLEY 3340	MSC	MSC	PSA2
	PLG_017438	Grantleigh Estate Recreation Reserve Playground	34 GRANTLEIGH DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017439	Dunnstown Recreation Reserve Playground	2855 OLD MELBOURNE ROAD DUNNSTOWN 3352	MSC	MSC	PSA2
	PLG_017440	Elaine Recreation Reserve Playground	5213 MIDLAND HIGHWAY ELAINE 3334	MSC	MSC	PSA2
	PLG_017442	Paddock Creek Reserve Playground	14 LYNDHURST STREET GORDON 3345	MSC	MSC	PSA3
	PLG_017443	Greendale Recreation Reserve Playground	5 BRADYS LANE GREENDALE 3341	MSC	MSC	PSA2
	PLG_017444	Hopetoun Park Recreation Reserve Playground	HAMMOND CIRCUIT HOPETOON PARK 3340	MSC	MSC	PSA3
	PLG_017445	Lal Lal Falls Recreation Reserve Playground	LAL LAL FALLS ROAD LAL LAL 3352	MSC	MSC	PSA3
	PLG_017446	Millbrook Community Centre Playground	1980 OLD MELBOURNE ROAD MILLBROOK 3352	MSC	MSC	PSA3
	PLG_017447	Sarino Park Playground	HARRY VALLENCE DRIVE MADDINGLEY 3340	MSC	MSC	PSA3
	PLG_017448	Navigators Recreation Reserve Playground	344 NAVIGATORS ROAD NAVIGATORS 3352	MSC	MSC	PSA3
	PLG_017449	Wallace Kindergarten Playground	729 BUNGAREE-WALLACE ROAD WALLACE 3352	MSC	Other	PSA2
	PLG_017450	Wallace Recreation Reserve Playground	15 ORMOND ROAD WALLACE 3352	MSC	MSC	PSA2
	PLG_017451	McLeod Drive Recreation Reserve Playground	25A MCLEOD DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017452	Lerderberg Children's Centre Playground	75 ALBERT STREET DARLEY 3340	MSC	MSC	PSA2
	PLG_017453	Ballan Preschool Playground	88 SIMPSON STREET BALLAN 3342	MSC	MSC	PSA2
	PLG_017622	Carberry Drive Recreation Reserve Playground	CARBERRY DRIVE HOPETOON PARK 3340	MSC	MSC	PSA3
	PLG_017629	Stone Hill Estate Recreation Reserve Playground	LOMANDRA ROAD MADDINGLEY 3340	MSC	MSC	PSA3

PLG_038723	Maddingley Park Fitness Circuit	Fitness Circuit	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSB1
PLG_040972	Essence Estate Playground		19 PARKSIDE AVENUE MADDINGLEY 3340	MSC	MSC	PSA3
PLG_017441	Gordon Public Park Playground		49 MAIN STREET GORDON 3345	DELWP	CoM	
PLG_017616	Balian Recreation Reserve Playground		5 COWIE STREET BALLAN 3342	DELWP	CoM	
PLG_017617	Balian Recreation Reserve Skate Park	Skate Park	5 COWIE STREET BALLAN 3342	DELWP	CoM	
PLG_017618	Baliang Recreation Reserve Playground		1265 BACCHUS MARSH-BALLIANG ROAD BALLIANG 3 DELWP	DELWP	CoM	
PLG_017619	Beremboke Recreation Reserve Playground		BLACKS ROAD BEREMBOKE 3342	DELWP	CoM	
PLG_017620	Bullarook Recreation Reserve Playground		SPRINGBANK ROAD BULLAROOK 3352	DELWP	CoM	
PLG_017621	Bungaree Recreation Reserve Playground		279 BUNGAREE-WALLACE ROAD BUNGAREE 3352	DELWP	CoM	
PLG_017623	Korweinguboora Recreation Reserve Playground		1399 BALLAN-DAYLESFORD ROAD SPARGO CREEK 34 DELWP	DELWP	CoM	
PLG_017624	Mount Wallace Hall Playground		32 MOUNT WALLACE HALL ROAD MOUNT WALLACE DELWP	DELWP	CoM	
PLG_017625	Myrniong Recreation Reserve Playground		SHUTER STREET MYRNIONG 3341	DELWP	CoM	
PLG_017626	Mount Egerton Community Hall Playground		69 MAIN ROAD MOUNT EGERTON 3352	DELWP	CoM	
PLG_017627	Mount Egerton Recreation Reserve Playground		RESERVE ROAD MOUNT EGERTON 3352	DELWP	CoM	
PLG_017628	Pykes Creek Reserve Playground		219 PYKES CREEK ROAD MYRNIONG 3341	SRW	SRW	
PLG_017630	Yendon Recreation Reserve Playground		POPE STREET YENDON 3352	DELWP	CoM	
PLG_017631	Merrimu Reservoir Playground		GISBORNE ROAD COIMADAI 3340	SRW	SRW	
PLG_017632	McDonalds Restaurant Playground		17 GISBORNE ROAD BACCHUS MARSH 3340	Private	-	

Appendix M; Public Amenities Register

PUBLIC CONVENIENCES

MAP REF	ASSET ID	ASSET NAME	ASSET TYPE	OWNERSHIP	MAINTAINED BY	HIERARCHY
	BLG_040047	Darley Park	Public Toilet	DELWP	MSC	PCA2
	BLG_040053	Eddie Toole Place	Public Toilet	MSC	MSC	PCA1
	BLG_040055	Federation Park	Public Toilet	MSC	MSC	PCA2
	BLG_040057	Gell St	Public Toilet	MSC	MSC	PCA1
	BLG_040074	Maddingley Park	Public Toilet	DELWP	MSC	PCA2
	BLG_040200	McLean Reserve	Public Toilet	MSC	MSC	PCA2
	BLG_040226	Mill Park	Public Toilet	DELWP	MSC	PCA3
	BLG_040244	Blackwood Recreation Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040271	Pioneer Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040273	Gordon Tennis Courts	Public Toilet	DELWP	MSC	PCA3
	BLG_040274	Egans Reserve	Public Toilet	MSC	MSC	PCA3
	BLG_040276	Lal Lal Falls Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040307	Moon Reserve	Public Toilet	MSC	MSC	PCA1
	BLG_040324	Werribee Vale Road Toilets	Public Toilet	DELWP	MSC	PCA3
		Ballan Recreation Reserve	Public Toilet	DELWP	MSC	PCA3
		Myrniong Recreation Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040150	Bacchus Marsh Racecourse & Recreation Reserve	Public Toilet	DELWP	CoM	
	BLG_040265	Elaine Recreation Reserve	Public Toilet	MSC	CoM	

BARBEQUES

MAP REF	RESERVE NAME	ADDRESS	LOCALITY	OWNER	QUANTITY	HIERARCHY
	Rupert Vance Moon Reserve	Bacchus Marsh Road	Bacchus Marsh	MSC	1	BB2
	Rotary Park & Quamby Centre	10 Bennett Street	Bacchus Marsh	MSC	1	BB2
	Mill Park (2)	Simpson Street	Ballan	DELWP	1	BB2
	Bacchus Marsh Civic & Community Hub	182 Halletts Way	Darley	MSC	1	BB2
	Egans Reserve (NSP)	Ballan-Greendale Road	Greendale	MSC	1	BB2
	Lal Lal Falls Reserve	Harris Road	Lal Lal	DELWP	1	BB3
	Maddingley Park (Passive)	Grant Street	Maddingley	DELWP	1	BB2
	Myrniong Recreation Reserve	Shuter Street	Myrniong	DELWP	1	BB3

DOG BAG UNITS

MAP REF	RESERVE NAME	ADDRESS	LOCALITY	OWNER	QUANTITY	HIERARCHY
	Eddie Toole Park	159 Main Street	Bacchus Marsh	MSC	1	DB1
	Lidgett St Reserve	Lidgett Street	Bacchus Marsh	MSC	1	DB2
	Masons Lane Reserve	Masons Lane	Bacchus Marsh	MSC	3	DB1
	Moon Reserve	Bacchus Marsh Road	Bacchus Marsh	MSC	1	DB1
	Peppertree Park	Grant Street	Bacchus Marsh	MSC	2	DB1
	Mill Park	Ballan - Greendale Road	Ballan	DELWP	1	DB1
	McLeans Reserve	24 Fischen Street	Ballan	MSC	1	DB1
	Ballan Recreation Reserve	5 Cowie Street	Ballan	DELWP	1	DB2
	Bacchus Marsh Civic & Community Hub	182 Halletts Way	Darley	MSC	1	DB2
	Darley Park	11 Fitzroy Street	Darley	DELWP	3	DB1
	Lerderderg Park Road	Int. Lerderderg Park Rd & (Darley	Darley	MSC	1	DB1
	Lerderderg River Walk	Holts Lane	Darley	MSC	1	DB1
	Gordon Tennis Club	45 Main Street	Gordon	DELWP	1	DB2
	Paddock Creek Reserve	14 Lyndhurst Street	Gordon	DELWP	1	DB2
	Maddingley Park	Taverner Street	Maddingley	DELWP	3	DB1

Moorabool Shire Council

15 Stead Street, Ballan VIC 3342

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Version 1.0

January 2018

Attachment - Item 11.4.3(b)

Open Space & Roadside Mowing Service Review

Operations Unit
January 2018

SAFE



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Executive Summary

Background

Moorabool Shire Council is a fast growing, semi-rural municipality, responsible for the provision of maintenance services for a variety of Council assets and seeks to provide clean, safe and fit for purpose recreation spaces for residents and visitors alike. Council also provides a range of services in roads, waste and many other areas.

A Service review has been conducted of Council's Open Space maintenance delivered through the Council's Operations Unit to inform the recently drafted Open Space Maintenance Management Plan (OSMMP). The OSMMP identifies responsibilities, maintenance standards and inspection regimes required to manage the Shire's open space assets into the future.

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation.

Scope of the review

The purpose of this review is to provide an overview of the open space mowing services currently provided by Council and the options for Council in relation to service delivery into the future.

Typically a service review is undertaken to determine whether we wish to provide this particular service to the community, and the associated impacts with changes to service delivery. In this instance, it is widely accepted that Council provide the service of open space and roadside maintenance within the municipality. Given this, a number of options were explored with consideration to current staffing levels and service levels we are providing the community.

Options

The following options were modelled in this service review:

OPTIONS	
Option 1	The implementation of peak/off peak maintenance frequencies that would allow amendments to the service levels due to seasonal variation.
Option 2	<p>Consideration of open space maintenance requirements of land that will be gifted to Council in the near future. That is, open space that has been developed and is currently under maintenance control of the developer.</p> <p>A review of current developments has also occurred, including Stonehill and the recently rezoned Underbank Estate that will see significant open space gifted to Council in the coming years. As such, it is imperative staffing requirements are reviewed on an annual basis to ensure there is adequate capacity within the team to undertake maintenance activities and ensure service levels are maintained.</p>
Option 3	Implementation of roadsides 'fit to principles' assessment. An assessment of roadside slashing has occurred against the general 'principles for maintenance' within road reserves as detailed below;

OPTIONS	
	<ol style="list-style-type: none"> 1. Council owned/managed land will be maintained 2. All road reserves adjacent to Council owned/managed land will be maintained in conjunction with the reserve 3. All road reserves abutting public authority land will be maintained (urban) 4. Land with no continuous street frontages, adjoining private property, will be maintained (urban) 5. Road reserves where there is residential frontage will not be maintained 6. Avenues of Honour on Council owned/managed land will be maintained 7. Town entrances and centres will be maintained 8. Roadsides meeting the principles above will be serviced as per the adopted classification <p>The assessment of currently maintained roadsides against the maintenance principles above would result in 384 roads of the 591 roads removed from the register (equating to 65%).</p> <p>Consideration was also given to the increased mowing frequencies of entrances to various towns below;</p> <ul style="list-style-type: none"> - Blackwood - Bungaree - Dunnstown - Elaine - Gordon - Greendale - Lal Lal - Mount Egerton - Myrning - Wallace
Option 4	<p>Consideration of slashing roadsides in the Wildfire Management Overlay (WMO). The WMO is a planning control designed to ensure that protection measures are included where new development occurs, to reduce the risk of wildfire threat to people and property.</p> <p>The areas covered by the Overlay are generally identified by the Country Fire Authority (CFA) as being land capable of supporting a wildfire which would pose a significant threat to life and property. The main factors which determine the level of risk associated with wildfire include contour, orientation, vegetation density and type.</p> <p>An assessment has been undertaken that identifies an estimated 335km of our road network is within the WMO, of which we currently mow 115km.</p>
Option 5	<p>Consideration of slashing roadsides based on the road network hierarchy, and consideration to providing an annual amenity mow to our Trunk Collector and Collector roads within the Shire.</p>

1.0 Scope

1.1 Project Team and resources

Project Owner – Phil Jeffrey, General Manager Infrastructure
Project Manager – Sam Romaszko, Manager Operations (Acting)
Project Contributors:

- Finance Staff
- Parks & Gardens Staff

The review of the service has been undertaken in-house.

1.2 Project Scope

The scope of this review includes:

- Historical and current service provision;
- Analysis of Council's current position;
- Options for consideration; and
- Financial implications.

2.0 Open Space Maintenance

2.1 Purpose of service

Council is responsible for the provision of maintenance services for a variety of Council assets, and seeks to provide clean, safe and fit for purpose recreation spaces for both residents and visitors. Council also provides a range of services in waste, roads and many other areas.

Open space maintenance generally consists of the following areas;

- Grass mowing (reserves)
- Grass mowing (roadsides)
- Garden Bed Maintenance
- Sanitary Cleaning
- Playground Maintenance
- Furniture Maintenance
- Barbeque Maintenance
- Pest Control
- Weed Treatment
- Active Sportsground Maintenance
- Irrigation System Maintenance

2.2 Open Space Maintenance Management Plan (Draft)

A draft Open Space Maintenance Management Plan (OSMMP) has been developed to define the service levels associated with open space within the Shire where previously a published management plan for the provision of this service to the community had not been in place.

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation.

The OSMMP aims to narrow the gap between current service levels and community expectations, remove ad hoc reactive service provision and provide the community with certainty and predictability in asset servicing. In addition, the plan seeks to provide a level of service that maintains the quality and condition of Council's assets.

Specifically, the OSMMP defines:

- the assets which Council has maintenance and cleaning responsibilities on behalf of the community
- the responsibilities of Council in relation to management and maintenance of the assets for maintenance purposes
- the standards of performance and frequencies which Council can afford.
- cost effectiveness and best value

The OSMMP has been developed to:

- Define the hierarchy of maintenance services
- Mitigate risk and manage civil liability
- Demonstrate Council is responsibly managing the maintenance service
- Manage community expectations in relation to required maintenance services

2.3 Assessment of current practices

An assessment of our current maintenance activities has occurred throughout the development of the draft OSMMP, with a number of open space land parcels identified as not requiring a mowing service due to topography or lack of vegetation.

An assessment of roadside mowing has also occurred. A number of roadsides not requiring maintenance due to an absence of vegetation has been identified.

Further to this, the review has identified a number of open space areas that have a Committee of Management that we historically maintain and question whether our approach is consistent.

Staffing

Current staffing levels with the Parks team associated with mowing include 9 full time employees (9EFT) and 2 apprentices that provide support to the inhouse teams, along with with contractors who are engaged to perform particular activities that allows the organisation to sustain our current service levels. An estimated \$306,000 is spent on external contractors to achieve the current service levels we are providing the community.

Financial Overview - Current

	OPEN SPACE	ROAD RESERVES	GARDEN BEDS	TOTAL
Annual Cost Staff-time	\$379,867	\$275,259	\$47,987	\$703,113
Annual Plant Costs	\$233,552	\$175,986	\$43,630	\$453,168
Annual Contractor Charge	\$93,105	\$175,330	\$38,266	\$306,700
Total (total)	\$706,524	\$626,575	\$129,883	\$1,462,981

2.4 Documentation of Service Levels

One of the desired outcomes is for the organisation to achieve satisfaction from its community for the service levels and cost of the services it provides. The services provided must be financially sustainable and affordable.

Existing service levels have been reviewed and a hierarchy of open space and roadsides developed. Open Space and roadside assets have been classified based on their asset type and hierarchy, and are detailed below;

Table A.1 Classification of Open Space

ASSET TYPE	HIERARCHY				
		Primary	Township	Local	Minor
		1	2	3	4
Active Sports Fields	A	A1	A2	-	-
Passive Parks	B	B1	B2	B3	B4
Linear Linkages	C	-	-	C3	C4
Undeveloped Land	D	-	-	D3	D4
Conservation Land	E	-	-	E3	E4

Table B.1 Classification of Roadsides

ASSET TYPE	HIERARCHY			
		Urban	Rural (Townships)	Rural (Other)
		1	2	3
Town Centres	A	RA1	-	-
Town Entrances	B	-	RB2	-
Road Reserves	C	RC1	RC2	RC3
Roadends	D	RD1	RD2	-
Priority Access/Egress Roads	E	-	RE2	-
Strategic Fire Suppression Roads	F	-	RF2	-
Fire Control Line Roads	G	-	RG2	-

An associated maintenance frequency has then been applied to particular classifications and can be found in appendices to the draft OSMMP.

2.5 Implementation of OSMMP (Draft)

A review of current maintenance frequencies has occurred relating to open space (amenity) mowing and roadside mowing/slashing activities within the Shire.

Of Council’s public land, a total of 214ha (or 32%) of open space is currently maintained by MSC with the internal parks team mowing 125ha and external contractors mowing 89ha.

Of Council’s 1440km road network, a total of 583km (or 41%) currently receive a roadside mowing or slashing service. This equates to 591 individual locations, with a combination of amenity mowing and fire prevention activities occurring.

The draft OSMMP aims to define a classification of open space and roadsides based on their asset type and hierarchy, and apply an associated maintenance frequency to specific classifications.

2.6 Results of the Annual Community Satisfaction Survey 2017

The 2017 Community Satisfaction Survey showed a decline on the measures of appearance of public areas. This result is below both the state-wide and large rural council averages. However, while there is room for improvement on the rural and state-wide scale, appearance of public spaces ranked as the second best performing service that Council provides, behind waste management.

This service is rated as the fourth most important service by residents. There was an 11 point margin where stated importance exceeds rated performance (75 – 64). It was recommended that Council pay particular attention to areas where this margin exceeds 10 points.



Figure 1. Individual Service Areas Index Score Summary, Importance vs. Performance.

Source: JWS Summary of Research, Community Satisfaction Survey 2017 – Moorabool Shire Council.

2.7 Survey of our Customers – Community Engagement

Information obtained from Council’s Community Satisfaction Survey (2017) and a review of historic requests within Council’s Customer Request Management System have been used to inform the current service levels as detailed within the draft OSMMP.

It is proposed that further community engagement on the draft OSMMP be undertaken to ensure community views on proposed service levels are considered.

3.0 Service Delivery Options and Modelling

Development of the draft OSMMP has provided an opportunity to undertake a service review relating to Open Space (amenity mowing) and Roadsides (grass slashing).

Typically a service review is undertaken to determine whether we wish to provide this particular service to the community, and the associated impacts with changes to service delivery. In this instance, it is widely accepted that Council provide the service of open space and roadside maintenance within the municipality. Given this, a number of options were explored in relation to service levels with consideration to current staffing levels and service levels we are providing the community.

The service delivery modelling undertaken includes a range of assumptions as detailed below;

- Estimate of mowing hours per site.
- Estimate of travel time to each site.
- Estimate of staff numbers per site.
- Estimated fleet costings.
- Estimated total workable hours. This is based on a 38 hour week and 52 week working year, less 4 weeks annual leave and 2 weeks sick leave, and a 5% allowance for staff meetings, training and servicing of plant and equipment.

Calibration of the model has occurred to reflect current staffing levels and external contractor usage.

3.1 Open Space

Option 1; Implementation of peak/off peak maintenance frequencies

Consideration has been given to the implementation of a peak and off peak maintenance frequency that would see frequencies amended due to seasonal requirements.

The peak mowing season is typically August-December and April-May (7 months in total). In the event an off peak frequency is introduced, frequencies would be lengthened by 1 week (ie – 2 weeks to 3 weeks) and see activities such as grass mowing and litter collection occur on a less frequent basis.

However, in the event peak and off peak maintenance frequencies were introduced, this would provide additional capacity during the off peak season to undertake activities including mulching,

minor park improvements and tree maintenance activities that are typically undertaken on an infrequent basis.

	Total (Open Space, Roadsides, Garden Beds)		
	CURRENT	OSMMP	Peak/Off Peak frequencies
Staff			
FTE Required (Total)	10.0	10.0	9.0
Costs			
Annual Cost Staff-time (total)	\$703,113	\$676,038	\$598,912
Annual Plant Costs (total)	\$453,168	\$437,075	\$388,637
Annual Contractor Charge	\$306,700	\$337,192	\$332,303
Total (total)	\$1,462,981	\$1,450,305	\$1,319,852

The figures above include reserve mowing, roadside slashing, garden bed maintenance and sports field mowing services.

Although this is the model outcome above, what this demonstrates is that the implementation of off peak frequencies would see capacity built within the team and allow maintenance of open space reserves currently undertaken by contractors, maintained by council staff. This would see the current contractor budget allocation transferred to staff time.

Recommendation;

- Option 1 'Implementation of peak/off peak maintenance frequencies' be implemented
- That a business case be developed to investigate undertaking sports field maintenance in house.

Option 2; Consideration of future development

Consideration has been given to open space maintenance requirements of land that will be gifted to Council in the near future. That is, open space that has been developed and is currently under maintenance control of the developer. Open space within the following developments is due for handover in the next 12 months;

- Mason Views Development
- Underbank Development
- Riverbend Development
- Essence Development
- Stonehill Development

As assessment has been undertaken that identifies an estimated 0.2EFT staffing requirement is essential following completion of works to maintain this open space.

A review of current developments has also occurred, including Stonehill Estate and the recently rezoned Underbank Estate that will see significant open space gifted to Council in the coming years.

As such, it is imperative staffing requirements are reviewed on an annual basis to ensure there is adequate capacity within the team to undertake maintenance activities and ensure service levels are maintained.

Recommendation;

- Additional resources associated with implementation of Option 2 is dependant on the outcome of Option 1.

3.2 Roadsides

Option 3; Implementation of Roadsides 'Fit to Principles' assessment

An assessment has been undertaken of roadsides we currently mow in both rural and urban areas. Upon further discussion with staff as to why we mow various areas, it became apparent an adhoc approach has been applied in the past and activities being undertaken were historical agreements, locations that had multiple complaints from residents or councillor requests. It is viewed by officers that this model is unsustainable moving forward. Given this, officers have developed general principles for maintenance to streamline this process.

An assessment of roadsides has occurred against the proposed 'principles for maintenance' within road reserves as detailed below.

Principles for Maintenance

1. Council owned/managed land will be maintained
2. All road reserves adjacent to Council owned/managed land will be maintained in conjunction with the reserve
3. All road reserves abutting public authority land will be maintained (urban)
4. Land with no street frontages, adjoining private property, will be maintained (urban)
5. Road reserves where there is residential frontage will not be maintained
6. Avenues of Honour on Council owned/managed land will be maintained
7. Town entrances will be maintained
8. Roadsides meeting the principles above will be serviced as per the adopted classification

The assessment of currently maintained roadsides against the maintenance principles above will see 384 roads of the 591 roads removed from the register (equating to 65%).

As an offset to a significant reduction of roadsides, it is proposed to increase amenity mowing across small towns that will see frequencies increased and various township entrances receive an amenity mowing service. The settlements below are based on the Small Towns Hierarchy within the Small Towns and Settlements Strategy (STS) of 200-2000 population;

- Blackwood
- Bungaree
- Dunnstown
- Elaine
- Gordon
- Greendale
- Lal Lal
- Mount Egerton
- Myrniong
- Wallace

Typically the entrances to various towns above would receive annual maintenance in the form of roadside slashing. This scenario has modelled the small towns above receiving a 6 weekly mow.

	Total (Roadsides)	
	CURRENT	Implementation of 'Fit for Principles'
Annual Cost Staff-time (total)	\$275,259	\$275,259
Annual Plant Costs (total)	\$175,986	\$175,986
Annual Contractor Charge	\$175,330	\$98,387
Total (total)	\$626,575	\$549,632

Although this is the model outcome above, what this demonstrates is that the implementation of fit for principles would see all fire management slashing undertaken by contractors (no change), and township amenity mowing undertaken by in house parks crews.

This assessment does not primarily affect staffing numbers given a majority of roadside slashing is currently undertaken by external contractors. Given this, the implementation of this scenario presents a \$77,000 external contractor cost saving.

Of this \$77,000, it is proposed to reallocate \$25,000 of the current contractors budget allocation to a 'parks furniture maintenance' budget item that will fund maintenance of park furniture within open space that includes assets such as tables, seating, bollards, drinking fountains. At present, there is no dedicated maintenance budget for assets of this type. The remaining \$52,000 contractor budget allocation could be reallocated to the staff budget that would see a transition of mowing services currently undertaken by contractors bought in house and delivered by the internal parks team, as well as provide capacity for maintenance of open space that will be gifted through developments in the coming 12 months (Option 2).

Recommendation;

- That Option 3 '*Roadsides Fit to Principles assessment*' be implemented.
- That Option 2 '*Consideration of future development*' be implemented, and \$52,000 reallocated to the staff budget for this purpose.
- That \$25,000 be allocated to a Parks Furniture Maintenance budget.

Option 4; Consideration of the Bushfire Management Overlay

The Bushfire Management Overlay (BMO) is a planning control designed to ensure that protection measures are included where new development occurs, to reduce the risk of bushfire threat to people and property. As a result of heightened wildfire awareness municipalities across Victoria appear to be introducing more and more BMOs in areas previously not considered substantial fire risks.

The areas covered by the Overlay are generally identified by the Country Fire Authority (CFA) as being land capable of supporting a bushfire which would pose a significant threat to life and property. The main factors which determine the level of risk associated with wildfire include contour, orientation, vegetation density and type.

An assessment has been undertaken that identifies an estimated 335km of our road network is within the BMO, of which we currently mow 115km. In the event consideration is given to maintain road reserves within the BMO and Municipal Fire Management Plan only, a saving of \$45,000 is estimated.

Recommendation;

- We do not recommend this option be pursued, as this is not a requirement under our Municipal Fire Management Plan 2014-2017.

Option 5; Consideration of the road network hierarchy

A further option has been reviewed that takes into consideration the road network hierarchy. We currently mow 583km of our 1425km road network length.

In the event mowing was undertaken with consideration of the road network hierarchy, and including amenity mowing of our town entrances that would be undertaken by our in house parks team, this would see the relocation of \$25,000 to a Parks Furniture Maintenance budget and a present a cost saving of \$50,000.

ROAD HIERARCHY	ROAD NETWORK LENGTH	CURRENTLY MAINTAINING	NOT MAINTAINING
	km	km	km
TC	19.6	9.95	9.65
C	30.35	18.05	12.3
A1	274.22	92.79	181.43
A2	553.39	337.28	216.11
U1	21.11	8.35	12.76
U2	526.43	117.52	408.91
TOTAL	1425.1	583.94	841.16

Roads within the Municipal Fire Management Plan 2014-2017 would continue to be undertaken by contractors at an estimated cost of \$80,000 per annum.

Recommendation;

- We do not recommend this option be pursued.

4.0 Recommendations

The primary benefit of the OSMMP is to transparently establish service levels and standards. Two critical aspects to be considered when setting these standards are that they are reasonable and they are always achievable.

Inherent in the notion of reasonable is an acknowledgement that Council does not have unlimited resources or funds. Whilst aspiring to achieve better standards, the primary consideration is that Council sets reasonable standards and is able to meet those commitments.

Given this, a service review has occurred and taken into consideration various scenarios that influence internal staffing and external contractor requirements, with consideration given to current budget limitations and the level of service we provide to the community.

It is recommended that;

- Option 1 '*Implementation of peak/off peak maintenance frequencies*' be implemented, and current contractor budget allocation transferred to staff time.
- That Option 2 '*Consideration of future development*' be implemented, using staff time savings in Option 1.
- That Option 3 '*Roadsides Fit to Principles assessment*' be implemented following community engagement process.
- That \$25,000 be allocated to a Parks Furniture Maintenance budget.
- Bring all mowing services in house, other than fire slashing and sports field mowing.
- That a business case be developed to investigate undertaking sports field maintenance in house.

The staff and budget outcome of the above recommendation is;

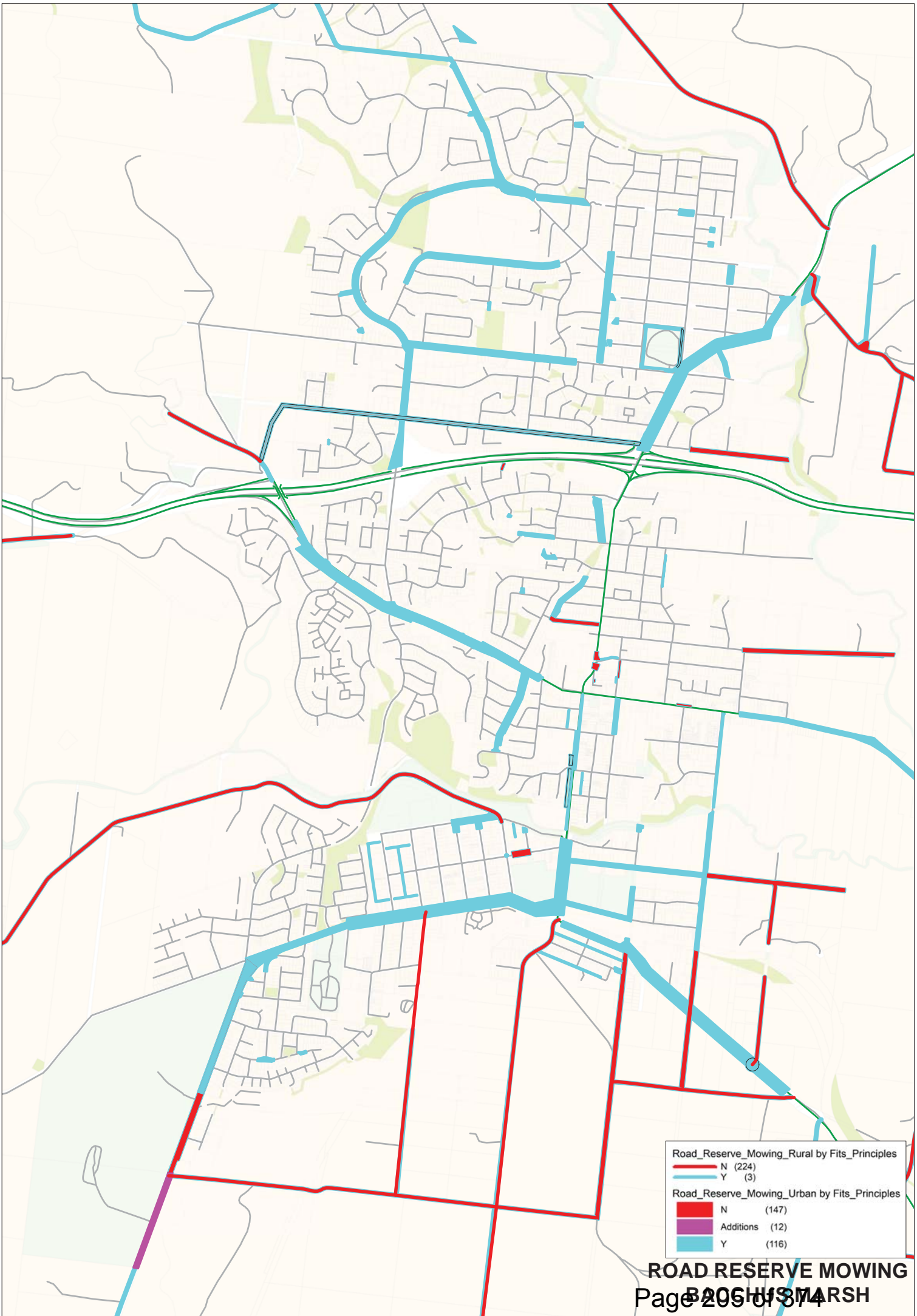
- Full time equivalent staff will be 11EFT
- A reduction in contractor costs to \$158,000
- An overall budget saving of \$22,813
- Overall budget implication as per the table below

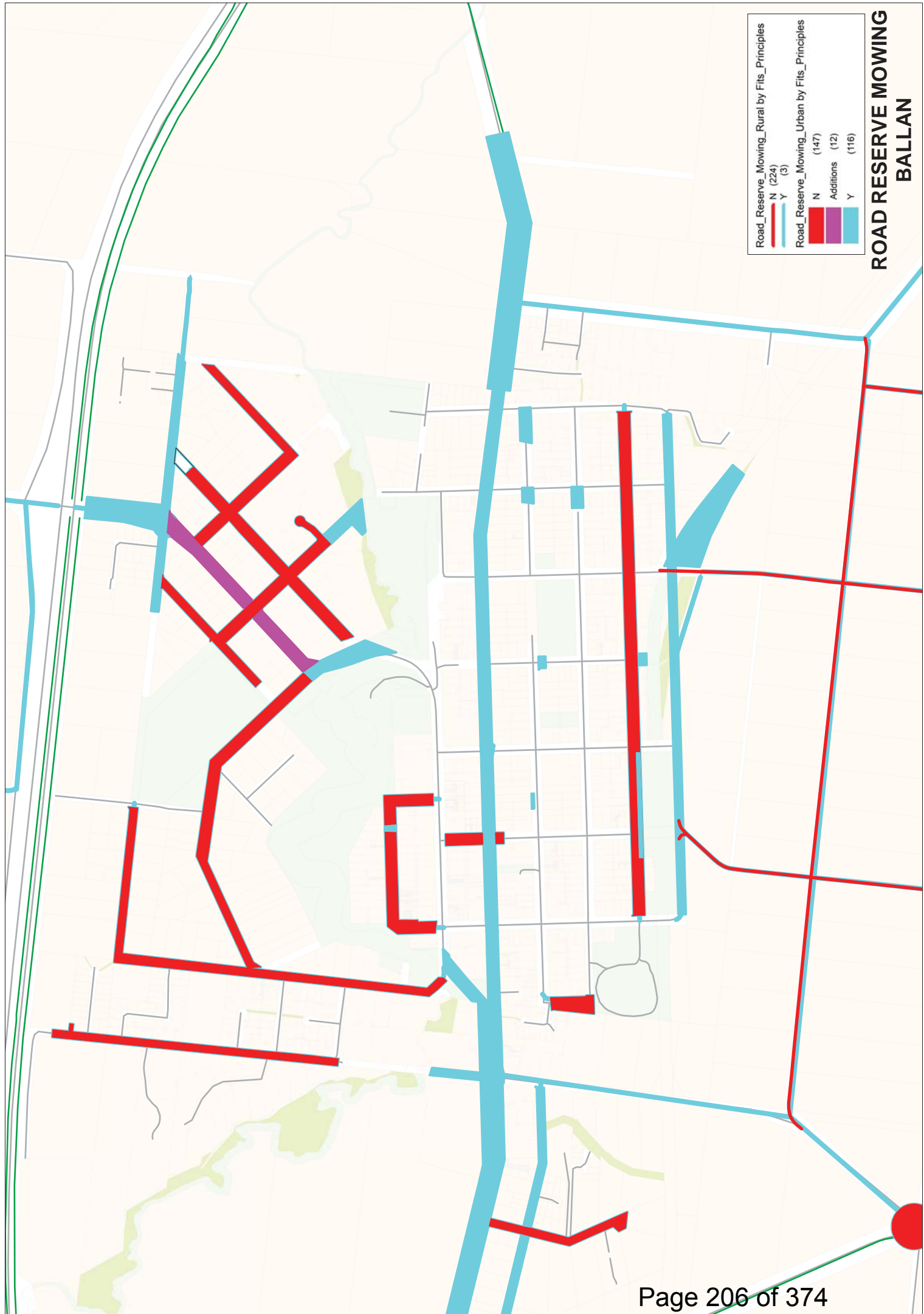
Financial Overview

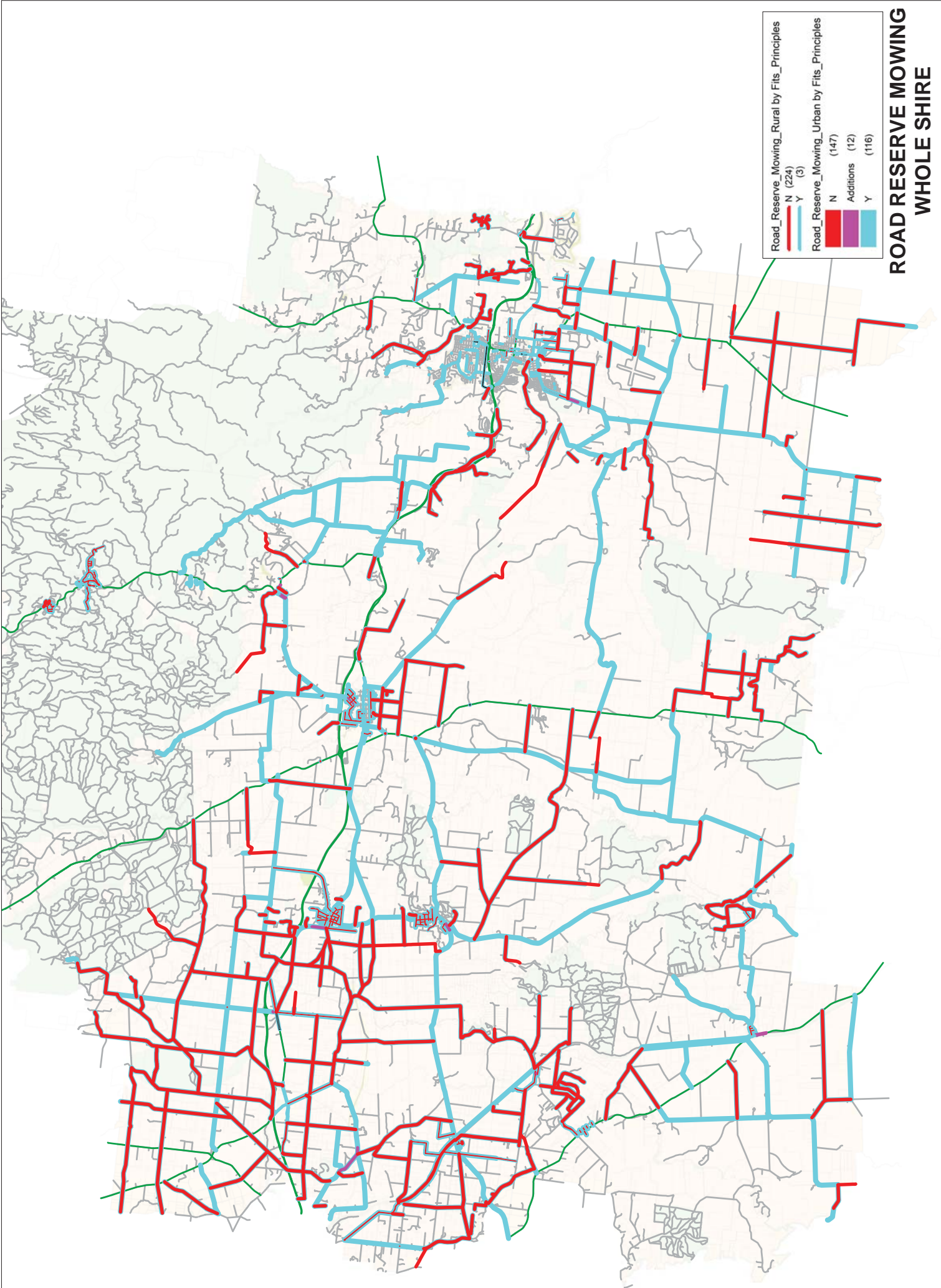
	Total	
	CURRENT	Recommended
Annual Cost Staff-time (total)	\$703,113	\$774,000
Annual Plant Costs (total)	\$453,168	\$483,168
Annual Contractor Charge	\$306,700	\$158,000
Parks Furniture Maintenance	\$ -	\$25,000
Total	\$1,462,981	\$1,410,168

Option 3

Implementation of Roadsides 'Fit for Principles' assessment

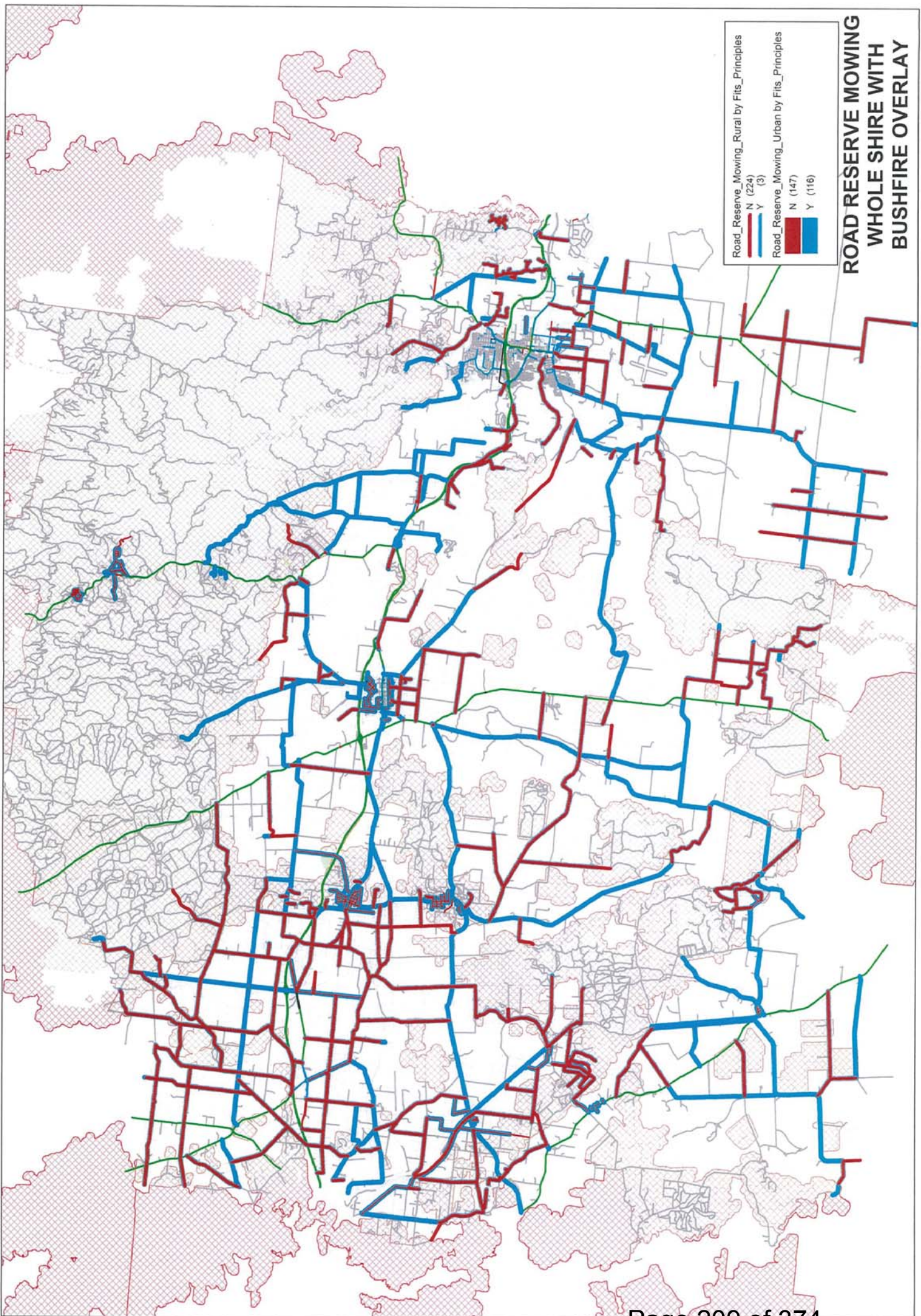






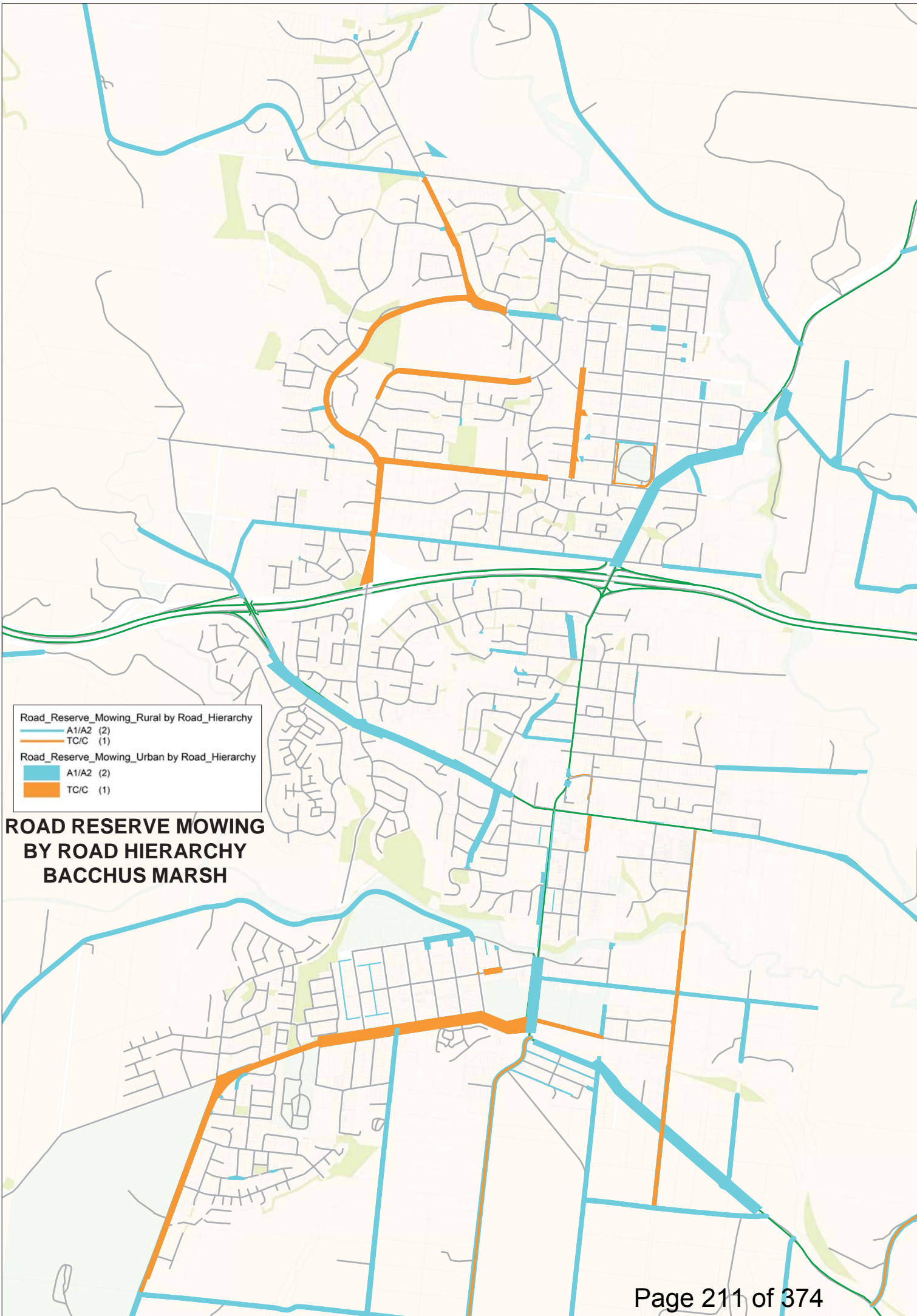
**ROAD RESERVE MOWING
WHOLE SHIRE**

Option 4
Consideration of the Bushfire Management Overlay (BMO)



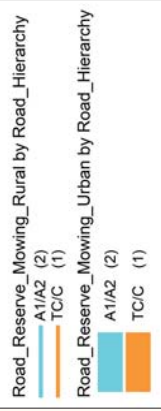
Option 5

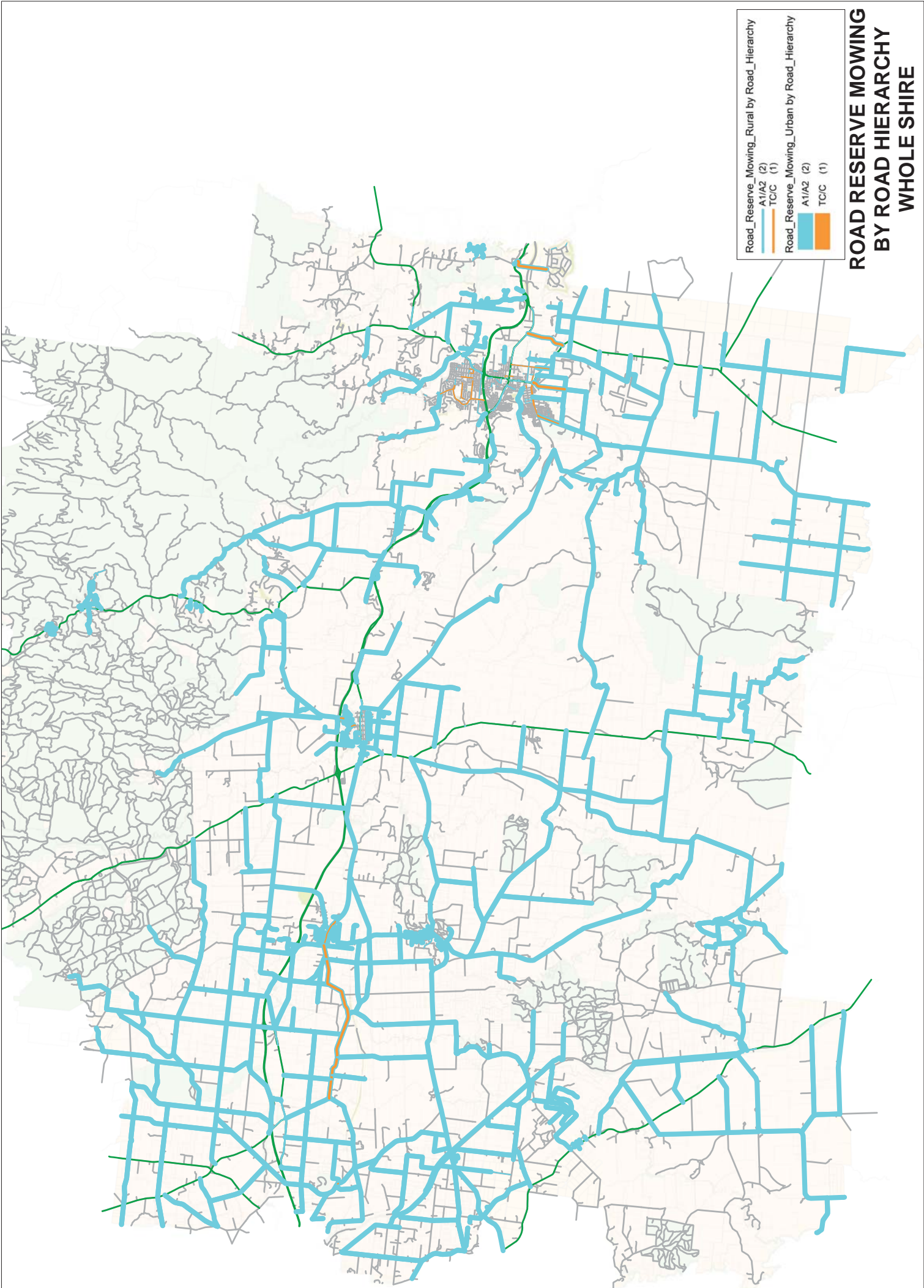
Consideration of the road network hierarchy



**ROAD RESERVE MOWING
BY ROAD HIERARCHY
BACCHUS MARSH**

ROAD RESERVE MOWING BY ROAD HIERARCHY BALLAN





Road_Reserve_Mowing_Rural by Road_Hierarchy
 A1/A2 (2)
 TC/C (1)

Road_Reserve_Mowing_Urban by Road_Hierarchy
 A1/A2 (2)
 TC/C (1)

**ROAD RESERVE MOWING
 BY ROAD HIERARCHY
 WHOLE SHIRE**

11.4.4 Capital Improvement Program Quarterly Report – December 2017

Introduction

Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

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

Proposal

This quarterly report provides Council with an overview of the progress of Council's 2017/2018 Capital Improvement Program to 31 December 2017.

Implementation of the 2017/2018 Capital Improvement Program

The 2017/2018 Capital Improvement Program currently consists of 48 projects, of which 3 are inactive and cannot commence. Therefore the table below reports on the 45 active projects in terms of percentage. This number will be adjusted throughout the year as other projects become active.

This list incorporates projects from various sources including but not limited to the following:

- Projects carried forward from 2016/2017 program
- 2017/2018 Council budgeted projects
- Grant funded projects

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

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 31 December 2017:

CIP Program Delivery Stage	Actual as of 31 December 2017	
	No. of Projects	%
Not Commenced (inactive)	3	
Not Commenced	1	2.2
Documentation/Design Preparation	8	17.4
Tender/Quote Stage	3	6.5
Project Awarded – Waiting Commencement	8	17.4
In Progress/Under Construction	17	37.0
Complete	9	19.6
TOTAL	46	100.00

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

Program Status

At this stage of the financial year the program is tracking well. 20% of the program is complete and there are several projects under construction and almost complete.

Project Updates

Maddingley Park Lighting of Main Oval and Siberia

Council has recently been successful in obtaining funding through Sport & Recreation Victoria (SRV) for the upgrade of oval lighting infrastructure at Maddingley Park. This project includes the upgrade of existing lighting on the main oval to professional playing standard and the installation of new lighting on the junior oval at Siberia.

Power upgrades are required at the park to facilitate lighting. Officers are working with consultants and relevant authorities to confirm current and required electrical supply and associated requirements to streamline power supply points into the reserve. Following this, an update will be provided regarding project scope and associated budget.

Bacchus Marsh Road, Bacchus Marsh - Bus Bay Upgrade

Council has recently secured funding through VicRoads to upgrade the existing bus bay on Bacchus Marsh Road on the north side between Halletts Way and the 7-Eleven Service Station.

The existing bus stop provides insufficient space for buses to pull off safely with the new bus bay to provide improved accessibility for both vehicles and bus patrons. The project will include a designated sealed bus bay, new bus stop shelter and concrete pad, improved drainage infrastructure and a footpath linking Halletts Way to the service station/caravan entrance.

This project has been added to the program and is currently in the design phase, with construction likely to occur in late March 2018.

Inglis Street, Ballan - Streetscape Upgrade

The project initially funded within the Capital Improvement Program included the renewal of footpaths within the Inglis Street precinct. Due to various existing footpath treatments (concrete, faux concrete paving, paving and asphalt), a masterplan for the Inglis Street precinct between Stead Street and Cowie Street was developed to inform the footpath renewal works. The masterplan has been developed in consultation with the community, inclusive of a community reference group and adopted by Council.

The masterplan has subsequently informed detailed design of streetscape improvements between Stead Street and Fiskin Street on the north and south side. The general scope includes;

- Replacement and widening of existing concrete footpaths with asphalt footpaths
- Replacement of existing concrete vehicle crossings with asphalt vehicle crossings
- Replacement of existing brick paving and concrete hardstand surfaces with sawn bluestone paving
- New street furniture
- New garden beds and additional street tree planting
- Drainage improvements
- Improvements to pedestrian safety, accessibility and connectivity
- Improvements to on-street parking

Stage 1 of the project was tendered with an option to proceed with the north side upgrades. A report was considered at the Ordinary Meeting of Council on 20 December 2017, with Council resolving to award a contract for the works that will see a project overspend in the order of \$330,000 and see the full scope delivered (north and south sides).

Current financial forecasts for the 2017/2018 Capital Improvement Program are not accurate enough to predict if the program can absorb this over spend. Given this, there are a number of options for consideration.

Option 1

A review of projects within the Capital Improvement Program that have not yet commenced to be undertaken and report prepared for the next Ordinary Meeting of Council identifying projects for deferral to the 2018/19 Capital Improvement Program.

Option 2

A review of projects within the Capital Improvement Program that have not yet commenced to be undertaken and report prepared for the next Ordinary Meeting of Council identifying projects for removal from the 2017/18 Capital Improvement Program.

Option 3

The delivery of the 2017/18 Capital Improvement Program progresses as scheduled, with a recommendation to overspend the current program budget allocation.

It is recommended that we proceed with Option 3 above, will full delivery of the adopted 2017/18 Capital Improvement Program.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

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

Financial Implications

The 2017/18 Capital Improvement Program is currently tracking to budget but is too early to predict the final outcome.

The recommendation above (Option 3) would see full delivery of the adopted 2017/18 Capital Improvement Program that includes approval to overspend the Capital Improvement Program, if necessary to accommodate the Ballan Streetscape project. Our current financial forecasts for the 2017/2018 Capital Improvement Program are not accurate enough to predict if the program can absorb this over spend.

Risk & Occupational Health & Safety Issues

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

Communications Strategy

Progress on the Capital Improvement Program will be reported in the following formats:

- | | |
|--|-------------|
| • Infrastructure update on active projects | Weekly |
| • Update on major projects | Monthly |
| • Moorabool Matters | Quarterly |
| • Moorabool News | As required |
| • Report to Council | Quarterly |

Specific projects are communicated to the community and affected residents as required through a range of methods including but not limited to advertisements, mail outs and letter drops.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Sam Romaszko

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

Conclusion

This report provides a summary of the progress of the Capital Improvement Program for the second quarter of the 2017/2018 period for the information of Councillors.

Recommendation:

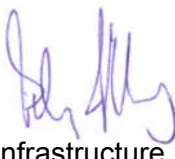
That Council;

- 1. receives the Capital Improvement Program quarterly report to 30 December 2017 and;**
- 2. authorises an over expenditure of the Capital Improvement Program budget, if required, to accommodate the full scope of the Ballan Streetscape Project.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday, 18 January 2018



Attachment - Item 11.4.4

SEALED ROADS PROGRAM

Berry Street, Ballan - Road Rehabilitation

From Blackwood St to Old Ballanee Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Construction	09/10/2017	31/01/2018	70	\$500,000	

Project was awarded to Bitu-Mill (Civil) Pty Ltd. Works commenced on site in October 2017 and are scheduled for completion in January 2018.

Carween Lane, Ballan – Road Rehabilitation

From Von Steiglitz Dr to Ballanee Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	23/10/2017	22/12/2017	100	\$208,026	

Project was carried out by the Operations Department and completed in December 2017.

Butter Factory Road, Wallace - Road Rehabilitation

Ch 0.05 – 1.46km
West of Moorabool River West Branch

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	16/10/2017	09/03/2018	75	\$492,716	

Project was awarded to Fulton Hogan Industries Pty Ltd. Works commenced on site in October 2017 and are scheduled for completion in March 2018.

Egerton Ballark Road, Bungal – Road Rehabilitation

Ch 7.73– 9.52km
South of Walsh Lane to Elaine Egerton Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	08/01/2018	20/04/2018	0	\$523,575	

Project will be carried out by the Operations Department and is scheduled to commence in January 2018.

Triggs Road, Bungaree - Road Rehabilitation

Ch 0.00 – 1.6km
From Lesters Rd to Murphys Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	12/02/2018	20/04/2018	0	\$612,971	

Project has been awarded to Bitu-Mill (Civil) Pty Ltd, with commencement anticipated for February 2018.

Woolpack Road, Bacchus Marsh - Road Rehabilitation

Ch 0.02 – 0.615km
From Bacchus Marsh Rd to Werribee River

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	19/03/2018	18/05/2018	0	\$484,782	

Project has been awarded to Bitu-Mill (Civil) Pty Ltd, with commencement anticipated for March 2018.

Old Melbourne Road, Gordon – Road Rehabilitation

Ch 15.825 – 17.500km
From Boundary Rd to Ryans Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	30/10/2017	19/01/2018	95	\$548,730	

Project was awarded to Bitu-Mill (Civil) Pty Ltd. Works commenced on site in October 2017 and are scheduled for completion in January 2018.

Halletts Way, Darley – Pavement Rehabilitation

Western Freeway – New Interchange Ramps


Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	07/05/2018	08/06/2018	0	\$250,000	

Council officers are in discussions with VicRoads to utilise the current contractors undertaking the Halletts Way interchange ramps project to deliver the neighbouring pavement rehabilitation works.

Fisken Street, Bacchus Marsh – Pavement Rehabilitation

Intersection of Main St, Bacchus Marsh


Task	Start Date	End Date	% Complete	Budget	Budget Status

Intersection Rehabilitation	05/02/2018	31/05/2018	0	\$50,000	
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Preplanning will be carried out by Engineering Services with completion anticipated for May 2018.

Rear of Bacchus Marsh Public Hall – Asphalt Overlay


Lerderberg Library to Scout Hall

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt Overlay	16/04/2018	27/04/2018	0	\$25,000	

Quotation evaluation is currently underway with commencement anticipated for April 2018.

Clarkes Road, Glen Park – Preplanning


Ch 1.26 to Ch 2.60km
From Madderns Rd to Mannings Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	11/12/2017	02/03/2018	10	\$35,000	

Preplanning will be carried out by Engineering Services with completion anticipated for March 2018

Old Western Highway, Gordon – Pavement Rehabilitation

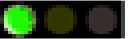
Western Freeway – Gordon interchange

Task	Start Date	End Date	% Complete	Budget	Budget Status
Pavement Rehabilitation	26/02/2018	09/03/2018	0	\$30,000	

Quotation evaluation is currently underway with commencement anticipated for February 2018.

Myrning Korobeit Road, Myrning – Preplanning


Ch 0.0 – 0.29km
North of Old Western Highway

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	21/07/2017	31/01/2018	90	\$30,000	

Project has been awarded to Techrds Design Pty Ltd. Design works are currently in progress with completion anticipated for January 2018.

Gordon Township Improvements Package – Preplanning


From Old Western Hwy to Stanley St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	25/09/2017	31/04/2018	40	\$50,000	

Project has been awarded to RMG Pty Ltd. Design works are currently in progress following formal Council adoption of the conceptual design works. Completion of the final design is anticipated for April 2018 with further community information sessions will be conducted.

Station Street, Bacchus Marsh – Road Widening

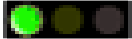
From Grant Street to Bond Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Construction	08/01/2018	23/02/2018	50	\$305,430	

Project has been awarded to Rustel Pty Ltd. Construction commenced in January 2017 and were put on hold in March due to NBN and V-Line unresolved issues. These issues have now been resolved and construction due to resume in January 2018.

Haddon Drive, Ballan – Road Construction

Ch 0.0 – 1.7km
South of Gillespies Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Construction	01/05/2018	30/06/2018	0	\$690,000	

Design works are currently underway with the tender period anticipated for Feb 2018. Construction works are anticipated to commence in May 2018.

RESEAL PROGRAM

Reseal Contract

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reseal works on various roads	23/10/2017	03/11/2017	100	\$302,175	

Project was awarded to VSA Group Pty Ltd and completed in November 2017.

Final Seals

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Final Sealing of various roads	23/10/2017	03/11/2017	100	\$344,330	

Project was awarded to VSA Group Pty Ltd and completed in November 2017.

SHOULDER RESHEETING PROGRAM

Shoulder Resheeting Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resheeting of road shoulders throughout the Shire	18/09/2017	23/02/2018	33	\$101,983	

Project is being carried out by the Operations Department with completion anticipated in February 2017. The program consists of 3 roads covering 7.1km of the sealed road network.

- Gillespies Lane, Ballan Not commenced
- Greens Lane, Beremboke Complete
- Myrniong-Korobeit Road, Myrniong Not commenced

UNSEALED ROADS PROGRAM

Gravel Road Resheeting Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resheeting of gravel roads through the Shire	20/11/2017	23/02/2018	67	\$624,670	

Project is being carried out by the Operations Department with completion anticipated in February 2017. The program consists of 6 roads covering 8.478km of the unsealed road network.

- Ingliston Road, Ingliston Not commenced
- Ingliston Road, Ingliston Not commenced
- Bences Lane, Ballan Complete
- Mount Doran Road, Elaine Complete
- Mount Doran-Egerton Road, Mount Doran Complete
- Morrisons Lane, Korobeit Complete

BRIDGES AND CULVERTS PROGRAM

Old Melbourne Road, Ballan – Bridge Strengthening Works

Over Bostock Reservoir tributary

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bridge strengthening works including concrete deck overlay, substructure repairs and road approach improvements.	23/10/2017	31/01/2018	80	\$300,000	

Project was awarded to Mad Cat Construction Pty Ltd. Works commenced on site in October 2017 and are scheduled for completion in January 2018. Over expenditure of 26% is due to the contract being awarded over and above the initial budget.

Butter Factory Road, Wallace – Bridge Replacement

Over Moorabool River West Branch

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of 100 year old bridge	16/10/2017	09/03/2018	75	\$476,362	

Project was awarded to Fulton Hogan Industries Pty Ltd. Works commenced on site in October 2017 and are scheduled for completion in March 2018.

Dog Trap Gully Road, Rowsley – Superstructure Replacement

North of Glenmore Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of superstructure	05/02/2018	23/03/2018	0	\$80,000	

Investigative and design works are currently underway with construction works anticipated for March 2018.

Yendon Egerton Road, Millbrook - Preplanning

West of Sullivans Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Concrete invert lining - Preplanning Allocation	11/12/2017	30/03/2018	10	\$25,000	

Project has been awarded to Greg Schofield & Associates Pty Ltd. Design works are currently in progress with completion anticipated for March 2018.

PATHWAYS PROGRAM

Inglis Street, Ballan – Streetscape Improvements

Stead Street to Fisken Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Streetscape improvements	12/02/2018	18/05/2018	0	\$773,735	

Project has been awarded to Ace Landscaping Services Pty Ltd, with commencement anticipated for February 2018. Over expenditure of 27% was approved at the Special Meeting of Council in December 2017.

Bennett Street, Bacchus Marsh – Pedestrian Crossing

Upgrade

Opposite Shopping Centre Car Park

Task	Start Date	End Date	% Complete	Budget	Budget Status
Pedestrian Crossing Upgrade	29/01/2018	16/02/2018	0	\$114,905	

Project has been awarded to Elite Roads Pty Ltd, with commencement anticipated for January 2018.

Wittick Street, Darley – Footpath Construction

Halletts Way to Nicholson Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of a new concrete footpath.	05/03/2018	13/04/2018	0	\$100,000	

Document preparation is currently underway with project commencement scheduled for March 2018.

DDA Upgrade Program

Various locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade pedestrian crossings and footpaths to ensure DDA compliance	02/04/2017	27/04/2018	0	\$20,000	

Document preparation is currently underway with project commencement scheduled for April 2018.

Bacchus Marsh Road, Bacchus Marsh – Bus Bay upgrade


Task	Start Date	End Date	% Complete	Budget	Budget Status
Bus Bay Upgrade	01/03/2018	30/06/2018	0	\$100,000	

Project is currently in the design phase, with commencement anticipated for March 2018.

KERB AND CHANNEL PROGRAM

Links Road – Kerb and Channel Replacement

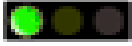
Between Augusta Place and Fairway Crescent

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement including drainage improvements and pavement rehabilitation works.	24/07/2017	15/09/2017	100	\$75,000	

Project was carried out by the Operations Department and completed in September 2017. The over expenditure of 39.7% was in part due to increased time on site due to challenging weather conditions.

Duncan Street, Ballan – Kerb and Channel Replacement


From Steiglitz St to Edols St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement including formalisation of school crossing and angle parking	02/04/2018	25/05/2018	0	\$119,341	

Tender evaluation is currently underway with commencement anticipated for April 2018.

Dicker Street, Gordon – Urbanisation


From Stanley St to Gladstone St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade works including kerb and channel replacement, school crossing formalisation, angle parking and other associated works.	22/01/2018	09/03/2018	0	\$200,000	

Project will be carried out by the Operations Department and is scheduled to commence in January 2018.


COMMUNITY LAND PROGRAM

Bacchus Marsh Racecourse Recreation Reserve, Active Sports Precinct Design

Task	Start Date	End Date	% Complete	Budget	Budget Status
BMRRR - Active sports precinct	19/06/2017	30/06/2018	10	\$1,293,087	


The design consultancy services has been awarded to Group GSA Pty Ltd. Design works are currently underway with the Bulk Earthworks package tendered in December and anticipated to commence in February/March 2018.

Bacchus Marsh BMX Club, New Track Construction

Task	Start Date	End Date	% Complete	Budget	Budget Status
BMX Racetrack Development	19/06/2017	30/06/2018	10	\$125,000	

External funding through SRV was successful and this project will now form part of the Bacchus Marsh Racecourse Recreation Reserve project.

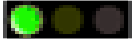
Masons Lane Recreation Reserve, Lighting Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting Upgrade to Oval 1	24/08/2017	23/02/2017	95	\$249,178	

Project was awarded to Commlec Services Pty Ltd. Works commenced on site in August 2017, all infrastructure is constructed with final light commissioning to be finalised in February 2018.

Sports Field Lighting & Electrical Investigation


Various Reserves

Task	Start Date	End Date	% Complete	Budget	Budget Status
Sports lighting and electrical supply investigation of all recreation reserves within the municipality that host competitive sports.	25/01/2018	07/04/2018	0	\$60,000	

Documentation preparation is currently underway with project commencement scheduled for January 2018.


COMMUNITY BUILDINGS PROGRAM

Bacchus Marsh Swimming Pool, Plant Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Plant and machinery testing/replacement	04/09/2017	24/11/2017	100	\$67,447	


The project was awarded to ASAP Aquatics Pty Ltd and completed in November 2017.

Ballan Swimming Pool, Plant Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Plant and machinery testing/replacement & replacement of main pool pump	04/09/2017	24/11/2017	100	\$91,808	


The project was awarded to ASAP Aquatics Pty Ltd and completed in November 2017.

Maddingley Park Pavilion, Extension

Task	Start Date	End Date	% Complete	Budget	Budget Status
Refurbishment of social rooms	06/12/2017	13/04/2018	5	\$200,000	


Project has been awarded to Blunt Building & Construction Pty Ltd. Works commenced on site in December 2017 and are scheduled for completion in April 2018.

Masons Lane Recreation Reserve, Western Pavilion design

Task	Start Date	End Date	% Complete	Budget	Budget Status
Detailed design of Western Pavilion	05/06/2017	15/12/2017	100	\$75,000	

Project was awarded to Four18 Architecture Pty Ltd and completed in December 2017.

Bungaree Community Hall – Entrance Canopy Replacement Works


Task	Start Date	End Date	% Complete	Budget	Budget Status
Conversion of umpires room into accessible toilet	19/02/2018	03/09/2018	0	\$25,000	

Quotation evaluation is currently underway with project commencement scheduled for February 2018.

BUS SHELTER PROGRAM

Bus Stop Upgrade Program


Various Locations throughout Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade of high priority bus stop locations throughout Bacchus Marsh	19/03/2018	11/05/2018	0	\$200,000	

Tender evaluation is currently underway with construction works anticipated to commence in March 2018.

Bus Shelter/Bus Route Development Program


Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Improve Bus Shelter locations within the Shire	03/04/2018	30/06/2018	0	\$8,000	

Installation of bus shelters are based on requests from residents and constructed as required throughout the year.


NON COUNCIL LAND/BUILDINGS PROGRAM

Clarendon Recreation Reserve, Community Hub

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of a new Community Hub	19/02/2018	18/05/2018	100	\$330,000	

The Committee of Management in conjunction with council officers are finalising the relevant permits with construction expected to commence in February 2018.


Navigators Tennis Club, Fencing Improvements

Task	Start Date	End Date	% Complete	Budget	Budget Status
Fencing upgrade and retaining wall replacement	17/07/17	25/09/17	100	\$39,554.42	

The fencing upgrade component was awarded to Begonia City Fencing Pty Ltd and the retaining wall was delivered by BJE Constructions Pty Ltd, with both completed in September 2017.

PROJECTS TO BE DELIVERED BY OTHERS


Balliang Public Hall, Outdoor Space

Task	Start Date	End Date	% Complete	Budget	Budget Status
BBQ and seating improvements	4/09/2017	15/12/2017	100	\$28,000	

Project was delivered by the Balliang Public Hall Committee of Management and completed in December 2017.


INACTIVE / ON HOLD PROJECTS

Ballan Depot, Preplanning for New Facility

Task	Start Date	End Date	% Complete	Budget	Budget Status
Ballan Depot preplanning			0	\$179,350	


The project was deferred through the adoption of the 2017/18 budget process. The design contract has been suspended until a further report on the future of the existing depot is present to council for consideration.

Ballan Recreation Reserve, Netball/Tennis Court Reconstruction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reconstruction of Netball/Tennis courts and drainage improvements			0	\$40,000	

This project is currently on hold to allow the Ballan Recreation Reserve Masterplan development process to take place. The Masterplan will provide direction at a high level to feed the scope of this project.

Maddingley Park Lighting Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting Upgrade to Oval and Siberia			0	\$300,000	

The project is currently on hold pending receipt of the funding application. Following the signing of this document, the project will be scheduled accordingly.

11.4.5 Quarterly Financial Report December 2017

Introduction

File No.: 07/01/004
Author: Steve Ivelja
General Manager: Phil Jeffrey

This Quarterly Report covers the period of 1 July 2017 to 31 December 2017. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast result at the end of the financial year is an increase in the surplus by \$0.667m. Please refer to the attached report for a detailed review of the financials.

Background

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

Proposal

That Council receives the Quarterly Report – December 2017.

Policy Implications

The adoption of the Quarterly Report – December 2017 meets Council's statutory obligations under section 138 – Quarterly Statements of the Local Government Act (1989).

The 2017-2021 Council Plan provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business and Systems

The proposal to adopt the Quarterly Report – December 2017 is consistent with the Council Plan 2017-2021.

Amended Budget

Generally, at the end of the financial year it is not uncommon for projects (both Capital projects and Operating projects) to be incomplete. This can happen for a number of reasons, such as delays in construction due to weather or other events, deferral of projects due to operational matters, late receipt of government funding for one off projects, lack of internal resources to complete one off new initiatives due to staff turnover etc.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2016/17 financial year. These include grant funded one off projects, Council approved New Initiatives from prior years that are not yet complete, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

Impact on Cash on hand

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$5.526m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry forwards	\$1.402m
Net 2015/16 CIP Carry Forwards	<u>\$4.124m</u>
Total cash required	\$5.526m

As at the 30 June 2017, Council held \$11.075m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

Operating Budget

The net effect on the Operating Budget is a favourable variance of \$0.208m.

Net Operating Surplus in the Adopted 2017/18 Budget	\$9.311m
Net New Initiatives / Grant Funded Projects	(\$1.406m)
2016/17 Carry Forward Capital Grants	<u>\$1.615m</u>
Amended Operating Budget Surplus	\$9.519m

Capital Budget

The effect on the capital budget is an increase in expenditure of \$5.759m.

2017/18 Adopted Budget for Capital Expenditure	\$10.222m
Add:	
2016/17 Carry Forward Capital Projects	\$5.739m
Other Minor Adjustments	<u>\$0.020m</u>
Amended Capital Budget	\$15.981m

The attached Quarterly Financial Report, **Attachment 11.4.5**, provides an explanation of the Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement with the year-to-date actuals compared to the year-to-date amended budget, and the amended annual budgets compared to the annual forecasts.

Income Statement

The main changes within the Income Statement are as follows:

- Increase in “Rates and Charges” (\$0.243m) which relates to a higher level of growth in property numbers than what was originally budgeted.
- Decrease in “User fees” (\$0.144m) mainly due to a reduction in expected fee income for Leisure Services.
- Favourable in “Grants – Capital” (\$0.302m) due to new funding received since the adoption of the budget.
- Favourable in “Other Income” (\$2.263m) primarily due to reimbursements for the Flood/Storm event of December 2016, and the Blackwood Localised Septic Program.
- Favourable in “Employee Costs” (\$0.719m) mainly due to predicted savings in Active Ageing and Community Access, plus various other Service Units. Most of this relates to vacancies and some of these funds have been used to fund the use of temporary contract staff.
- Increase in “Materials and Services” (\$2.752m). The bulk of the expected overspend relates to costs associated with the Blackwood Localised Septic Program.

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$0.667m to \$10.186m.

Cash

The forecast cash balance at 30 June 2018 has increased by \$0.286m to \$15.277m in comparison to the amended budget.

Capital Improvement Program (CIP)

The total cash expenditure forecast for the CIP at this stage has increased by \$0.382m to \$16.363m. This is mainly due to new funding received since the adoption of the budget.

Risk & Occupational Health & Safety Issues

There are no identified risks associated with this process.

Communications Strategy

To Council, through the Ordinary Meeting of Council on 7 February 2018, and to the Audit and Risk Committee meeting on 14 February 2018.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Steve Ivelja

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

Conclusion

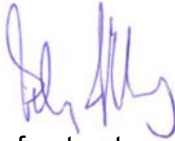
The Quarterly Report – December 2017 has been prepared in accordance with Section 138 – Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

Recommendation:

That Council receives the Quarterly Report – December 2017.

Report Authorisation**Authorised by:**

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Wednesday, 17 January 2018



Attachment - Item 11.4.5

MOORABOOL SHIRE COUNCIL

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



2017/18 Quarterly Financial Report - December 2017

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1 Amended Budget

Generally, at the end of the financial year it is not uncommon for projects (both Capital projects and Operating projects) to be incomplete. This can happen for a number of reasons, such as delays in construction due to weather or other events, deferral of projects due to operational matters, late receipt of government funding for one off projects, lack of internal resources to complete one off new initiatives due to staff turnover etc.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2015/16 financial year. These include grant funded one off projects, Council approved New Initiatives from prior years that are not yet complete, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

1.1 Impact on Cash on hand

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$5.526m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry Forwards	\$1.402m
Net CIP Carry Forwards	\$4.124m
Total Cash Required to Complete Carry Forwards	\$5.526m

As at the 30 June 2017, Council held \$11.075m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

1.2 Operating Budget

The net effect on the Operating Budget is a favourable variance of \$0.208m.

Net Operating Surplus in the Adopted 2017/18 Budget	\$9.311m
Net New Initiatives / Grant Funded Projects	(\$1.406m)
2016/17 Carry Forward Capital Grants	\$1.615m
Amended Operating Budget Surplus	\$9.519m

1.3 Capital Budget

The effect on the capital budget is an increase in expenditure of \$5.759m.

2017/18 Adopted Budget for Capital Expenditure	\$10.222m
2016/17 Carry Forward Capital Projects	\$5.739m
Other Minor Adjustments	\$0.020m
Amended Capital Budget	\$15.981m

2 Operating Performance

Year to Date Operating Performance 31 December 2017

2.1 Overall:

For the six months to 31 December, the Net Result was a Surplus of \$18.301m with a favourable variance of \$0.946m compared to the year to date amended budget.

2.2 Operating Income [\$1.017m favourable]:

Rates and charges – As at the end of December is favourable by \$247,000 which relates to a higher level of growth in new property numbers than what was originally expected. Rates income is currently \$187,000 better off than budget. There is also an increase in income from Waste/Garbage Charges \$60,000.

Other income – Favourable variance of \$772,000 primarily due to the continuation of the Blackwood Localised Septic Program. This project will continue for the remainder of the 2017/18 financial year. This income relates to reimbursements for costs incurred by Moorabool Shire. Reimbursements received till the end of December total \$600,000.

Other variances include income for Election Fines (\$41,000), Insurance Claims (\$33,000), Debt Collection Contract (\$30,000), and Leisure Services (\$28,000). The Election Fines and Insurance Claims were not budgeted items and they have been adjusted in the year end Forecast.

2.3 Operating Expenses [\$0.072m unfavourable]:

Employee costs – Favourable variance of \$574,000 which mainly relates to vacancies in various departments across Council (including; Asset Management, Information Services, Strategic Planning, Parks and Gardens, and Statutory Planning). Some of these savings have been used to fund the use of contractors engaged to cover the various vacant positions. This will result in an increase to 'Materials and services' and is included in the current forecast and discussed further in section 2.5.

Materials and services – Unfavourable variance of \$673,000 which mainly relates to costs incurred by Council for the Blackwood Localised Septic Program (\$454,000) and the continuation of costs for Flood/Storm Damage from September 2016 (\$223,500). The bulk of these works will be reimbursed to Council and the estimated overall cost is detailed further in section 2.5.

Forecast Results for Year Ending 30 June 2018

As at 31 December, the Forecast Surplus for the year has increased by \$0.667m. The Forecast is now expected to be a surplus of \$10.186m. Major variances are the following:

2.4 Operating Revenues [\$2.640m favourable]:

Rates and charges – Favourable by \$243,000 mainly due to an expected increase in Rates Income (\$189,000). There is also an increase expected for overall Waste/Garbage charges (\$54,000).

The growth in property numbers over the first six months of the year has exceeded what was originally in the adopted budget.

User fees – Forecast to be \$144,000 unfavourable primarily due to an expected decrease in fees for Leisure Services (\$116,000). A portion of this income (\$46,000) has been reclassified and moved to “Other income”. The remaining decrease (\$70,000) will be partially offset by a decrease in overall costs of Leisure Services. Since the budget was adopted there have been numerous changes to the level of service Council is providing.

Grants – capital – Forecast to be favourable by \$302,000 which relates to new funding received since the adoption of the budget. These projects include; Bus Shelter Upgrades (\$200,000), Bennett Street Pedestrian Crossing (\$48,000), Masons Lane Lighting (\$43,000), and Moon Reserve Toilet (\$10,000).

Other income – Expected to be \$2.263m favourable at year end mainly due to reimbursements for Blackwood Localised Septic Program (\$1.686m) and the Flood/Storm events of September 2016 (\$400,000).

Other favourable variances include lease income at Darley Civic and Community Hub (\$51,000), Leisure Services (\$46,000 – reclassification from “User fees”), Election Fines (\$41,000), and Insurance claims (\$33,000).

2.5 Operating Expenses [\$1.973m unfavourable]:

Employee costs – Forecast to be favourable by \$719,000 mainly due to a decrease in salary costs in Active Ageing and Community Access (\$283,000). This is primarily due to the reduction/restructure of certain State and Federal grant funding.

Other reductions relate to savings for numerous vacancies across various Council Service Units. These include; Strategic Planning (\$147,000), Asset Management (\$110,000), Information Services (\$70,000), Economic Development and Marketing (\$51,000), and Statutory Planning (\$50,000). Some of these identified savings will be used to fund the cost of contracted staff, with these costs transferred to “Materials and services”.

Materials and services – Materials and Services are forecast to be \$2.752m over budget at year end mainly due to costs associated with the Blackwood Localised Septic Program (\$1.685m) and Flood/Storm Events (\$450,000). There are also savings identified in “Employee costs” due to vacancies that will be used to fund contractors/agency staff.

Other increases relate to new funding received since the adoption of the budget for Scotsburn Community Leadership Program (\$30,000) and Graffiti Education Program (\$24,900).

3 Balance Sheet

Forecast as at 30 June 2018

The Balance Sheet shows the movements from the Budget to the Forecast, as well as the current year to date balance (31 December 2017) compared to the same time last year (31 December 2016).

3.1 Assets

Cash assets – the year to date cash balance is \$1.951m greater than the same time last year, mainly as a result of the previous financial year containing a significantly larger Capital Improvement Program. The first six months of last financial year saw the continuation/completion of major projects for Halletts Way Extension and Darley Early Years Hub.

Current receivables – the balance is \$1.349m more than the same time last year and relates primarily to increases in rates debtors. This is mainly due to a higher rates base than the previous 12 months.

Non-current assets classified as held for sale – the balance is now zero due to the sale of Council owned land in the last quarter of the 2016/17 financial year.

Other assets – the actual is \$1.516m more than December last year mainly due to the accrual of a large reimbursement for costs incurred by Council for the Flood/Storm events in the previous financial year.

Property, infrastructure, plant and equipment – the balance is \$8.573m more than last year primarily due to the significant capital works program completed in the 2016/17 financial year. This saw the completion and continuation of major projects for Darley Early Years Hub and Halletts Way Southern Connection.

3.2 Liabilities

Payables – the increase of \$503,000 relates to the timing of the final supplier payment run in December 2017.

Trust funds – the actual is \$362,000 more than December last year due to an increase in Refundable Building Deposits.

Interest-bearing liabilities – the net balance is less by \$1.399m overall (current and non-current) compared to the same time last year. This relates to the net impact of debt redemption in 2016/17, and the first quarter of 2017/18. The deferral of new borrowings in 2016/17 has also reduced the current level of debt.

3.3 Equity

Accumulated surplus – the increase of \$11.308m since December last year reflects Council's operating result during the 2016/17 financial year and the first six months of 2017/18.

Statutory and other reserves – the increase of \$1.697m relates to the net movement of transfers to and from Reserves at the end of the 2016/17 financial year.

4 Forecast Cash Flows

4.1 Overall

The overall cash forecast for 30 June 2018 is \$15.277m and \$0.286m more than the amended budget.

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

4.2 Operating Cash Flows [\$0.641m favourable]:

Rates and charges – Favourable by \$243,000 mainly due to an expected increase in Rates Income (\$189,000) and Waste/Garbage charges (\$54,000).

Capital grants and contributions – Favourable by \$302,000 which relates to new funding received since the adoption of the budget. These projects are detailed in section 2.4.

User fees – Forecast to be \$144,000 unfavourable primarily due to an expected decrease in fees for Leisure Services. The impact of this is highlighted earlier in section 2.4.

Other revenue – Forecast to be favourable by \$2.263m at year end mainly due to reimbursements for Blackwood Localised Septic Program (\$1.686m) and the Flood/Storm events of September 2016 (\$400,000).

Employee costs – Favourable by \$720,000 mainly due to a decrease in salary costs in Active Ageing and Community Access. As mentioned earlier in section 2.5 other reductions relate to savings for numerous vacancies across various Service Units. These include; Strategic Planning, Governance and Organisational Development, Asset Management, and Economic Development and Marketing. Some of these identified savings will be used to fund the cost of contracted staff, with these costs transferred to “Materials and services”.

Materials and services – Unfavourable by \$2.752m mainly due to costs associated with the Blackwood Localised Septic Program (\$1.685m) and Flood/Storm Events (\$450,000). There are also savings identified in “Employee costs” due to vacancies that will be used to fund contractors/agency staff.

4.3 Investing Cash Flows [\$0.356m unfavourable]:

Proceeds from sale of property, plant and equipment, infrastructure – A small increase of \$26,000 reflects a new forecast carried out on expected vehicle changeovers for the remainder of this financial year.

Payments for property, plant and equipment, infrastructure – Increased by \$382,000 mainly due to new funding received since the adoption of the budget. This includes;

- Bus Shelter Upgrades - \$200,000
- Bennett Street Pedestrian Crossing - \$48,000
- Masons Lane Lighting Project - \$43,000
- Moon Reserve Toilet - \$10,000

There is also an increase in the Plant/Vehicle Replacement program due to an insurance claim. There are a few other minor variances.

4.4 Financing Cash Flows [no variance]:

Although there has been no adjustments made to the Forecast, there is expected to be minor variances recorded later in the year when Council knows the details and timing of the new borrowings being taken up.

5 Investment Activity Report

In line with Council's Investment Policy (adopted November 2017), a quarterly report on investment activity will be presented to Council as part of the quarterly financial report.

Investment Activity Report

For the quarter ending: December 2017

On call balances:

Month ending	Amount	Rate	Interest Paid
October 2017	\$3,823,904	1.40%	Quarterly
November 2017	\$6,818,904	1.40%	Quarterly
December 2017	\$4,739,157	1.40%	Quarterly

Interest paid in the quarter: \$14,610

Term deposits:

Institution	Amount	Rate	Maturity Date
BOQ	\$1,000,000	2.10%	20/11/2017
Suncorp	\$1,000,000	2.20%	20/11/2017
IMB	\$1,000,000	2.40%	4/12/2017
Suncorp	\$1,000,000	2.10%	11/12/2017
Suncorp	\$1,000,000	2.40%	5/02/2018
BOQ	\$1,000,000	2.40%	19/02/2018
IMB	\$1,000,000	2.40%	6/03/2018

Interest paid in the quarter: \$16,696

6 Rating & Debtors Information

6.1 General Rating Information

The Total Rates and Charges raised for the 2017/18 year, as at 31 December, is \$32.335m, compared to the year to date Amended Budget of \$32.088m.

6.2 Rates & Sundry Debtors Outstanding

For the year to date, 38.0% of the 2017/18 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has decreased from \$2.507m (1 July 2017) to \$1.740m (31 December 2017).

Current Receivables as at 31 December 2017, as shown in the Balance Sheet, consist of:

• Rates & Charges*	\$	22.517m
• Sundry Debtors	\$	1.470m
• GST Receivable	\$	0.270m
	\$	24.257m

The outstanding Rates & Charges* consist of:

• Current Year Rates and Charges	\$	19.752m
• Arrears (prior to 2017/18)	\$	2.331m
• Pensioner Rebate Claim (DHS)	\$	0.434m
	\$	22.517m

* Does not include Fire Services Levy

6.3 Property Rate Debt Management Policy

Council first adopted this policy on 5 December 2007, with the requirement for Quarterly reporting on all applications made under this policy. The policy has since been updated and adopted on 1 July 2015. For the quarter to 31 December 2017, the table on the following page displays the applications that have been received.

Please note that this table also includes the following information:

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

Property Rate Debt Management as at 31 December 2017

			at 31 Dec		Year to Date				
Type/Function	Authority Limit	Delegation	Number	Number Applications	Application Value	Approved Value	Denied Value	Comments	
Special Payment Arrangements	All Arrangements	Revenue Service Unit	868		696				
Escalation of Accounts to Debt Collection	All outstanding accounts	Revenue Services Co-ordinator	227		150				
Value of Penalty Interest Calculated Year to Date	All calculations	Revenue Services Co-ordinator			2,277				
Waiver of Interest and Costs	Up to \$500	Revenue Services Co-ordinator			0	\$0.00	\$0.00	\$0.00	
Waiver of Interest and Costs	>\$500 and <\$1,000	Finance Manager			2	\$514.55	\$297.50	\$217.05	
Waiver of Interest and Costs	>\$1,000	General Manager - Infrastructure Services			1	\$1,031.84	\$1,031.84	\$0.00	
Waiver of Rates and Charges	All applications	Council via resolution (Closed Session)			0	\$0.00	\$0.00		
Application for Financial Hardship	Reviewed	Council via resolution (Closed Session)			1	\$921.05	\$921.05		
Appeal of Decision	All appeals	Council via resolution (Closed Session)			NIL				
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)			4		\$82,408.66		Progressing
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)			12		\$94,435.79		Sold and settled
Applications for partial Waiver - Cultural and Recreational Land	50% General Rate	Revenue Service Co-ordinator/Finance Manager			7		\$10,578.81		
Other General Revenue Statistics		Summary of Outstanding Rates							
Function	Year To Date	Rate Category	Current	1 Year	2 Years	3 Years	Over 3 Years	Total	
Percentage of Rates Collected	38.00%	General	14,592,532.50	872,532.31	439,401.46	265,226.01	413,256.51	16,582,948.79	
Land Information Certificates	815	Residential Retirement	120,354.67	12,752.20	596.75	0.00	0.00	133,703.62	
Value of Supplementary Rates Levied	\$442,401	Commercial/Industrial	1,484,009.42	69,492.10	20,131.28	7,495.30	15,120.34	1,596,248.44	
Objections Lodged (Closing Date 03 November 2017)		Vacant Land Commercial/Industrial	154,990.21	2,903.70	0.00	0.00	0.00	157,893.91	
		Extractive Industry	152,233.20	0.00	0.00	0.00	0.00	152,233.20	
Under Review	0	Farm	2,761,049.92	39,831.98	20,290.93	11,077.01	31,214.28	2,863,464.12	
Recommendation Notices	10								
Disallowance Notices	6								
Total Objections	16	Vacant Land General	606,140.43	42,653.91	23,783.78	11,540.91	60,229.33	744,348.36	
		Vacant Land FZ or RCZ	670,148.66	35,304.62	12,086.28	8,333.03	65,202.05	791,074.64	
		Vacant Land GRZ	980,459.66	38,623.10	8,768.12	8,393.91	10,534.36	1,046,779.15	
Pension Rebates									
Total Pensioners as at end of last quarter	2,457								
Changes	75	Non Rateable FSPL Leviable and Garbage Only	96,472.45	1,624.55	344.00	607.10	266.95	99,315.05	
Closing Balance	2,532								
		Grand Total Rates Outstanding	21,618,391.12	1,115,718.47	525,402.60	312,673.27	595,823.82	24,168,009.28	
Sundry Debtor Overview		Penalty Infringement Overview							
Sundry Debtors	Balance	% Outstanding	Infringement Status @ December Audit	# Infringements	\$ Infringements				
Current	630,811.54	54.5%	Too old to escalate						
30 Days	317,518.63	27.5%	Infringement Court	897	241,345.35				
60 Days	47,866.13	4.1%	Infringement Court - Expired - Write Off						
90 Days	16,871.01	1.5%	MSC Hold	7	2,556.70				
120+ Days	143,625.52	12.4%	Infringements Requiring Write Off						
			MSC Arrangements	15	4,062.80				
Total Outstanding	1,156,692.83	100.0%	MSC Arrangement Not Maintained - To escalate	2	1,546.60				
			MSC Objection						
			Within payment timeframes	101	19,345				
			Referred to Magistrates Court	51	40,994				
			Grand Total of Infringement Trial Balance	1,073	309,850.35				

7 Financial Statements as at 31 December 2017

Income Statement

	Last Year \$'000	Amended \$'000	Year to Date			Annual			
			Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
Income									
Rates and charges	30,987	32,088	32,335	247	1%	32,107	32,350	243	1%
Statutory fees and fines	744	472	440	(32)	-7%	878	839	(39)	-4%
User fees	1,909	1,025	1,012	(13)	-1%	2,482	2,338	(144)	-6%
Grants - operating	12,858	3,843	3,851	8	0%	9,377	9,392	15	0%
Grants - capital	8,385	1,604	1,638	34	2%	4,246	4,548	302	7%
Contributions - monetary	190	40	50	10	25%	2,157	2,157	0	0%
Contributions - non-monetary assets	4,978	0	0	0	0%	4,635	4,635	0	0%
Other income	3,540	551	1,323	772	140%	1,012	3,275	2,263	224%
Interest received	402	63	54	(9)	-14%	444	445	1	0%
Total Income	63,992	39,684	40,701	1,017	3%	57,338	59,978	2,640	5%
Expenses									
Employee costs	17,602	9,619	9,045	574	6%	19,320	18,601	719	4%
Materials and services	18,081	7,482	8,155	(673)	-9%	15,787	18,539	(2,752)	-17%
Depreciation	8,209	4,832	4,832	0	0%	9,664	9,664	0	0%
Finance costs	790	265	267	(2)	-1%	794	794	0	0%
Other expenses	620	285	248	37	13%	755	720	35	5%
Net gain (loss) on disposal of property, infrastructure, plant and equipment	3,866	(154)	(147)	(7)	5%	1,500	1,474	26	2%
Total Expenses	49,169	22,329	22,401	(72)	0%	47,819	49,792	(1,973)	-4%
Surplus (deficit) for the year	14,823	17,355	18,301	946	5%	9,519	10,186	667	7%

Balance Sheet

	Last Year \$'000	Last Year \$'000	Year to Date			Amended \$'000	Annual Forecast \$'000	Variance	
			Current \$'000	Change \$'000	%			\$'000	%
Assets									
Current Assets									
Cash assets	11,075	6,285	8,236	1,951	31%	14,991	15,277	286	2%
Receivables	5,521	22,908	24,257	1,349	6%	6,127	6,138	11	0%
Non-current assets classified as held for sale	0	991	0	(991)	-100%	0	0	0	0%
Other assets	2,935	158	1,674	1,516	962%	357	357	0	0%
Total current assets	19,530	30,340	34,166	3,826	13%	21,474	21,771	297	1%
Non-current assets									
Receivables	133	132	131	(1)	-1%	133	112	(21)	-16%
Other non-current assets	0	0	0	0	0%	0	0	0	0%
Property, infrastructure, plant and equipment	478,226	468,993	477,566	8,573	2%	522,990	523,372	382	0%
Total non-current assets	478,359	469,124	477,697	8,573	2%	523,123	523,484	361	0%
Total Assets	497,890	499,465	511,863	12,398	2%	544,598	545,255	657	0%
Liabilities									
Current liabilities									
Payables	5,674	1,210	1,713	503	42%	3,828	3,905	77	2%
Trust funds	736	743	1,105	362	49%	735	743	8	1%
Provisions	4,165	4,204	4,143	(61)	-1%	4,543	4,490	(53)	-1%
Interest-bearing liabilities	1,364	731	696	(35)	-5%	1,121	1,121	0	0%
Total current liabilities	11,939	6,888	7,657	769	11%	10,226	10,258	32	0%
Non-current liabilities									
Provisions	457	432	420	(12)	-3%	1,649	1,607	(42)	-3%
Interest-bearing liabilities	12,247	13,611	12,247	(1,364)	-10%	14,275	14,275	0	0%
Total non-current liabilities	12,705	14,043	12,668	(1,375)	-10%	15,925	15,883	(42)	0%
Total Liabilities	24,644	20,931	20,325	(606)	-3%	26,151	26,141	(10)	0%
Net Assets	473,246	478,534	491,539	13,005	3%	518,447	519,114	667	0%
Represented by:									
Accumulated surplus	151,333	158,326	169,634	11,308	7%	158,621	159,288	667	0%
Asset revaluation reserve	314,680	314,680	314,680	0	0%	350,362	350,362	0	0%
Statutory and other reserves	7,232	5,527	7,224	1,697	31%	9,464	9,464	0	0%
Total Equity	473,246	478,534	491,539	13,005	3%	518,447	519,114	667	0%

Cash Flow Statement

	Last Year \$'000	Year to Date				Annual			
		Amended \$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
Cash flows from operating activities									
Receipts									
Rates and charges	30,627	12,771	12,989	218	2%	32,558	32,801	243	1%
Operating grants	12,858	3,843	4,618	775	20%	9,377	9,392	15	0%
Capital grants and contributions	8,385	1,604	1,638	34	2%	4,246	4,548	302	7%
User fees and charges	2,283	1,025	1,004	(21)	-2%	2,482	2,338	(144)	-6%
Statutory fees and charges	618	472	440	(32)	-7%	877	839	(38)	-4%
Other revenue	4,635	591	2,345	1,754	297%	3,981	6,244	2,263	57%
Interest received	402	63	102	39	62%	444	445	1	0%
Net GST refund/payment	2,920	0	0	0	0%	0	0	0	0%
	62,726	20,368	23,136	2,768	14%	53,965	56,605	2,640	5%
Payments									
Employee costs	(18,053)	(9,619)	(9,104)	515	-5%	(18,748)	(18,028)	720	-4%
Materials and services	(21,311)	(9,102)	(10,087)	(985)	11%	(15,926)	(18,678)	(2,752)	17%
Other expenses	(1,073)	(285)	(248)	37	-13%	(755)	(720)	35	-5%
	(40,437)	(19,007)	(19,439)	(432)	2%	(35,429)	(37,427)	(1,998)	6%
Net cash provided by (used in) operating activities	22,290	1,361	3,697	2,336	172%	18,537	19,178	641	3%
Cash flows from investing activities									
Proceeds from sale of property, plant and equipment, infrastructure	1,229	154	147	(7)	-5%	370	396	26	7%
Payments for property, plant and equipment, infrastructure	(22,674)	(6,118)	(5,748)	370	-6%	(15,981)	(16,363)	(382)	2%
Net cash provided by (used in) investing activities	(21,445)	(5,964)	(5,601)	363	-6%	(15,611)	(15,967)	(356)	2%
Cash flows from financing activities									
Borrowing costs	(790)	(265)	(267)	(2)	1%	(794)	(794)	0	0%
Proceeds from interest bearing liabilities	0	0	0	0	0%	3,148	3,148	0	0%
Repayment of interest bearing liabilities	(1,431)	(668)	(668)	0	0%	(1,364)	(1,364)	0	0%
Net cash provided by (used in) financing activities	(2,222)	(933)	(935)	(2)	0%	991	991	0	0%
Net increase (decrease) in cash and cash equivalents	(1,377)	(5,536)	(2,839)	2,697	-49%	3,916	4,202	286	7%
Cash and cash equivalents at the beginning of the financial year	12,452	11,075	11,075	0	0%	11,075	11,075	0	0%
Cash and cash equivalents at the end of the financial year	11,075	5,539	8,236	2,697	49%	14,991	15,277	286	2%

Capital Works Statement

	Last Year \$'000	Amended \$'000	Year to Date			Annual			
			Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
Property									
Land	50	0	0	0	0%	0	0	0	0%
Buildings	3,744	121	75	46	38%	909	809	100	11%
Total Property	3,794	121	75	46	38%	909	809	100	11%
Plant and equipment									
Plant, machinery and equipment	1,285	525	514	11	2%	2,131	2,190	(59)	-3%
Computers and telecommunications	59	0	0	0	0%	0	0	0	0%
Library books	93	0	0	0	0%	102	102	0	0%
Total plant and equipment	1,438	525	514	11	2%	2,233	2,292	(59)	-3%
Infrastructure									
Roads	16,032	3,127	2,736	391	13%	7,716	7,823	(107)	-1%
Bridges	504	203	178	25	12%	916	916	0	0%
Footpaths and cycleways	409	0	87	(87)	0%	894	894	0	0%
Drainage	0	0	0	0	0%	0	0	0	0%
Recreational, leisure and community facilities	251	536	514	22	4%	2,969	3,027	(58)	-2%
Parks, open space and streetscapes	124	0	0	0	0%	0	0	0	0%
Other infrastructure	123	30	69	(39)	-132%	344	602	(258)	-75%
Total infrastructure	17,442	3,896	3,584	312	8%	12,839	13,262	(423)	-3%
Total capital works expenditure	22,674	4,542	4,172	370	8%	15,981	16,363	(382)	-2%
Represented by:									
New	10,253	1,437	1,282	155	11%	4,878	4,936	(58)	-1%
Renewal	8,598	2,715	2,527	188	7%	9,666	9,740	(74)	-1%
Expansion	0	0	0	0	0%	0	0	0	0%
Upgrade	3,823	390	363	27	7%	1,437	1,686	(249)	-17%
Total Capital Works	22,674	4,542	4,172	370	8%	15,981	16,363	(382)	-2%

11.4.6 Draft Municipal Rate Strategy

Introduction

Author: Jacinta Erdody
General Manager: Phil Jeffrey

Background

Council's existing Rate Strategy was initially adopted in May 2014 for a period of two years and since that time annual reviews of the strategy were undertaken and the document formally adopted on two further occasions. This strategy is due to expire in May 2018 and the Council Plan 2017-2021 identified an action to conduct a Rate Strategy Review.

A number of assemblies have been held with Councillors, covering a broad spectrum of rate issues encompassing legislative requirements through to the specifics of the Moorabool rate structure. A thorough review of rate categories and associated levels was undertaken and subsequently modelled to understand the impact of change to the different rate categories.

A model has been prepared through this process and Moorabool's communities will now have the opportunity to provide feedback on the proposed model which progressively implements changes over the four year plan of the strategy.

Proposal

The rate model presented in the attachment to this report achieves a number of outcomes, including:

- The consolidation of categories;
- Progressive reductions in some of the existing categories; and
- Implement a Municipal Charge ensuring all ratepayers contribute to the administrative and governance costs of Council.

Below is a table showing in summary the changes being proposed under the Rate Strategy review:

Model #	Summary of model	Change from existing
3	Consolidation of some vacant land categories, change in levels and a municipal charge	<p>Over a four year plan transition to the consolidation of vacant land categories with lower levels, reduce levels of other existing categories and progressively implement a Municipal Charge up to the total of 10% of total revenue.</p> <p>Summary of Key Features</p> <ol style="list-style-type: none"> 1. Implement a 2.5% Municipal Charge which increases to 10% over a 4 year period 2. Consolidation and reduction of some vacant land categories being; <ol style="list-style-type: none"> a. Vacant Land General progressively reduced from 2.1 to 2.0 b. Vacant Land GRZ progressively reduces from 2.5 to 2.0 c. Vacant Land Commercial / Industrial progressively reduces from 2.6 to 2.0 3. Commercial / Industrial progressively reduces from 1.6 to 1.5 4. Reduce the Residential Retirement level progressively from 0.90 to 0.82 5. Reduce the farm rate level progressively from 0.78 to 0.75 6. Reduce the Extractive industry rate level progressively from 3.12 to 3.00 due to the 4 times rule

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business Systems

The proposal to conduct of Review of Council’s Rate Strategy is consistent with the Council Plan 2017 – 2021.

Financial Implications

The following table shows the proposed progressive changes to the differential rate category levels and phased implementation of a municipal charge:

Differential Rate Category	Current	Year 1	Year 2	Year 3	Year 4	Total proposed change
Municipal Charge percentage	0.00%	2.50%	5.00%	7.50%	10.00%	10.00%
Municipal Charge	\$0.00	\$44.18	\$88.37	\$132.55	\$176.73	\$176.73
General	1.00	1.00	1.00	1.00	1.00	0.00
Residential Retirement	0.90	0.88	0.86	0.84	0.82	-0.08
Commercial/Industrial	1.60	1.58	1.55	1.53	1.50	-0.10
Vacant Land Commercial/Industrial*	2.60	2.50	2.30	2.10	2.00	-0.60
Extractive Industry	3.12	3.08	3.04	3.00	3.00	-0.12
Farm	0.78	0.77	0.76	0.75	0.75	-0.03
Vacant Land General*	2.10	2.10	2.10	2.10	2.00	-0.10
Vacant Land GRZ*	2.50	2.50	2.30	2.10	2.00	-0.50
Vacant Land FZ or RCZ	1.00	1.00	1.00	1.00	1.00	0.00

* Consolidation of categories by year 3

The following table demonstrates the rate shift of each category over the four year plan as a result of the proposed level shifts:

Differential Rate Category	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	0.63%	1.04%	1.00%	0.73%	3.40%
Residential Retirement	0.64%	1.14%	1.18%	1.01%	3.97%
Commercial/Industrial	-2.51%	-2.08%	-2.09%	-2.35%	-9.03%
Vacant Land Commercial/Industrial	-4.68%	-8.20%	-8.64%	-4.92%	-26.45%
Extractive Industry	-3.24%	-2.87%	-2.93%	-1.95%	-11.00%
Farm	-2.30%	-1.90%	-1.91%	-0.91%	-7.03%
Vacant Land General	0.56%	0.97%	0.93%	-3.61%	-1.15%
Vacant Land GRZ	-0.06%	-7.33%	-7.62%	-3.84%	-18.85%
Vacant Land FZ or RCZ	1.67%	2.04%	1.98%	1.69%	7.38%

The above changes do not take into consideration any rate revenue increases or changes to valuations within categories.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Non-compliant rate structure in accordance with legislative and guideline frameworks	Medium	Adopted structure and levels of rate categories to ensure equitable distribution of rates

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Date	Outcome
Collaborate and Consult	Councillors	Assemblies of Council – provide input into future structure and level of categories	Various	Councillors provided feedback and direct guidance in formulating proposal
Collaborate	Revenue Services	Maintain project plan, prepare assembly and council meeting documentation	Through out review	Prepare draft rate strategy in accordance with legislative and guideline constraints that can be administered within rating system.
Consult and Involve	Community	Media – public notice within Ballarat Courier and Moorabool News, website and Have Your Say	February 2018	Feedback obtained from community in accordance with legislative requirements via formal written submissions and opportunity to present before meeting of Council in support of submission.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

In providing this advice to Council as the General 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 reviewing the detail within this report and the proposed draft rate strategy, officers recommend that Council adopt the recommendations so that appropriate community consultation can commence.

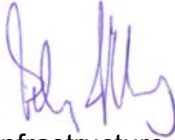
Recommendation:

That Council:

1. Endorse the draft *Municipal Rate Strategy 2018-2022* for the purposes of public exhibition for a period of four weeks.
2. Receives a further report at the conclusion of the exhibition period for consideration of feedback and finalisation *Municipal Rate Strategy 2018-2022*.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Monday, 15 January 2018

Attachment - Item 11.4.6(a)

MOORABOOL SHIRE COUNCIL DRAFT MUNICIPAL RATE STRATEGY 2018-2022

Pursuant to the Local Government Act 1989





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Document Control

VERSION	ADOPTED BY	DATE ADOPTED
1.0	Moorabool Shire Council	

Executive Summary

To be completed

DRAFT

SECTION 1

Introduction

One of the key strategies which underpins Council's Strategic Financial Plan is the Rating Strategy. The objectives of the Rate Strategy are to:

- Align with the Council Plan and Strategic Financial Plan;
- Consider the structure and distribution of rates and not the overall amount of rates to be levied;
- Define the rate categories and rationale behind the differential rate structures; and
- Investigate a range of models (currently allowed under the Local Government Act legislation and guidelines), ensuring equitable distribution of the rate burden.

Rate revenue currently contributes 58% of total income within Council's 2017/2018 budget. Although it is the largest individual revenue component, rates are one part of the overall revenue story with fees and charges, grants and other contributions making up the total revenue picture.

Whilst rate revenue is the largest contributor, it can also cause the most angst within our growing communities – with each section of the community having varying levels of understanding and perspective of where they believe some of the inequities within the rating structure fall.

By undertaking a Rating Strategy it provides the opportunity to;

- Consider whether current differential rate structures facilitate a fair and equitable distribution of rates and charges;
- Review and consider the various charges available to Council to levy under the Local Government Act 1989;
- Ensure consideration of the Differential Rate Guidelines; and
- Review Moorabool's rating comparability to similar type municipalities within Victoria.

SECTION 2

Alignment with Existing Plans and Strategies

In developing this Strategy, Officers have reviewed and considered the Council Plan and Integrated Planning and Delivery Framework (IPDF).

Council Plan

The Moorabool Shire Council Plan 2017-2021 and associated vision, strategic, planning and delivery frameworks, purpose and values have been considered to ensure alignment of the Rate Strategy. In particular through the review of the Rate Strategy, we will focus on Council's purpose by being mindful of:

- Minimising environmental impact;
- Stimulating local economic development;
- Improving social outcomes; and
- Ensuring compliance with legislative responsibilities.

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business Systems

Action 4: Financial Sustainability – Review Rating Strategy

The Council Vision and Purpose has been applied and considered through this process.

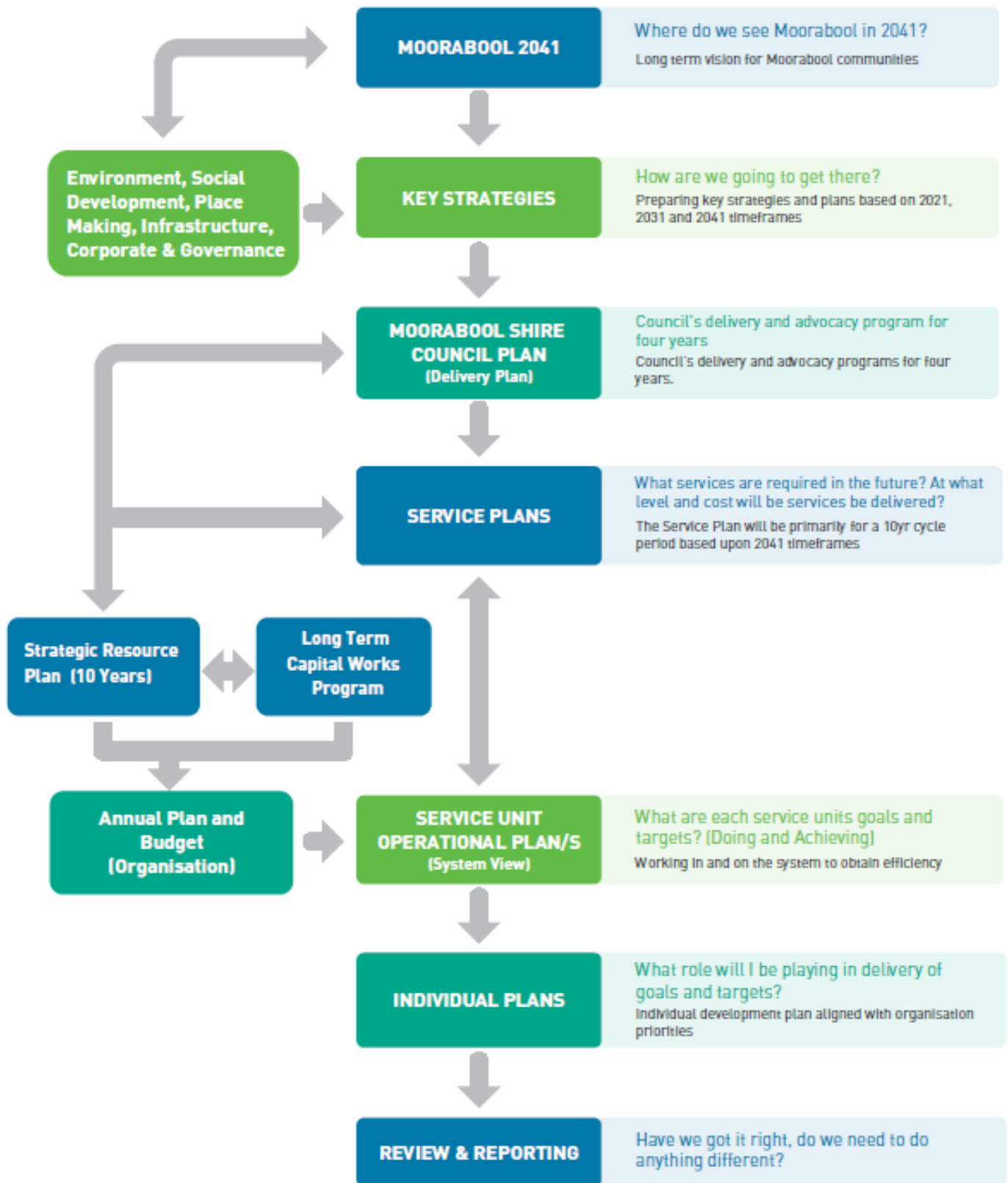
Our Vision Vibrant and resilient communities with unique identities.

- Our Purpose**
1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:
 - Providing good governance and leadership
 - Minimising environmental impact
 - Stimulating economic development
 - Improving social outcomes
 2. The Council exists to be in service to the communities of the Moorabool Shire
 3. The Council is accountable to the community and has legislative responsibilities

Integrated Planning and Delivery Framework

This review has been undertaken in accordance with Council's adopted Integrated Planning and Delivery Framework (IPDF) as shown in the below image and this Strategy forms one of the Key Strategies progressing forward.

INTEGRATED PLANNING & DELIVERY FRAMEWORK (IPDF)



SECTION 3

The Legislative and Rating Framework

The Legislative Framework

The legislative framework is primarily set within the Local Government Act 1989 (LGA) and determines Council's ability to develop a rating system. However, there are a number of other legislative structures encompassing the data that underpins the Rating process (Eg: Property Valuations) and how other charges are levied (Eg: Fire Service Property Levy).

The LGA framework provides Council with significant flexibility to tailor a system to suit its requirements, with various sections of the LGA providing the guidelines to the types of charges that can be levied and how they are levied, which are summarised in Section 155 of the LGA, as follows:

- Determining which Valuation (Section 157);
- General Rates (Section 158);
- Municipal Charges (Section 159);
- Service Rates and Charges (Section 162); and
- Special Rates and Charges (Section 163).

Local Government Victoria have also developed a Local Government Better Practice Guide (2014) for Revenue and Rating Strategies which provides additional guidance to Council's when developing a Rate Strategy. The methodology set out in this document has been applied to this review and is outlined below:

Steps for developing a revenue and rating strategy	Result
1. Education process for councillors	Informed council that understands the underlying principles and the process for preparing a revenue and rating strategy
2. Discussion of the major revenue and rating principles	Formulation of a council view based around councillors' response to some common propositions
3. Proposition/discussion paper	Distillation of the views expressed by councillors and a statement of preferred principles (and priorities) to apply to the setting of rates, fees and charges and the basis of a council's pricing policy for its services
4. Costing of services and pricing options	Striking of the revenue balance between rates and other sources of revenue for funding the delivery services
5. Modelling of rating options	Proposed rating structure for the consideration of the council and community
6. Public consultation process	Expression of a council's rationale for the different options and a preferred approach
7. Preparation of the revenue and rating strategy	Strategy that informs the preparation of the budget
8. Monitoring and review	Review of the revenue and rating strategy at least every two years in line with the general revaluation of properties within the municipal district

Determining which Valuation (Section 157)

Currently, Council can use one of three valuations for the purpose of levying their declared rates and charges:

- Site Value (SV); or
- Capital Improved Value (CIV); or
- Net Annual Value (NAV).

The proposed amendments to the LGA in 2018 will see SV and NAV abolished with CIV being the single uniform valuation system for Local Government.

The levying of rates on SV or NAV, would only allow rating under Uniform (Section 160) or Limited Differential Rates (Section 161A).

General Rates (Section 158)

At least once within each financial year (by 30 June) a Council must declare:

- The amount which the Council intends to raise by general rates, municipal charges, service rates and charges; and
- Whether the general rates will be raised by the application of:
 - I. A uniform rate (Section 160); or
 - II. Differential rates (Section 161); or
 - III. Urban farm rates, farm rates or residential use rates (Section 161A).

Municipal Charge (Section 159)

A municipal charge may be levied on all rateable properties within a municipality “to cover some of the administrative costs of the Council”.

The municipal charge in any one financial year must not exceed 20% of the total revenue raised from the combination of municipal charge and general rates.

The proposed amendments to the LGA proposes the municipal charge will be capped at a maximum of 10% of total revenue.

Service Rates and Charges (Section 162)

Enables the Council to declare a service rate or an annual service charge for the following services:

- The provision of water supply;
- The collection and disposal of refuse;
- The provision of sewerage services;
- Any other prescribed service.

The charge may be declared on the basis of any criteria specified by the Council, but should be relative to the total cost of the service.

Currently, Council levies the Waste Management Service Charge and State Landfill Levy under this section of the LGA.

Special Rates and Charges (Section 163)

A Council can declare a special rate or charge for the purpose of:

- Defraying any expenses; or
- Repaying (with interest) any advance made to or debt incurred or loan raised by the Council.

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.

Council cannot impose a special rate or charge without meeting certain public notice requirements as described within the LGA which provides opportunity for the affected person(s) to object to the special rate or charge.

Other Revenue Sources

Whilst Rate revenue is the largest contributor (58% of total Revenue), rates are one part of the overall revenue story with fees and charges, grants and other contributions making up the total revenue picture.

Council over recent years has identified a range of savings that have not impacted on services provided to our communities and have applied a “user-pays” model which is cost reflective and inclusive of indirect costs, whilst ensuring delivery of high quality, responsive and accessible services to our communities.

Through already identified savings and ongoing reviews, Council’s long term financial sustainability will provide significant long term benefits to our communities in the form of improved infrastructure and expanded services.

Essential Services Commission (ESC) – Rate Cap (Part 8A)

Although the Rating Strategy does not consider how much Council raises from rates, this section of the LGA stipulates what a Council’s annual rate increase will be, the provisions for applying for a variation above the stipulated cap and the calculation for determining annual rate revenue. This section of the LGA only applies to the differential rate charge that is levied to a property rate account.

Valuation of Land Act 1960 (VLA)

Currently under the VLA (Section 13DC), Council is required, for rating purposes, to undertake a general revaluation of all properties within the municipality every two years. This process is currently under review by the State Government and the responsibility and intervals at which revaluations are completed is likely to change to an annual process.

As a result of revaluations being conducted, there is often varying levels of valuation movements across the municipality, which sometimes results in major shifts in the rate burden and can result in large movements in the value of rates applied to individual properties.

There is a common misconception that as property values increase, Council receives additional revenue – this is not the case. Total rates are determined by Council on an annual basis and take into consideration the ESC Rate Cap provisions and if there has been significant shifts in property valuations, the rate burden is distributed across all properties resulting in the same income being levied for the financial year in question.

Additional to General Revaluations of all properties, Council also conducts regular supplementary valuation batches to recognise changes within properties. Supplementary Valuations can be undertaken for a range of reasons including but not limited to:

- A new home or factory built on vacant land;
- Sale of parcel from development property;
- Extensions to existing buildings;
- Fire Damage to building; or
- Acquisition of adjoining land or disposition of a portion of land.

Fire Services Property Levy Act 2012 (FSPL)

The State Government passed legislation following the Bushfire Royal Commission to have the Fire Services Levy charged via council rates notices, rather than added to home insurance policies. The State Government utilises the funding from the FSPL raised and collected by Victorian Councils to fund the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA).



Rating Framework

Part 1A, Section 3C of the LGA sets out the “Objectives of a Council”, which include objectives to ensure:

- That resources are used efficiently and effectively (sub section 2(b)); and
- The equitable imposition of rates and charges (sub section 2(f)).

In addition, under “Principles of sound financial management” in Section 136 (sub section 2(b)), “a Council must pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden.”

The Act provides Council with a number of choices in how rates are spread across the community.

The Rate Calculation

Part 8 of the LGA outlines and describes the options of Council to determine, declare, levy and collect rates and charges.

The formula for determining a Council’s rate revenue is:

- The identification of rateable land (Section 154);
- What rates and charges may be declared (Section 155);
- Determining the valuation to be used for the levying of rates (Section 157);
- Multiplied by the rate declared by Council (Sections 158-163).

Rate Notice Components

There are a number of charges on each properties annual Rate and Valuation Notice, below is a summary of the charge type, the charges origin and whether the rate cap applies to the charge:

Charge Type	Council Charge	State Government Charge	Does a Rate Cap apply?
Differential Rate	✓		✓
Garbage, Recycling and Greenwaste	✓		
Waste Management Service Charge	✓		
State Landfill Levy		✓	
Fire Service Property Levy		✓	

Uniform or Differential Rates (Section 160 and 161)

Council can declare that general rates will be raised by the application of a uniform rate by specifying the percentage as the uniform rate and applying that to any rateable land by multiplying the percentage against the valuation of the land.

On the other hand, differential rates allow Council to apply different rates in the dollar for different types of property as long as Council “considers that the differential rate will contribute to the equitable and efficient carrying out of its functions”.

By declaring differential rates, Council must specify the objectives of each rate which must remain consistent with equitable and efficient carrying out of Council’s functions. When declaring differential rates, Council must ensure that the highest differential rate is no more than four (4) times higher than the lowest differential rate in the municipal district.

Rebates and Concessions (Section 169 and 171)

Council may offer rebates or concessions for a number of reasons as described in Section 169, primarily “to assist the proper development of the municipal district” or to assist in the “preservation and/or restoration of places of historical or environmental interest”.

Additional to Council declared rebates, Section 171 provides for concessions applicable under the State Concessions Act 1986. Concessions under this provision are for the primary place of residence for eligible pensioners. This rebate is determined and funded by the State Government, with the administration and application of the rebate administered by Council.

Ministerial Differential Rate Guidelines (Section 161 (2A) and 2(B))

This section provides that the Minister may, by notice published in the Government Gazette, make guidelines for or with respect to:

- The objectives of differential rating;
- Suitable uses of differential rating powers;
- The types or classes of land that are appropriate for differential rating.

Further, by reason of section 161(2A) a Council must have regard to any Ministerial guideline made under subsection (2B) before declaring a differential rate for any land.

Cultural and Recreational Lands Consideration

Council has an adopted Cultural and Recreational Lands Policy which provides for eligible properties within the definition of ‘recreational land’ per the Cultural and Recreational Lands Act 1963 a partial waiver of their general rate component.

SECTION 4

The Decision Making Process

The following is a summary of some of the key considerations formulated by the Council as a result of its rating strategy review, which Council is now seeking feedback from its communities.

Review Factors

- Updated benchmarking was completed to check the relativity of existing rate categories and levels against the same Council's which were benchmarked during the establishment of the previous Rate Strategy.
- A review of the shifts in the valuation and property base were conducted and reviewed to understand what growth had occurred since the previous Rate Strategy.
- A review of the intent and objectives of existing differential rate categories and associated rate levels was completed – did they still align with Council's intent and provide for an equitable rate base.

Principle Considerations

In developing this strategy the Council has formed a view that it wants to:

- Ensure a firm and consistent basis of rating vacant land which ensured all vacant land categories were considered on an equal footing. As a first order principle, Council wishes to continue to rate vacant land assessments at a higher rate to continue to promote the development of vacant land within the municipal district and deter land banking;
- Explore the imposition of a municipal charge at a rate of up to 10% of total Rate Revenue to seek to ensure that all properties in the municipal district pay an equal amount to cover the governance costs of the Council;
- Provide support to our ageing and vulnerable community members and choose to achieve this through advocating to the Government to increase the pensioner concession rebate and services to this sector of our communities. Additional to this advocacy, they will continue to consider and review targeted programs to support this sector of our community via the annual budget process; and
- Recognise the benefit and importance of the farming sector to Moorabool Shire Council. Further, it also recognises historical rating issues which has resulted in some properties receiving the benefit of the farm rate who may not presently be entitled to receive the farm rate as per the Valuation of Land Act definition.

Through recognising this anomaly, Council will continue to explore and accelerate the review of farm rate properties moving into the future to ensure that only eligible properties received the benefit of the reduced differential rate.

SECTION 5

Council's Rate Structure

Current Composition of Rates

Moorabool Shire Council levies rates on the Capital Improved Value of property and at the commencement of this Rate Strategy had the following differential rate categories with varying levels of application:

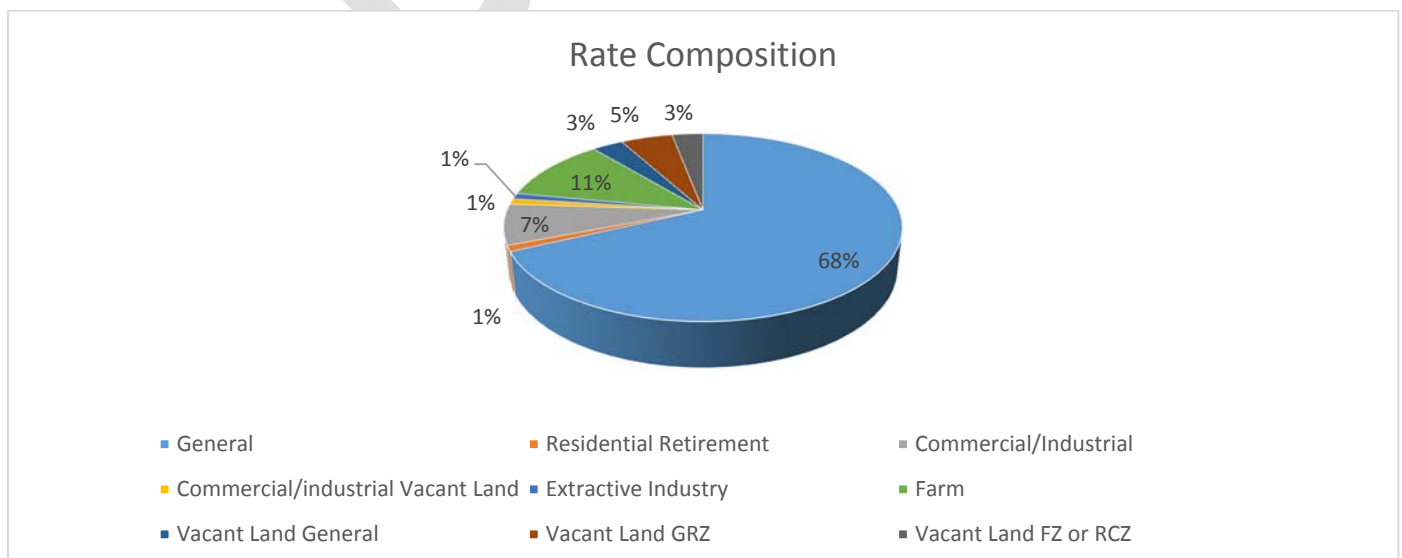
Rate Category	Current Level of Rate	Number of Properties**	% of Total Rate Revenue 17/18*
General	1.00	12,335	68%
Residential Retirement	0.90	239	1%
Commercial/Industrial	1.60	548	7%
Commercial/Industrial Vacant Land	2.60	62	1%
Extractive Industry	3.12	14	1%
Farm	0.78	1,377	11%
Vacant Land General	2.10	517	3%
Vacant Land GRZ	2.50	706	5%
Vacant Land FZ or RCZ	1.00	705	3%

* As at 30 September 2017

** As at 28 November 2017

When considering the level of rates for each of the categories, the only restriction under the LGA is that the highest level differential rate must not be more than four (4) times higher than the lowest level differential rate. Based on the above table, the lowest level rate is the Farm rate with a level of 0.78 whilst the highest rate is the Extractive Industry rate which a level of 3.12. This means that the rate for Extractive Industries is currently at the highest level allowed under Section 161 of the LGA.

In relation to current rating levels, the levels have historically been higher on the vacant land categories to try and encourage development of the assessments and discourage land banking within these categories, whilst the higher levels for the commercial and industrial type categories have been based on an assumption that these type of properties are making an income from the properties which would result in a higher capacity to pay.



Model Considerations

Through this rate strategy review, Council considered four different rate models which took into consideration the principle considerations detailed within this document. Below is a summary of the model structure, what changes were applied and the results of the models.

All rate model analysis is based on the current property rate base and excludes any impacts as a result of Ministerial declarations regarding annual rate increases and does not consider any valuation shifts that may occur within the different rate categories.

Model	Structure Changes	Model Results
1	<ul style="list-style-type: none"> There were no structure changes to this model 	<ul style="list-style-type: none"> Retains 9 rate categories and associated levels
2	<ul style="list-style-type: none"> Implementation of a Municipal Charge – progressive % of total revenue over four year plan (5% -10%) Reduces the Residential Retirement rate level from 0.90 to 0.85 	<ul style="list-style-type: none"> Minor rate increase (1.34%) to greater community (General) Vacant Land and Residential Retirement categories experience biggest rate increases* Reductions for Commercial / Industrial, Vacant Commercial / Industrial, Extractive Industry, Farm and Vacant Land GRZ rate categories
3	<ul style="list-style-type: none"> Implementation of a Municipal Charge – progressive % of total revenue over four year plan (2.5% - 10%) Consolidation and reduction of some vacant land categories Commercial / Industrial rate level progressively reduces from 1.6 to 1.5 Residential Retirement rate level progressively reduces from 0.90 to 0.82 Farm rate level progressively reduces from 0.78 to 0.75 Extractive Industry rate level progressively reduces from 3.12 to 3.0 due to 4 times rule 	<ul style="list-style-type: none"> Reductions to the consolidated vacant land categories, Commercial / Industrial, Farm and Extractive Industry categories Moderate increases to the General (3.40%) and Residential Retirement (3.97%) categories Largest increase to the lower value, lower level vacant FZ or RCZ category (7.38%)
4	<ul style="list-style-type: none"> Implementation of a Municipal Charge – progressive % of total revenue over four year plan (1.25% - 5%) Consolidation and increase of some vacant land categories Reduced rate level for vacant land properties with approved building permit Commercial / Industrial rate level progressively reduces from 1.6 to 1.55 	<ul style="list-style-type: none"> Minor reductions to Commercial / Industrial, Extractive Industry and Farm categories Significant increases to some vacant land categories where the property does not have an approved building permit Significant reductions to vacant land properties with approved building permit Minor increase (0.07%) to greater community (General) Moderate increase to Residential Retirement and Vacant Land FZ or RCZ categories This model has significant administration challenges and goes against benchmarking results for vacant land categories

* Generally lower value properties and by applying a fixed charge increases overall rate burden

Further details regarding the four model considerations can be reviewed in Appendix A to this Strategy document.

Recommended Model (Subject to discussions at Assembly of Council – 31 January 2018)

The below model is the preferred recommended model which achieves many of the Rate Strategy review objectives, including:

- Consolidation of categories (Vacant Land General, GRZ and Commercial/Industrial);
- Progressive reduction of rate level associated with vacant land categories;
- Progressive reduction of Commercial/Industrial rate level; and
- Implementation of a municipal charge which ensures all ratepayers contribute to the administrative and governance costs of Council.

However, all models that were prepared and considered can be reviewed within Appendix A of this document.

Below is a summary of the model and the changes that occur over the proposed four year plan for the Rate Strategy.

Model #	Summary of model	Change from existing
3	Consolidation of some vacant land categories, change in levels and a municipal charge	<p>Over a four year plan transition to the consolidation of vacant land categories with lower levels, reduce levels of other existing categories and progressively implement a Municipal Charge up to the total of 10% of total revenue.</p> <p>Summary of Key Features</p> <ol style="list-style-type: none"> 1. Implement a 2.5% Municipal Charge which increases to 10% over a 4 year period 2. Consolidation and reduction of some vacant land categories being; <ol style="list-style-type: none"> a. Vacant land General progressively reduced from 2.1 to 2.0 b. Vacant land GRZ progressively reduces from 2.5 to 2.0 c. Vacant land Commercial / Industrial progressively reduces from 2.6 to 2.0 3. Commercial / Industrial progressively reduces from 1.6 to 1.5 4. Reduce the Residential Retirement level progressively from 0.90 to 0.82 5. Reduce the farm rate level progressively from 0.78 to 0.75 6. Reduce the Extractive industry rate level progressively from 3.12 to 3.00 due to the 4 times rule

Rate Model Changes

Differential Rate Category	Current	Year 1	Year 2	Year 3	Year 4	Total proposed change
Municipal Charge percentage	0.00%	2.50%	5.00%	7.50%	10.00%	10.00%
Municipal Charge	\$0.00	\$44.18	\$88.37	\$132.55	\$176.73	\$176.73
General	1.00	1.00	1.00	1.00	1.00	0.00
Residential Retirement	0.90	0.88	0.86	0.84	0.82	-0.08
Commercial/Industrial	1.60	1.58	1.55	1.53	1.50	-0.10
Vacant Land Commercial/Industrial*	2.60	2.50	2.30	2.10	2.00	-0.60
Extractive Industry	3.12	3.08	3.04	3.00	3.00	-0.12
Farm	0.78	0.77	0.76	0.75	0.75	-0.03
Vacant Land General*	2.10	2.10	2.10	2.10	2.00	-0.10
Vacant Land GRZ*	2.50	2.50	2.30	2.10	2.00	-0.50
Vacant Land FZ or RCZ	1.00	1.00	1.00	1.00	1.00	0.00

Rate Model Revenue Shifts

Differential Rate Category	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	0.63%	1.04%	1.00%	0.73%	3.40%
Residential Retirement	0.64%	1.14%	1.18%	1.01%	3.97%
Commercial/Industrial	-2.51%	-2.08%	-2.09%	-2.35%	-9.03%
Vacant Land Commercial/Industrial	-4.68%	-8.20%	-8.64%	-4.92%	-26.45%
Extractive Industry	-3.24%	-2.87%	-2.93%	-1.95%	-11.00%
Farm	-2.30%	-1.90%	-1.91%	-0.91%	-7.03%
Vacant Land General	0.56%	0.97%	0.93%	-3.61%	-1.15%
Vacant Land GRZ	-0.06%	-7.33%	-7.62%	-3.84%	-18.85%
Vacant Land FZ or RCZ	1.67%	2.04%	1.98%	1.69%	7.38%

SECTION 6

Community Consultation

Community Feedback

This is a draft rate strategy proposal, which Council is currently seeking community feedback on. The rating model presented in Section 5 is Council's current preferred model, however, other models considered can be reviewed in Appendix A to the Draft Rate Strategy document. The following information is being provided to assist community members in providing feedback on the proposed rate structure.

Information to assist with feedback

What is a Differential Rate?

In accordance with legislation, Council are able to adopt a range of different rates based on varying criteria to create a fair and equitable imposition of rates to each category/group of properties within the Municipality.

What is a Rate Level?

With each category, Council then apply a different level to create various rates in the dollar calculations from the base category.

What are the current categories, purposes and levels?

Differential Rate Category	Existing Rate Level	Purpose of Category and Level
General	1.00	<p>Summarised Criteria</p> <ul style="list-style-type: none">Property with an occupancy permit which is primarily utilised for the purpose of residential living. <p>Level Justification</p> <ul style="list-style-type: none">Base level of 1 – majority of property owners rated under this category
Residential Retirement	0.90	<p>Summarised Criteria</p> <ul style="list-style-type: none">Properties which are defined as a Retirement Village under the <i>Retirement Villages Act 1986</i>. <p>Level Justification</p> <ul style="list-style-type: none">Lower than base to recognise that ratepayers within this sector are generally on fixed/low income via a pension
Commercial/Industrial	1.60	<p>Summarised Criteria</p> <ul style="list-style-type: none">Properties primarily being utilised for the purposes of retail, manufacturing or industry. <p>Level Justification</p> <ul style="list-style-type: none">Higher than base to recognise that there is generally a higher capacity to pay due to the income capacity of the property

Extractive Industry	3.12	<p>Summarised Criteria</p> <ul style="list-style-type: none"> Properties that extract or remove minerals, earth or stone including the treatment of minerals, earth or stone. <p>Level Justification</p> <ul style="list-style-type: none"> Higher than base to recognise the significant environmental impact and damage that may be caused to surrounding roads and infrastructure
Farm	0.78	<p>Summarised Criteria</p> <ul style="list-style-type: none"> Properties that meet the definition of a Farm from the <i>Valuation of Land Act 1960</i>. <p>Level Justification</p> <ul style="list-style-type: none"> Lower than base to recognise the benefit, culture and environment that genuine farm properties bring to the municipality
<p>Vacant Land:</p> <ul style="list-style-type: none"> Commercial/Industrial FZ or RCZ GRZ General 	<p>2.60</p> <p>1.00</p> <p>2.50</p> <p>2.10</p>	<p>Summarised Criteria</p> <ul style="list-style-type: none"> All vacant land properties categorised by the zoning of the land. <p>Level Justification</p> <ul style="list-style-type: none"> Generally higher (with one exception) to encourage development and considers the opportunities or restrictions the zoning of the property allows

Detailed definitions of each of Council's existing rate categories are available from Council's web site www.moorabool.vic.gov.au

What is the Rate Strategy Review considering?

The rate strategy review is looking at the differential rate categories and associated levels only, the review does not:

- Consider the valuation shifts that may occur within each of the differential rate categories;
- Consider the value of rates Council will generate on annual basis; and
- Include any of the charges levied to your annual rate and valuation notice.

Feedback Options

Community members who would like to provide feedback on this strategy may make a written formal submission regarding the proposed changes. All written submissions must be lodged with Council by close of business **(date to be inserted)** and be addressed as follows:

Mail: Chief Executive Officer, Moorabool Shire Council, PO Box 18, Ballan, Victoria, 3342

Email: info@moorabool.vic.gov.au – Subject: Rate Strategy Feedback

Written submissions must also stipulate if you would like to speak to your submission at the Council meeting that all strategy feedback is to be considered.

Alternatively, you may complete the following feedback form and return to either of the above options.

Feedback Form

Rate Strategy Review Feedback

What locality within the Moorabool Shire do you currently own property? _____

What differential rate category is your property currently rated under?

- | | | |
|--|--|---|
| <input type="radio"/> General | <input type="radio"/> Residential Retirement | <input type="radio"/> Commercial/Industrial |
| <input type="radio"/> Vacant Commercial/Industrial | <input type="radio"/> Extractive Industry | <input type="radio"/> Farm |
| <input type="radio"/> Vacant Land General | <input type="radio"/> Vacant Land FZ or RCZ | <input type="radio"/> Vacant Land GRZ |

Do you think the proposed rate categories result in an appropriate apportioning of rates across the municipality?

- Yes No

If no, what other categories would you suggest and why?

Do you think the level of each of the categories is appropriate?

- Yes No

If no, what changes would you suggest and why?

Do you have any further comments to assist Council with their Rate review?

Do you want to speak to your feedback on the Rate review at a Council Meeting?

- Yes No

If yes, please provide your contact details so that we can notify you of the Council meeting details

Name _____

Phone Number _____

Completed Feedback forms must be returned to Council by close of business (Insert Date)

Moorabool Shire Council

15 Stead Street, Ballan VIC 3342

P: 03 5366 7100

Version 1.0

January 2018

Attachment - Item 11.4.6(b)



RATE STRATEGY REVIEW

Background and Rate Model Review Report

Prepared: December 2017

Assembly of Council Presentation: 31 January 2018

1. INTRODUCTION

The Council Plan identified a review of Council's existing rate strategy within the 2017/18 financial year – this process commenced with a number of Assembly of Council workshops which have resulted in a benchmarking comparison of Council's existing rate categories and levels and a range of rate models being prepared to understand what effect proposed changes have on the various rate categories.

2. BENCHMARK DATA AND ANALYSIS

Benchmarking has been completed to understand and compare Moorabool Shire Council rate structure and associated rating levels to the same group of Council's that were benchmarked during the last Rate Strategy document in 2013/14.

2.1. Benchmarked Councils

Council	Council	Council
Ararat	Hepburn	South Gippsland
Campaspe	Macedon	Surf Coast
Colac Otway	Mitchell	Swan Hill
Corangamite	Moira	Wellington
Golden Plains	Moyne	

2.2. Overall Key Observations of Benchmarking

- Moorabool Shire Council (MSC) does not have a municipal charge in contrast to most of the benchmarked councils (10 out of 14 benchmarked councils). The average Municipal Charge for the 2017/18 financial year is \$221 but actual charges range from \$92 (Ararat) to \$332 (Moira) across the benchmarked councils.
- MSC have a total of nine differential rate categories, with the average number of categories across the benchmarked Council's being five.
- Commercial / Industrial properties in MSC have grown by 14% since 2014. The average value of \$536,040 is 5.53% lower compared to the benchmark average value of \$567,445. However, these properties pay 22% higher average rates per assessment (\$3,574 average rates in Moorabool vs \$2,925 for benchmarked councils).
- MSC relies on the farm rate to deliver 12% of total rate revenue which is lower than the benchmark average of 23% reliance on farm rate revenue. Farm properties in Moorabool Shire on average are 9% lower in valuations (\$699,896 compared to the benchmark average value of \$770,211) and pay 13% lower average rates per assessment (\$2,275 average rates in Moorabool vs \$2,623 for benchmarked councils).
- MSC relies most heavily on the general rate category (i.e. residential properties) as a source of rate revenue. General rates account for 68% of MSC's total rate revenue pool. This is very much consistent with the benchmarked average of 65% reliance on general rates.

2.3. Summary of benchmarking

Detail	General	Vacant Land General	Vacant Land Others	Commercial / Industrial	Vacant Commercial / Industrial	Extractive Industry	Farm	Residential Retirement
MSC Rate in \$ vs Benchmark Rate in \$	-3.66%	15.22%	-13.86%	19.53%	37.14%	0.00%	-8.89%	43.36%
MSC Average Rate Charge	1,558	1,608	1,610	3,574	3,067	20,571	2,275	847
Benchmark Average Charge*	1,505	1,673	1,182	2,925	2,228	20,571	2,623	691
Average Valuation Variation	-3.68%	-26.86%	35.05%	-5.53%	5.79%	0.00%	-9.13%	-23.03%
MSC Revenue Composition	68%	3%	8%	7%	1%	1%	12%	1%
Benchmark Revenue Composition	65%	5%	6%	10%	5%	1%	23%	0%

* Including Municipal Charge

2.4. Rate Category Level Benchmarking

2017-18	Rate Differential by Category, 2017-18									
	General Rate	Vacant Land General	Vacant Land - Others	Commercial / Industrial	Commercial/ Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/ Recreational Land	Others
Moorabool	100%	230%	100%	160%	260%	312%	78%	90%		
Swan Hill	100%	200%	96%	112%			91%		96%	96%
Hepburn	100%	125%	100%	116%			65%		50%	50%
Sth Gippsland	100%	200%		105%			70%		50%	
Wellington	100%			100%			80%			
Moyne Shire	100%			100%						
Golden Shire	100%	197%		100%			90%			100%
Ararat	100%			145%			55%			
Campaspe	100%			116%			90%			
Colac-Otway	100%			165%			83%		108%	
Corrangamite	100%				120%		91%		50%	
Macedon	100%			120%			80%	50%	50%	
Mitchell	100%	200%			220%		85%			
Moira	100%	200%		140%	200%		100%		97%	
Surf Coast	100%	200%		190%			75%			100%
AVERAGE	100%	194%	99%	128%	200%	312%	81%	70%	72%	87%
Moorabool Shire Ranking	Benchmark	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>10</u>	<u>1</u>		
Max		230%	100%	190%	260%	312%	100%	90%	108%	100%
Min		125%	96%	100%	120%	312%	55%	50%	50%	50%

2.4.1. Key Observations

- MSC Vacant Land General (Rate Level 2.10) and Vacant Land GRZ (Rate Level 2.50) categories for the purposes of comparing to other councils were consolidated for this analysis and still demonstrates a significantly higher level than all other Councils and with considerations of going higher under one of the presented models (Model 4) it should be considered how this would be perceived within our community.
- Commercial/Industrial demonstrates our level as higher than the benchmarked so some of our proposed models reflect a progressive reduction of level in this category and even more so with the Vacant Commercial/Industrial category.

- The Farm rate category demonstrates our commitment to this sector in that our rate level is below the average for benchmarked councils.

2.5. Average Rates raised by Category

Table 3 Average \$ amount raised per assessment including municipal charge 2017-18										
2017-18	Average \$ amount raised per assessment including municipal charge 2017-18									
	General Rate	Vacant Land General	Vacant Land - Others	Commercial / Industrial	Commercial/ Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/ Recreational Land	Others
Moorabool	1,558	1,608	1,610	3,574	3,067	20,571	2,275	847		
Swan Hill	1,366	1,463		2,913			3,355		2,000	1,039
Hepburn	1,474	824	754	2,638			1,620		1,154	900
Sth Gippsland	1,659	1,352		3,004			3,084		1,000	
Wellington	1,115						2,648		1,972	
Moyne Shire	1,433			2,395						
Golden Shire	1,672	1,441		1,480			2,811			683
Ararat	1,466			3,517			3,141			
Campaspe	1,416			3,329			2,143			
Colac-Otway	1,447			3,403			2,247		2,539	
Corrangamite	1,357				908		3,484		2,193	
Macedon	1,725			2,163			2,360	535	2,612	
Mitchell	1,635	2,293			2,710		3,266			
Moira	1,378			3,105			2,032			
Surf Coast	1,871	2,734		3,574			2,263			1,035
AVERAGE	1,505	1,673	1,182	2,925	2,228	20,571	2,623	691	1,924	914
Moorabool Shire DEVIATION	3.57%	-3.93%	36.21%	22.22%	37.64%	0.00%	-13.29%	22.59%		
Moorabool Shire Ranking	<u>6</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>9</u>	<u>1</u>		

2.5.1. Key Observations

- This table shows that in the majority of categories MSC's average rates are higher than other Councils.
- Average rates for commercial / industrial properties (including vacant commercial / industrial land) is amongst the highest across the benchmarked councils.

2.6. Revenue Composition by Category

2017-18	Rate Revenue Composition by Category, 2017-18										
	General Rate	Vacant Land General	Vacant Land - Others	Commercial/ Industrial	Commercial/ Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/ Recreational Land	Others	Total
Moorabool	68%	3%	8%	7%	1%	1%	12%	1%			100%
Swan Hill	31%	0%		11%			46%		0%	11%	100%
Hepburn	66%	3%	4%	16%			11%		0%	0%	100%
Sth Gippsland	59%	6%		8%			27%		0%		100%
Wellington	63%				17%		19%		0%		100%
Moyne Shire	95%			5%							100%
Golden Shire	67%	9%		2%			21%			1%	100%
Ararat	51%			11%			39%				100%
Campaspe	60%			16%			24%				100%
Colac-Otway	58%			13%			24%		5%		100%
Corrangamite	44%				0%		55%		0%		100%
Macedon	87%			6%			7%	0%	0%		100%
Mitchell	78%	9%			1%		12%				100%
Moira	60%			14%			25%		0%		100%
Surf Coast	79%	6%		9%			5%			1%	100%
AVERAGE	65%	5%	6%	10%	5%	1%	23%	0%	1%	3%	
Moorabool Shire DEVIATION	5.92%	-41.04%	31.92%	-28.12%	-85.98%	0.00%	-50.54%	59.82%			
Moorabool Shire Ranking	<u>5</u>	<u>6</u>	<u>1</u>	<u>9</u>	<u>3</u>	<u>1</u>	<u>11</u>	<u>1</u>			

2.6.1. Key Observations

- MSC relies most heavily on the general rate (i.e. residential properties) as a source of rate revenue. General rates account for 68% of MSC's total rate revenue pool. This is very much consistent with the benchmarked average of 65% reliance on general rates.
- MSC relies on the farm rate to deliver 12% of total rate revenue which is lower than the benchmark average of 23% reliance on farm rate revenue. Farm properties in Moorabool Shire on average are 4% lower in valuations (\$699,896 compared to the benchmark average value of \$725,599) and pay 13% lower average rates per assessment (\$2,275 average rates in Moorabool vs \$2,623 for benchmarked councils).

2.7. Average Valuations by Category

Table 5 Benchmark Comparisons - Average CIV 2017-18										
2017-18	Average CIV in \$, 2017-18									
	General Rate	Vacant Land General	Vacant Land - Others	Commercial / Industrial	Commercial /Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/ Recreational Land	Others
Moorabool	374,000	167,731	386,364	536,040	283,033	1,582,174	699,896	225,689		
Swan Hill	208,912	111,910		396,036			561,696		318,124	165,220
Hepburn	363,209	162,525	185,807	560,387			614,272		568,677	443,568
Sth Gippsland	303,337	123,595		523,255			805,654		365,783	
Wellington	205,175						608,807			
Moyne Shire	606,261			1,013,293						
Golden Shire	437,212	190,936		386,902			814,113			178,649
Ararat	200,074			330,979			779,523			
Campaspe	310,307			628,912			521,863			
Colac-Otway	353,660			504,645			659,933		574,235	
Corrangamite	346,793					193,284	978,347		1,121,032	
Macedon	581,933			607,837			994,899	360,716	1,762,483	
Mitchell	433,079	303,695				326,284	1,017,613			
Moira	354,672			571,048			523,080			
Surf Coast	745,938	544,926		750,005			1,203,252			412,489
AVERAGE	388,304	229,331	286,085	567,445	267,534	1,582,174	770,211	293,203	785,056	299,982
Moorabool Shire DEVIATION	-3.68%	-26.86%	35.05%	-5.53%	5.79%	0.00%	-9.13%	-23.03%		
Moorabool Shire Ranking	<u>6</u>	<u>4</u>	<u>1</u>	<u>7</u>	<u>2</u>	<u>1</u>	<u>8</u>	<u>2</u>		

2.7.1. Key Observations

- General properties in MSC are on average (\$374,000) 4% lower than the average from benchmarked Councils (\$383,304).
- Commercial / Industrial properties in Moorabool Shire has grown by 14% since 2014. The average value of \$536,040 is 5.5% lower compared to the benchmark average value of \$567,445. However, these properties pay 22% higher average rates per assessment (\$3,574 average rates in Moorabool vs \$2,925 for benchmarked councils).

3. RATE MODELLING DISCUSSION TOPICS

3.1. Rate Modelling – Vacant Land – Action Statements

Council is receptive to reviewing the differential vacant land categories provided there is a firm and consistent basis which ensures that all vacant land categories are considered on an equal footing. **As a first order principle, Council will continue to rate vacant land assessments at a higher rate to promote development in the municipal district and discourage certain activities (land banking and property speculation).**

However, over time it recognises that higher differential rates have potentially led to some unintended consequences (higher rating for first home buyers or individuals who are actively developing their land). As a result, council has a preference to explore some of the following rate model options:

- 3.1.1.** Present a model that seeks to proportionally or progressively reduce all vacant land differentials over time (Refer Model 3).

This model will provide some level of rate relief to all vacant land categories (but is less targeted in its application to ratepayers who are actively developing the land) but will still be set at a higher rate than developed land assessments to meet the first order principle.

- 3.1.2.** Present a rate model that continues to rate vacant land assessments at high or higher rates but provides targeted relief to all vacant land categories that are actively developing the land for a domestic or commercial purpose (Refer Model 4).

This model ensures the first order principle is maintained, provides targeted relief to all vacant land holders (irrespective of whether they are individuals or business) who are actively developing the land. This provides targeted relief for ratepayers and targeted support for business in line with economic development principles.

- 3.1.3.** Where possible look at the option of consolidating and/or simplifying the current existing differential rating categories (merging and consolidating categories where possible) (Models 3 and 4).

- 3.1.4.** Continue to rate Extractive Industry properties at maximum level differential (4 times rule) (Retained in all presented models).

Council recognises that the reduction or increasing of the Farm rate will increase or decrease the rating outcomes proportionally for farm rate properties.

- 3.1.5.** Receive report from Economic Development providing an update of actions completed supporting adopted Economic Development Strategy.

3.2. Discussion Topic – Municipal Charge – Action Statements

- 3.2.1.** Prepare a model with existing rate categories and levels with a 10% municipal charge (Municipal Charge forms part of Models 2, 3 and 4 at varying levels).

Council wishes to explore the imposition of a municipal charge at a rate of up to 10% which seeks to ensure that all properties in the municipal district pay an equal amount to cover the governance costs of the council.

3.3. Discussion Topic – Pensioner Discount – Action Statements

- 3.3.1.** Advocate Government to increase pensioner concession rebate and increased services to ageing community members.

Council does not support the imposition of a council funded rate rebate (for social or environmental outcomes) and seeks to address the need for support for the vulnerable through advocacy or targeted programs via the annual budget.

3.4. Discussion Topic – Farm – Action Statements

- 3.4.1.** Prepare separate Council report outlining what shift in property numbers eligible for farm differential means in real numbers and what the resources, timelines and expected implications would be for property owners currently being rated under the farm differential.

Council recognises the benefit and importance of the farming sector to Moorabool Shire Council. Council recognises historical rating issues have resulted in some properties currently receiving the benefit of the farm rate who may not presently be entitled to receive the farm rate as per the Valuation of Land Act definition.

Council recognises this anomaly and is keen to accelerate the review of farm rate properties through a re-application process over the coming 12 months. Due to the timing of the review and the inability of the review process to adequately inform the current Rating Strategy review, Council will model the financial impact of either lowering or increasing the farm rate differential but will accept that historical rating issues will continue to impact this differential rating category until the review and re-application process has concluded.

3.5. Discussion Topic – Derelict Properties – Action Statements

- 3.5.1.** Receive a report outlining processes that can be undertaken from an enforcement perspective to better manage derelict properties.

Council recognises the importance of actively and effectively managing derelict properties within the municipal district, but does not support the imposition of a derelict rating category due to the high cost of administering such a scheme. This issue is best managed via existing enforcement mechanisms within council.

3.6. Discussion Topic – S173 Agreements - Action Statements

- 3.6.1.** Decide whether viable to seek specialist legal advice and direction from Valuer General's office.

4. MODEL OVERVIEWS

4.1. Model 1 – Status Quo

This model is based on current differential rate categories, levels and declared rate in the dollars. The only change to this model is the updated property numbers and valuations as a result of supplementary valuations completed within the current financial year.

4.1.1. The Model

RATE LEVEL SHIFTS	Proposed Differential Rate Movements				
Differential Rate Category	Year 1	Year 2	Year 3	Year 4	Total proposed Change
General Rate	1.00	1.00	1.00	1.00	0.00
Extractive Industry Rate	3.12	3.12	3.12	3.12	0.00
Residential Retirement Village Rate	0.90	0.90	0.90	0.90	0.00
Vacant Land General	2.10	2.10	2.10	2.10	0.00
Farm Rate	0.78	0.78	0.78	0.78	0.00
Commercial/Industrial Rate	1.60	1.60	1.60	1.60	0.00
Vacant Land Commercial/Industrial	2.60	2.60	2.60	2.60	0.00
Vacant Land FZ & RCZ	1.00	1.00	1.00	1.00	0.00
Vacant Land GRZ	2.50	2.50	2.50	2.50	0.00

RATE REVENUE SHIFT	Proposed Percentage Rate Movements				
Differential Rate Category	Year 1	Year 2	Year 3	Year 4	Total proposed Change
General Rate	0.00%	0.00%	0.00%	0.00%	0.00%
Extractive Industry Rate	-0.01%	0.00%	0.00%	0.00%	-0.01%
Residential Retirement Village Rate	-0.02%	0.00%	0.00%	0.00%	-0.02%
Vacant Land General	0.00%	0.00%	0.00%	0.00%	0.00%
Farm Rate	0.01%	0.00%	0.00%	0.00%	0.01%
Commercial/Industrial Rate	-0.01%	0.00%	0.00%	0.00%	-0.01%
Vacant Land Commercial/Industrial	-0.01%	0.00%	0.00%	0.00%	-0.01%
Vacant Land FZ & RCZ	0.00%	0.00%	0.00%	0.00%	0.00%
Vacant Land GRZ	-0.01%	0.00%	0.00%	0.00%	0.00%

4.1.2. Changes

There are no changes to this model.

4.1.3. Results

The results of the model:

- Continues to rate developable vacant land at higher levels to encourage development of the properties and reduce land banking; and
- Enacts the four times rule (lowest differential (farm) to highest differential (Extractive Industry)).

4.2. Model 2 – Status Quo with 10% Municipal Charge

This model retains the existing differential rate categories and associated rate levels but imposes a Municipal Charge which over the four year plan progressively totals 10% of the total Rate Revenue generated.

The result of introducing a Municipal Charge:

- Lowers the rate in the dollar;
- Results in a reduction of rate liability to higher value properties (Extractive Industry);
- Results in an increase of rate liability to lower value properties (Residential Retirement); and
- Results in an overall reduction to the farm rate category with Single Farm Enterprises only incurring one municipal charge.

4.2.1. The Model

RATE LEVEL SHIFTS		Proposed Differential Rate Movements				Total proposed Change
Differential Rate Category	Current	Year 1	Year 2	Year 3	Year 4	
Municipal Charge percentage	0.00%	5.00%	7.50%	10.00%	10.00%	10.00%
Municipal Charge	\$0.00	\$88.37	\$132.55	\$176.73	\$176.73	\$176.73
General Rate	1.00	1.00	1.00	1.00	1.00	0.00
Extractive Industry Rate	3.12	3.12	3.12	3.12	3.12	0.00
Residential Retirement Village Rate	0.90	0.85	0.85	0.85	0.85	-0.05
Vacant Land General	2.10	2.10	2.10	2.10	2.10	0.00
Farm Rate	0.78	0.78	0.78	0.78	0.78	0.00
Commercial/Industrial Rate	1.60	1.60	1.60	1.60	1.60	0.00
Vacant Land Commercial/Industrial	2.60	2.60	2.60	2.60	2.60	0.00
Vacant Land FZ & RCZ	1.00	1.00	1.00	1.00	1.00	0.00
Vacant Land GRZ	2.50	2.50	2.50	2.50	2.50	0.00

RATE REVENUE SHIFT		Proposed Percentage Rate Movements				Total proposed Change
Differential Rate Category		Year 1	Year 2	Year 3	Year 4	
General Rate		0.70%	0.32%	0.32%	0.00%	1.34%
Extractive Industry Rate		-4.54%	-2.40%	-2.45%	0.00%	-9.39%
Residential Retirement Village Rate		-0.21%	2.67%	2.60%	0.00%	5.06%
Vacant Land General		0.56%	0.26%	0.26%	0.00%	1.07%
Farm Rate		-2.67%	-1.40%	-1.42%	0.00%	-5.49%
Commercial/Industrial Rate		-2.52%	-1.31%	-1.33%	0.00%	-5.15%
Vacant Land Commercial/Industrial		-2.40%	-1.25%	-1.26%	0.00%	-4.91%
Vacant Land FZ & RCZ		2.77%	1.32%	1.31%	0.00%	5.40%
Vacant Land GRZ		-0.68%	-0.36%	-0.36%	0.00%	-1.40%

4.2.2. Changes

Introduction of a Municipal Charge which progressively increases over the four year period accounting for 10% of total Rate Revenue.

4.2.3. Results

The results of the model:

- Results in minimal impact to the greater community (General) with a 1.34% increase;
- Vacant Land and Residential Retirement properties sees the biggest increases in rate burden as these properties are generally lower in value and by applying a fixed charge increases overall rate burden; and
- Sees reductions to Commercial/Industrial, Vacant Commercial/Industrial, Extractive Industry, Farm and Vacant Land GRZ.

4.3. Model 3 – Consolidation’s, Reduced Levels and Municipal Charge

This model demonstrates a range of changes to rate levels which over the four year period results in the consolidation of some of the vacant land categories and introduces a municipal charge which over the four year plan results in a total of 10% of Rate Revenue being generated by the charge.

4.3.1. The Model

RATE LEVEL SHIFT		Proposed Differential Rate Movements				Total proposed Change
Differential Rate Category	Current	Year 1	Year 2	Year 3	Year 4	
Municipal Charge percentage	0.00%	2.50%	5.00%	7.50%	10.00%	10.00%
Municipal Charge	\$0.00	\$44.18	\$88.37	\$132.55	\$176.73	\$176.73
General Rate	1.00	1.00	1.00	1.00	1.00	0.00
Extractive Industry Rate	3.12	3.08	3.04	3.00	3.00	-0.12
Residential Retirement Village Rate	0.90	0.88	0.86	0.84	0.82	-0.08
Vacant Land General*	2.10	2.10	2.10	2.10	2.00	-0.10
Farm Rate	0.78	0.77	0.76	0.75	0.75	-0.03
Commercial/Industrial Rate	1.60	1.58	1.55	1.53	1.50	-0.10
Vacant Land Commercial/Industrial*	2.60	2.50	2.30	2.10	2.00	-0.60
Vacant Land FZ & RCZ	1.00	1.00	1.00	1.00	1.00	0.00
Vacant Land GRZ*	2.50	2.50	2.30	2.10	2.00	-0.50
* Consolidate in year 3 of Strategy						

RATE REVENUE SHIFT		Proposed Percentage Rate Movements				
Differential Rate Category		Year 1	Year 2	Year 3	Year 4	Total proposed Change
General Rate		0.63%	1.04%	1.00%	0.73%	3.40%
Extractive Industry Rate		-3.24%	-2.87%	-2.93%	-1.95%	-11.00%
Residential Retirement Village Rate		0.64%	1.14%	1.18%	1.01%	3.97%
Vacant Land General		0.56%	0.97%	0.93%	-3.61%	-1.15%
Farm Rate		-2.30%	-1.90%	-1.91%	-0.91%	-7.03%
Commercial/Industrial Rate		-2.51%	-2.08%	-2.09%	-2.35%	-9.03%
Vacant Land Commercial/Industrial		-4.68%	-8.20%	-8.64%	-4.92%	-26.45%
Vacant Land FZ & RCZ		1.67%	2.04%	1.98%	1.69%	7.38%
Vacant Land GRZ		-0.06%	-7.33%	-7.62%	-3.84%	-18.85%

4.3.2. Changes

- Progressive implementation of a municipal charge, starting at 2.5% and resulting in 10% by year four;
- A reduction on the farm differential level from existing 0.78 down to 0.75 by year three;
- Subsequent reduction of the Extractive Industry rate to ensure compliance with four times rule;
- A progressive reduction of the Residential Retirement rate level from existing level of 0.90 down to 0.82 to recognise increased rate burden;
- A progressive reduction of the vacant land General, GRZ and Commercial/Industrial down to a level of 2; and
- A progressive reduction of Commercial/Industrial from existing level of 1.6 to 1.5.

4.3.3. Results

The results of the model:

- Results in reductions to the consolidated vacant land categories (Commercial/Industrial, General and GRZ), Commercial/Industrial, Farm and Extractive Industry category;
- Results in moderate increases to the General (3.40%) and Residential Retirement (3.97%) rate categories; and
- Sees the largest increase to the lower value, lower level vacant FZ or RCZ properties (7.38%).

4.4. Model 4 – Consolidations, recognition of property owners doing what we want them to do and a Municipal Charge

This model explores what would happen to the distribution of rates where Council recognises when property owners do what we want them to do with their vacant properties and applies more incentive compared to those property owners who are not doing what Council would like to see with the available vacant land.

4.4.1. The Model

RATE LEVEL SHIFTS	Proposed Differential Rate Movements					Total proposed Change
	Current	Year 1	Year 2	Year 3	Year 4	
Differential Rate Category						
Municipal Charge percentage	0.00%	1.25%	2.50%	3.75%	5.00%	5.00%
Municipal Charge	\$0.00	\$22.09	\$44.18	\$66.27	\$88.37	\$88.37
General Rate	1.00	1.00	1.00	1.00	1.00	0.00
Extractive Industry Rate	3.12	3.12	3.12	3.12	3.12	0.00
Residential Retirement Village Rate	0.90	0.90	0.90	0.90	0.90	0.00
Vacant Land General	2.10	3.00	3.00	3.00	3.00	0.90
Farm Rate	0.78	0.78	0.78	0.78	0.78	0.00
Commercial/Industrial Rate	1.60	1.59	1.58	1.57	1.55	-0.05
Vacant Land Commercial/Industrial	2.60	3.00	3.00	3.00	3.00	0.40
Vacant Land FZ & RCZ	1.00	1.00	1.00	1.00	1.00	0.00
Vacant Land GRZ	2.50	3.00	3.00	3.00	3.00	0.50
Vacant Land GRZ with approved permit (General rate)	2.50	1.00	1.00	1.00	1.00	-1.50
Vacant Land General with approved permit (General rate)	2.10	1.00	1.00	1.00	1.00	-1.10
Vacant land C/I with approved permit (Comm / Ind. Rate)	2.60	1.59	1.58	1.57	1.55	-1.05

RATE REVENUE SHIFT		Proposed Percentage Rate Movements				Total proposed Change
Differential Rate Category		Year 1	Year 2	Year 3	Year 4	
General Rate		-0.62%	0.22%	0.21%	0.26%	0.07%
Extractive Industry Rate		-1.93%	-1.11%	-1.13%	-1.10%	-5.26%
Residential Retirement Village Rate		0.47%	1.31%	1.29%	1.31%	4.38%
Vacant Land General		41.37%	-0.20%	-0.21%	-0.17%	40.79%
Farm Rate		-1.45%	-0.64%	-0.64%	-0.61%	-3.34%
Commercial/Industrial Rate		-2.04%	-1.21%	-1.21%	-1.78%	-6.24%
Vacant Land Commercial/Industrial		13.69%	-0.64%	-0.64%	-0.61%	11.80%
Vacant Land FZ & RCZ		-0.10%	0.74%	0.73%	0.76%	2.13%
Vacant Land GRZ		18.65%	-0.29%	-0.30%	-0.26%	17.80%
Vacant Land GRZ with approved permit (General rate)		-59.78%	1.38%	1.36%	1.38%	-55.65%
Vacant Land General with approved permit (General rate)		-52.29%	1.02%	1.00%	1.03%	-49.25%
Vacant land C/I with approved permit (Comm / Ind. Rate)		-39.71%	-1.20%	-1.20%	-1.77%	-43.88%

4.4.2. Changes

- Consolidation of Vacant land General and GRZ and applies an increased rate level of 3.0 to properties without building approvals;
- Separate vacant land rate for Vacant Land General and GRZ properties that have an approved building permit (that has not expired) and reduces rate level to 1.0;
- Separate vacant land rate for Commercial/Industrial properties that have an approved building permit (that has not expired) and reduces rate level to the same level of developed Commercial/Industrial properties which results in a level of 1.55 over the four year period;
- Starts to progressively reduce the rate level of the Commercial Industrial rate category – down to 1.55 over the next four years; and
- Progressively imposes a 5% of total revenue Municipal Charge to all applicable properties.

4.4.3. Results

The results of the model:

- Smallest change of all models (except Model 1 that has no changes) to our greater community – General ratepayers;
- Other categories experiencing minor reductions are Commercial/Industrial, Extractive Industry and Farm;
- Most significant reductions within this model are those vacant properties that have approved (not expired) building permits;
- Whilst the vacant land properties without permits experience significant increases; and
- Residential Retirement and Vacant Land FZ or RCZ properties experience minor increases.

One of the biggest challenges with this model is the administration of determining properties with approved building permits and then monitoring for ongoing eligibility (2 year expiry).

This model also goes against benchmarking analysis of vacant land properties which already highlights council rates for vacant land are significantly higher than other benchmarked councils and the model adds additional increases to already existing higher level vacant land rates.

A possible unintended consequence of increasing vacant land rate levels so significantly may result in developers leasing vacant subdivisional land to farms to gain the farm rate whilst the property is being progressively sold.

12. OTHER REPORTS

12.1 Assembly of Councillors

File No.: 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable –

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at www.moorabool.vic.gov.au

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors – Wednesday 6 December 2017 – Presentation by Melbourne Water regarding Healthy Waterways Strategy 2018+
- Assembly of Councillors – Wednesday 6 December 2017 – Draft Local Laws Review
- Assembly of Councillors – Wednesday 6 December 2017 – Emergency Management and Fire Prevention
- Assembly of Councillors – Wednesday 13 December 2017 – Review of the ICT Strategy

Recommendation:

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

- **Assembly of Councillors – Wednesday 6 December 2017 – Presentation by Melbourne Water regarding Healthy Waterways Strategy 2018+**
- **Assembly of Councillors – Wednesday 6 December 2017 – Draft Local Laws Review**
- **Assembly of Councillors – Wednesday 6 December 2017 – Emergency Management and Fire Prevention**
- **Assembly of Councillors – Wednesday 13 December 2017 – Review of the ICT Strategy**

Attachment - Item 12.1

Assembly of Councillors

Date:	Wednesday 6 December, 2017
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Dudzik Cr. Edwards Cr. Keogh Cr. Sullivan Cr. Toohey
Officers:	Rob Croxford; Danny Colgan; Phil Jeffrey; Satwinder Sandhu
Apologies:	Cr. Tatchell (Mayor); Cr. Bingham

1. Assembly opened at: 3.51pm

2. Disclosure of Conflict of Interests – Nil

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

3. Item Notes:

Draft Local Laws Review

Assembly closed at: 4.25pm

Signed:



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Rob Croxford
Chief Executive Officer

Date: 06.12.17

Assembly of Councillors

Date:	Wednesday 6 December, 2017
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Bingham Cr. Dudzik Cr. Edwards Cr. Keogh Cr. Sullivan
Officers:	Rob Croxford; Danny Colgan; Phil Jeffrey; Satwinder Sandhu
Apologies:	Cr. Tatchell (Mayor); Cr. Toohy

1. Assembly opened at: 3.21pm

2. Disclosure of Conflict of Interests – Nil

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

3. Item Notes:

Emergency Management and Fire Prevention

Assembly closed at: 3.50pm

Signed:



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Rob Croxford
Chief Executive Officer

Date: 06.12.17

Assembly of Councillors

Date:	Wednesday 6 December, 2017
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Bingham Cr. Dudzik (2.30pm) Cr. Edwards Cr. Keogh Cr. Sullivan (2.45pm)
Officers:	Rob Croxford; Satwinder Sandhu
Apologies:	Cr. Tatchell (Mayor); Cr. Toohey

1. Assembly opened at: 2.20pm

2. Disclosure of Conflict of Interests – Nil

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

3. Item Notes:

Presentation by Melbourne Water re Healthy Waterways Strategy 2018+

Assembly closed at: 3.20pm

Signed:



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Rob Croxford
Chief Executive Officer

Date: 06.12.17

Assembly of Councillors

Date:	Wednesday 13 December, 2017
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Tatchell (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Toohey
Officers:	Rob Croxford; Satwinder Sandhu; Chris Parkinson, Steve Ivelja; Phil Bourke (consultant)
Apologies:	Cr. Edwards; Cr. Sullivan

1. Assembly opened at: 5.25pm

2. Disclosure of Conflict of Interests - Nil

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

3. Item Notes:

Review of the ICT Strategy

Assembly closed at: 6.21pm

Signed:



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Rob Croxford
Chief Executive Officer

Date: 13.12.17

12.2 Section 86 – Delegated Committees of Council – Reports

Section 86 Delegated Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the Local Government Act 1989. The Council cannot delegate certain powers as specifically indicated in Section 86(4) of the Act.

Section 86 Delegated Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 – Delegated Committees of Council present the reports of the Committee Meetings for Council consideration.

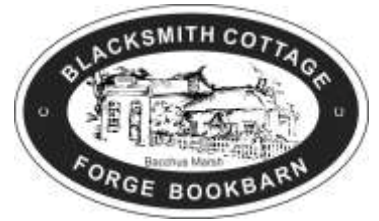
Committee	Meeting Date	Council Representative
Blacksmith's Cottage and Forge Committee of Management	22 August 2017	Cr. Edwards
Lal Lal Soldiers' Memorial Hall Committee of Management	4 September 2017	Community Members
Bacchus Marsh Hall Committee of Management	12 October 2017	Cr. Bingham
Elaine Recreation Reserve Committee of Management	15 October 2017 26 November 2017	Community Members
Navigators Community Centre Committee of Management	24 October 2017	Community Members
Bacchus Marsh Racecourse and Recreation Reserve Committee of Management	14 November 2017	Cr. Bingham
Greendale Recreation Reserve Committee of Management	15 November 2017	Cr. Toohey
Maddingley Park Committee of Management	5 December 2017	Community Members
Development Assessment Committee <i>To download a copy of the minutes, go to the MSC website:</i> https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2017	13 December 2017	Cr. Dudzik Cr. Keogh Cr. Tatchell Cr. Toohey

Recommendation:

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

- **Blacksmith's Cottage and Forge Committee of Management meeting held on Tuesday, 22 August 2017.**
- **Lal Lal Soldiers' Memorial Hall Committee of Management meeting held on Monday, 4 September 2017.**
- **Bacchus Marsh Hall Committee of Management meeting held on Thursday, 12 October 2017.**
- **Elaine Recreation Reserve Committee of Management meeting held on Sunday, 15 October 2017 and 26 November 2017.**
- **Navigators Community Centre Committee of Management meeting held on Tuesday, 24 October 2017.**
- **Bacchus Marsh Racecourse and Recreation Reserve Committee of Management meeting held on Tuesday, 14 November 2017.**
- **Greendale Recreation Reserve Committee of Management meeting held on Wednesday, 15 November 2017.**
- **Maddingley Park Committee meeting held on Tuesday, 5 December 2017.**
- **Development Assessment Committee meeting held on Wednesday, 13 December 2017.**

Attachment - Item 12.2(a)



BLACKSMITH'S COTTAGE & FORGE SPECIAL COMMITTEE
ANNUAL GENERAL MEETING
22 AUGUST 2017

MINUTES

Present (Committee): David Edwards (Mayor, Shire of Moorabool/Acting Chairman), Margaret Simpson, Chris Stancliffe, Geoff Stancliffe, Ron Geurts, Peter Richards, Heather Robson, Betty Charge.

Invited Guests: Mr. Gus Steegstra, Guest Speaker, Heather Steegstra, Fred Palmer (Ballan Vintage Machinery Club), Barbara Palmer, Jean, Norm and Bruce Carboon, Anneli & Peter Rickards, Bellbrook Gardens Village, Marjorie & Stan Bell, Lois Wallace, Wendy and Gordon Vearing, Ken Hawken, Jan McDowell, and Beryl Bradshaw.

Apologies (Committee): Allan Comrie, Helen Whiteley, Lyn Egan, Simon Fisher.

Apologies (Invited Guests): Wendy Jacobs (Architect & Heritage Consultant), Judy Archer, Mavis Blackie, Trevor Blundell, Sharron Dickman, Matt Egan, Alisha Leyton, Jan McGuinness, Christina Hallett, Barbara Manly, Richard and Shirley Neylon, Joy Read, Moira Smith, Glenys Watson, Paul Drew, Lyn Hendry, Chris Bronchinetti.

The meeting opened at 7.30 p.m. Councillor David Edwards, extended welcome to all present, especially Mr. Gus Steegstra, Guest Speaker.

The Minutes of the Annual General Meeting of 23 August 2016 were previously distributed electronically to Committee members.

Moved: Betty Charge; Seconded: M. Simpson; Carried.

Reports (Full reports are contained in the Annual Report, July 2016-June 2017 distributed at AGM):

Treasurer's Report, prepared by S. Fisher.

Income:	Total:	\$19,398.21	
Expenditure:	Total:	\$ 9,943.22	
Term Deposit Bank of Bendigo (as at 30 June 2017)			\$20,492.38
Cash at Bank - Bendigo Bank (as at 30 June 2017)			\$23,956.54
TOTAL FUNDS AVAILABLE (as at 30 June 2017)			\$34,993.93

Collections Report, prepared by M. Simpson. The past year has been busy – we dealt with several issues concerning the Cottage and its collection. We were pleased to have Moorabool Shire allocate funding for building a new front fence for the Cottage. Wendy Jacobs designed and Peter Broadhead of Ballarat built it. We received a grant, from Moorabool Shire, for the building of a “new” front porch which we hope to have completed by end 2017.

Volunteers welcomed a number of visitors throughout the year. August 2016, “A Day in the Life of the Blacksmith”; September, “At Home”, October, as part of the Horticultural Society’s Flower & Garden Show; November, Strawberries & Cherries weekend; December, “Christmas at Home”. January 2017 – closed for Summer holidays; February, ‘At Home’, March – part of the Bacchus Marsh Harvest Festival. Our visitors to the Cottage were impressed by our display of fruit and vegetables; many walking out crunching on a delicious apple courtesy of Jones’ Produce. April, the

National Trust Heritage Month theme of "Having a Voice" featured a number of Bacchus Marsh old identities who had recorded their reminiscences in 2011. We are so glad to have their voices and their memories for posterity. In the Cottage, we showed a video of Phillippa Nelson, a granddaughter of Charles Edwards, blacksmith. May, we celebrated the 25th anniversary of the opening of the Cottage to the public on a regular basis. Barbara Manly told us of early days of the acquisition and restoration of the Cottage. Committee members and volunteers from the 1970s planted a commemorative heritage dwarf apple.

Combining Cottage openings with community events has seen a heartening improvement in the number of visitors coming through the Cottage. Many are very generous with their donations. We will continue with this policy and the "Free Entry" policy in 2017-2018.

A very big thank you to all our wonderful volunteers who make this possible.

Forge Bookbarn Report, prepared by H. Whiteley. The Bookbarn, with its three days of weekly operation, continues to be a visiting fixture for many locals and tourists.

Our volunteers continue to be our most valuable asset. Many have done orientation to volunteer with the Forge/Bookbarn. We welcome them to our team of volunteers. Bacchus Marsh Grammar has a diligent Duke of Edinburgh Award teenager doing her Community Service with our volunteers.

Lyn Egan continues to do a great job with our seasonal roster. Heather Robson looks after the ever-changing display and must be congratulated. Geoff and Chrissy Stancliffe help in disposing of old books and seeing to the firewood availability.

The closing off Main Street with the 2016 Strawberries & Cherries Festival was a disappointment with foot traffic diminished compared with past years' events.

The Land Development Applications of "Inverlochy" could cause problems in the structural soundness of the Forge. It is hoped the Moorabool Shire considers this factor.

Building and Grounds Report prepared by R. Geurts on behalf of H. Whiteley. The most significant and visual improvement to our complex over the past 12 months has been the replacement of the Cottage front picket fence, which was funded by the Moorabool Shire Council (MSC) budgetary fund. A heritage architect was employed by the MSC who advised the appropriate design based on historic photos of the Cottage. The Committee is most pleased with the outcome.

Continuous maintenance -: clearing of downpipes and spouting on all buildings, rubbish removal from the front yard, mowing, trimming trees and clearing paths. The storm-water collection pit behind the Cottage has to be constantly cleared due to its location under a peppercorn tree.

Occasional maintenance - removing dead bushes, reinforcing loose items, replacement of some corroded and damaged downpipes and subsequent painting. A storm earlier this year required replacement of an old galvanized roof sheet on the Wheelwrights Building. Most of the interpretive panels around the yard were found to have faded prematurely and were replaced under warranty. For the safety of volunteers, we have had an electrician assess and approve the electrical safety of the Cottage wiring and switching.

Reconstruction of the Cottage path from the front gate to the porch: the rotten timber step was removed and the path rebuilt as a slope down to the circular garden in front of the porch, eliminating the hazard of a step plus allowing water to flow sideways into the garden.

"Inverlochy" - the Eastern wall of the Forge is virtually on this neighboring property boundary. The Committee has serious concerns for the integrity of the building should any ground work be performed so close to our fragile building.

Thanks to Geoff Stancliffe for wood supply for the Forge heater and thanks to Geoff Stancliffe, Mark and Gary Robson for splitting the wood and providing kindling. Thanks to Heather Robson, Chrissy Stancliffe, Shirley and Richard Neylon for gardening work and garden projects. The grounds look great.

Future Works:

- East paling fence is bowed out and may need replacing.
- The peppercorn tree inside the yard needs a large overhanging branch assessed and possibly removed.
- A handrail inside the Forge to improve access up the large step into the Bookbarn.
- A hedge inside the new paling fence.
- Replace some weatherboards on the Cottage paint shed.
- Replace some sunken posts and other structural work on the east Machinery Shed.

- Uneven pavers are lifting in some areas and will need to be relayed.
- The most significant and exciting future work will be the Cottage Porch Reconstruction to commence later this year.

Heritage Advisory Committee prepared by M. Simpson. During the year July 2016-June 2017, I attended five meetings of the Heritage Advisory Committee. Meetings were held under the Chairmanship of Cr. Paul Tatchell, Joe Morgan-Payler (Moorabool Shire) and Cr. John Keogh. The Cottage and Forge complex faces a challenge with the proposed development of "Inverlochy". The immediate threat was averted with the rejection of the developmental plans; the problem remains and we face the possibility of future development.

During this year, the West Moorabool Heritage Study 2A, undertaken by Dr. David Rowe, was completed and submitted to Council for adoption – it will be re-presented in the next budget period.

The Australian Gliding Museum, housed at the Bacchus Marsh aerodrome was invited to participate in the HAC. Its President, David Goldsmith, was nominated as its representative. The October meeting of the HAC was held at the Gliding Museum – a wonderful resource in the Shire.

In December, the HAC visited the Spargo Creek Mineral Springs Reserve which has been upgraded and provided with heritage signage, funded by Moorabool Shire.

The Shire supported the National Trust Heritage Month, funding a double page spread in the National Trust booklet.

The Shire funds the Margaret Moritz Award, enabling a school or group of schools to host the History Box – an exciting approach to history and research. This year the winning school was Balliang East Primary School.

We have a great heritage resource in the Shire.

Reports Moved: H. Robson; Seconded: G. Stancliffe; Carried.

Nomination/Election to Committee.

At the 2016 Annual General Meeting, the current Committee, bar one member, was re-elected for the period September 2016 to August 2018.

Mr. Allan Comrie was nominated/seconded and approved for the period 22 August 2017 to 27 August 2018.

The present Committee consists of:

Allan Comrie, Chris Stancliffe (Secretary), Simon Fisher (Treasurer), David Edwards, Geoff Stancliffe, Helen Whiteley, Lyn Egan, Betty Charge (Minute Secretary), Margaret Simpson, Peter Richards, Heather Robson and Ron Geurts.

* * * * *

Mr. David Edwards noted that during his year as Mayor, he has appreciated the number of volunteers at our site and throughout the Shire; the community spirit, thousands of hours that volunteers give, even those who work as well. On behalf of the Shire, Mr. Edwards thanked our volunteers for the valued work they contribute to the Forge/Cottage.

David Edwards introduced Guest Speaker, **Mr. Gus Steegstra**. Mr Gus Steegstra was the last General Manger of the Darley Refractory before it was sold in 2003 and closed down. He was with the Darley Fire Brick Company for 40 years, starting as a ceramist and eventually becoming its General Manager. Gus worked mainly at the site in Darley, working there for 35 years, but also spent five years with the company at Lilydale.

During Mr. Steegstra's address, slides from the 1960s highlighting buildings, equipment and work at Darley Refractory were played. The following is a summation of his address:

Mr. Steegstra began his career with the Darley Firebrick Company P/L in February 1964 as an office clerk and trainee ceramist. After spending 2 years in the Army fulfilling National Service and 6 years managing the David Mitchell Ltd. Lime plant and quarry in Lilydale, was appointed General Manager of Darley Refractories P/L in 1993. Due to the sale of the Company to other interests, was retired in July 2003. In nearly 40 years associated with the Refractory, many changes in the development of the Company were witnessed.

In 1893, William Thomas Wittick established a manufacturing operation known as Darley Firebrick Company, together with Thomas Akers who was a farmer and the landholder of the Grey Street site in Darley (43 acres) where a deposit of high grade refractory clay was located. "Refractory" means heat resistant, able to withstand high temperatures without fusion or decomposition. The purity of the highly siliceous clay, without fluxing compounds, made it eminently suitable for the production of quality firebricks. In 1896, William Telford acquired the business interests of T. Akers and in 1899 the first kiln of 2000 white and 8000 firebricks were fired. Despite the initial success Telford sold the land occupied by the company to David Mitchell of Lilydale (Father of Dame Nellie Melba). He was able to provide funds for expansion of the business The Darley Firebrick Company Pty. Ltd. Was registered on 9th May 1901, with headquarters in Olivers Lane, Melbourne.

A downdraught kiln and 30m (96ft) chimney were built as well as a steel and brick chimney to service an accompanying steam boiler. A steam engine was installed to drive grinding equipment and a pug mill to extrude the soft clay mix. By 1907, 4 kilns had been erected and a larger 18m {56ft} square brick chimney built to service the steam boiler. Initially firewood was used to fuel the kilns. From 1919 the difficulty of maintaining a steady supply of firewood, prompted the change to black coal, hauled 5km from the Bacchus Marsh Station by horse and dray – 6 times a day. A third chimney to the north of the buildings along with 2 kilns Nos. 6 and 7, were not constructed until the mid 1940s. Water was pumped to the site by a 3.5m (14ft) windmill from the Lerderderg River some 2km away. The bed of the fireclay was a sedimentary deposit, washed down, transported and deposited to the site over millions of years – indicative of the area north of Bacchus Marsh as sand and gravel extraction has been a major industry for many decades. The method of extraction was by tunnelling and as the fireclay was quite moist and plastic, picks and mattocks were used to pry and dislodge the pieces from the face - small gelignite charges assisted in loosening the mass. The clay was loaded into small wagons or skips. Each man was expected to fill 8 skips per shift.

There was great need for firebricks throughout industry in the early years. The main use of the firebricks was in steam boilers, railway engines, chimney linings, metal smelting, one piece fireplace blocks for homes and the gasworks industry. There were gasworks spread all over many Melbourne suburbs but the last bricks supplied by Darley for a repair, were to Cessnock gasworks in the late 1970s. The general method making firebricks changed little over 100 years of Darley's operation, although the grinding extrusion and pressing equipment became more sophisticated after the 1960s.

The locals knew when Darley was firing a kiln by the plume of black smoke emanating from the chimneys. The kiln was cooled for 4-5 days, the wicket taken down and the bricks drawn and stacked in rows in the yard. The total turnaround time to set, fire, and draw the kiln was over 4 weeks. In 1965, the firing of the kilns was converted to burning diesel and heavy fuel oil blown in with the volume of air. The labour force over the years averaged 30 workers and would swell to 60 on special projects. During the Second World War up to 80 people were employed with a great proportion of women who could certainly hold their own.

One of the greatest overall benefits to Darley in 1974 was the introduction of natural gas, when 3 kilns and the hot air dryer were converted to fire on gas. The firing to 1260 °C was achieved in 4 days and with forced cooling, the ware could be accessed 3 days later. Kilns were now able to be fired, drawn and reset within 2 weeks; reject material was reduced to 5-6% where previously amounts of up to 15-20% could occur with oil firing.

The name change to Darley Refractories Pty. Ltd. occurred on 13th August 1982 to reflect the purchase of the assets of South Yarra Firebrick Company and the extended range of refractory concretes, cements and higher alumina bricks now on offer to industry.

In 2000, as the company entered a joint venture with Gouda Refractories Aust, a 500t Laeis hydraulic dry press and an Eirich intensive mixer were installed to manufacture high quality refractories for the aluminium industry and improve the quality of Darley products. In 2002, Unimin Corporation, a global mineral recourses company, purchased the total assets of David Mitchell Limited and as Darley Refractories was a non-core business, it was on-sold on 1 July 2003 and re-named Darley Refractories Aust. P/L. The company closed the factory in 2009 and the site fell silent after 115 years of continuous operations.

Questions/Comments were invited from those present.

Jean Carboon (a descendent of the Wittick family): The women in WWII – I remember going with Dad carrying coke from Ararat, with the family dog riding home in a hole dug in the coke. I remember watching the workers from the kiln riding their bikes home.

Gus Steegstra: Post-war migrants were brought in to assist with the work.

Jean Carboon: I remember those arriving and some had their first meal with my mum.

Peter Rickards: What will happen with the half destroyed chimney?

Gus Steegstra: We're not sure what will happen with the chimney.

David Edwards: The chimney was a heritage item – the fines are "small" - \$5,000.

Peter Rickards: The clay appears extremely white, was it high in silica, maybe suitable for porcelain?

Gus Steegstra: No. The clay was course, as in gravel – no good for porcelain.

Margaret Simpson: The chimneys are part of Bacchus Marsh and Darley's history scene. If they go, it all goes! It is important that the story is not lost. Those pieces we have at the Forge/Cottage mean so much more.

David Edwards: I must reiterate that comment – those of my generation are poorer if our heritage is lost.

In appreciation, David Edwards presented Mr. Gus Steegstra with a gift on behalf of the Committee.

David expressed his thanks to all in attendance and declared the meeting closed at 8.45 p.m.

Supper followed.

Attachment - Item 12.2(b)

Agenda: LAL LAL SOLDIER'S MEMORIAL HALL COMMITTEE

BIENNIAL GENERAL MEETING: Monday 4 September

Meeting opened: 7:03 pm

Present: Cr. Tom Sullivan, Geoff Hewitt, John McAuliffe, Engels Leoncini (chair), Ursula Diamond-Keith, Graeme Diamond-Keith, Kristina Kitchingman, John Crick, Anne Crick

Apologies: Colleen Henriksen, Alan Kitchingman, Karen Leoncini, Reg Carter

BIENNIAL REPORT (Attachment 1)

The Biennial Report was tabled and read by E. Leoncini.

Moved: G. Hewitt

Seconded: J. McAuliffe Carried

TREASURER'S REPORT

Summary of financial position as at 30 June 2017

Balance at Bank 01 July 2016		11148.29
Income		
Interest Received Bendigo Bank	80.84	
GST Refund Moorabool Shire	553.84	
Hall Hire *	827	
Market*	940	
Donations	110	
Grants	<u>6271.59</u>	
	8783.27	19931.56
GST Received	160.62	
Expenditure		
GST Repayment Moorabool Shire	59.95	
Water	286.95	
Electricity*	891.93	
Gas*	247.5	
Grants	500	
Capital Purchases*	2530.22	
Hall Equipment Purchases*	1678	
Consumables Purchases*	278.73	
Anzac Park*	1874.94	
Anzac Opening*	5009.44	
Market*	339.59	
Sponsorship	120	
Hall Hire/Events*	146.07	
Bank Fees/Taxes Bendigo Bank	<u>20</u>	
	13983.32	5948.24
GST Paid	865.2	
Balance at Bank 30 June 2017		5948.24

* Includes GST Received/Paid

Moved: G. Hewitt

Seconded: K. Kitchingman

Carried

MAINTENANCE PROGRAMME AND PROPOSED ACTIVITIES (Attachment 2)

The updated Maintenance worksheet was confirmed as the Action Plan.

Moved: J. Crick

Seconded: K. Kitchingman

Carried

ELECTION OF OFFICE BEARERS

Cr. Tom Sullivan assumed the role of chairperson to conduct the election of office bearers.

1. Chairperson

Engels Leoncini was nominated by John McAuliffe.

There being no other nominations, Engels Leoncini was declared duly elected.

2. Deputy Chairperson

John Crick was nominated by Engels Leoncini.

There being no other nominations, John Crick was declared duly elected.

3. Secretary

Geoff Hewitt was nominated by Kristina Kitchingman.

There being no other nominations, Geoff Hewitt was declared duly elected.

4. Treasurer

Colleen Henriksen was nominated by Geoff Hewitt and in her absence, verbal confirmation provided for her acceptance of the nomination.

There being no other nominations, Colleen Henriksen was declared duly elected.

Committee (4 positions)

The following candidates were nominated by Geoff Hewitt:

Graeme Diamond-Keith

Ursula Diamond-Keith

Kristina Kitchingman

John McAuliffe

There being only four vacancies, Graeme Diamond-Keith, Ursula Diamond-Keith, Kristina Kitchingman and John McAuliffe were declared duly elected.

Meeting closed: 7:38 pm.

NEXT MEETING: To be determined when the issue of biennial or triennial elections is determined.

BIENNIAL REPORT SEPTEMBER 2017

1. ANNUAL/BIENNIAL GENERAL MEETING

Due to an electrical outage all electronic copies of meetings held prior to April 2013 have been lost, including any record of the 2013 and 2014 annual general meetings. Only a few hard copies survive because the minutes were only tabled at meetings and a hard copy repository was not maintained. To overcome this problem electronic copies of meeting agendas and minutes have been routinely distributed to committee members since mid 2013 and a minute book kept for hard copies.

The scheduled 2015 meeting was deferred when it was realised that it should have been a biennial meeting and that it had not been advertised as required by Shire guidelines. The proposed 2016 meeting was then deferred until 2017 to accord with the schedule outlined in the Shire's newly drafted Appointment and Delegation Policy (2015).

Consequently, office holders elected in 2014 have continued in their respective roles, except for Bill Waud who retired as Treasurer in July 2016 and was replaced by Colleen Henriksen.

2. HALL MAINTENANCE

Since 2014, hall and grounds maintenance has remained a primary focus of the committee's ongoing operation under the direction of the deputy chair, John Crick. This has been documented in the committee's Action Plan, endorsed in February 2013 and reviewed annually. Maintenance tasks are routinely identified at each ordinary meeting and this has recently been supplemented by the development of a Maintenance Works Action Plan (June 2017) that identifies specific tasks and maintenance requirements and tracks their implementation.

Planning for Community Development Fund applications since 2014 has consistently identified three main priorities:

1. Upgrading the hall's electrical capacity and distribution of power points
2. Renovation of the stage and related storage areas
3. Upgrading the kitchen

The electrical upgrade and power point distribution was funded by the committee in December 2016 to meet increased demand from market stallholders and to accommodate changing usage needs with the development of the undercover area.

The committee has also funded the replacement of its aging stock of tables and chairs. New trestle tables were purchased in 2016, new chairs in 2016-17. The older stock has been retained for outdoor use on market days. In July 2017 the hall floor was refreshed.

3. HALL USAGE

There has been a significant increase in general community use of the Hall since 2013. Local families continue to hire the hall for private functions but in addition line dancing lessons have been held weekly during school terms over the last two years and the Lal Lal Photography Group meets monthly. In addition, several community groups now regularly use the hall. These include the Lal Lal Falls Advisory Committee every second month, the Friends of the Lal Lal Railway Station (now a sub-committee of the Lal Lal Catchment Landcare Group) every second month and Ballarat Tree Growers, annually, and the local primary school .

As part of its broader community extension goals (Action Plan 2013-17) the committee holds an annual maker and growers market on site in collaboration with the local school, the CFA and businesses, which provides a revenue stream for both the hall and the school. That initiative has been supplemented by the creation of a Social sub-committee to organise three social events annually for the community. The first two undertaken in 2017 have been very successful.

As part of this broader social commitment, the committee has also supported or organised a range of events at the hall related to community issues. These include hosting the Shire's *Talking 2041* consultation session in Lal Lal in 2015 and responding in detail to the Shire's *Small Towns and Settlements* draft (2016). In late 2016, the committee organised a community expo held at the hall in February 2017, providing local groups with a platform to report to the community on their respective achievements and plans, seek feedback and recruit new members. The event was an outstanding success, with most participating groups gaining new members and a new local history group being formed as a sub-committee of the hall committee.

4. PROJECTS

Since the 2014 AGM, the committee has successfully undertaken the following major projects:

1. Acquisition of the land behind the hall adjacent to Vaughn St (2014)
2. Soldier's Memorial Hall Honour Board (2014)
3. Undercover multi-purpose facility (2014-15)
4. Lal Lal ANZAC Memorial Park (2015-17)
5. Lal Lal ANZAC Memorial Park opening (2017)

Each of these projects was supported by important elements of the committee's Action Plan.

Moorabool Shire paid for the purchase of the land on behalf of the committee (\$20 000). The committee paid for the Honour Board (\$1072.00). The total cost of the undercover extension was \$25 000 for which the committee contributed \$1500 and \$ 2000 in-kind. The Committee negotiated ongoing use of the road reserve adjacent to the Clarendon Rd-Parker's Rd intersection for the development of a memorial park in 2015 and followed up with a Community Development grant of \$15 000 for installation of a memorial and related infrastructure to which the committee contributed \$1700 and \$2800 in-kind with a commitment to ongoing maintenance of the site. The Memorial Park opening was supported by another Community Development grant for \$3000, supplemented by \$2875 in-kind and over \$1000 in cash from the committee.

On a smaller scale, the Community Expo (2017), referred to above, was organised with funding support from the Shire for catering.

ATTACHMENT 2: WORK MAINTENANCE ACTION PLAN

Jobs Completed as at: 4/9/2017			
Location	Description	Actioned by	Notes
Kitchen	Find / Replace charger unit for roller shutter- (www.ozroll.com.au) Series 18650 E-part controller. P/N- 15.600.001 (14.8 volt 1.6Ah)	J. Crick	COMPLETED
	Food Safety signs install better		
	Move PP for fridge to more accessible location		
	Replace missing door knob, tighten loose knobs, adjust hinges on cupboard doors		
	Seal floor tile to kicker in front of sink		
	Fit fire blanket to wall properly		
	Paint ceiling, paint flaking		
	Purchase extra 65 lt rubbish bins	C. Henricksen	COMPLETED
Ladies toilet	Air lock door, Replace spring closer		
	1 st cubicle door sticking on door jamb (will not close)-	J. Crick	COMPLETED
	1 st cubicle, cistern fill valve seat requires replacing	J. Crick	COMPLETED
	Skirting water damaged		
	2 nd Cubicle, Door hinge binding	J. Crick	COMPLETED
	2 nd Cubicle, Pan Gasket leaking, taped up at present		
	2 nd Cubicle, align seat	J. Crick	COMPLETED
	3 rd Cubicle, Patch plaster (door-lock side)	J. Crick / G- Price	COMPLETED
Wash room, replace mirror			
Disabled Toilet	Vanity basin , refix to wall		

Gents Toilets	1 st Cubicle, Repair / Replace door (hole in door)		
	1 st Cubicle, repair hole in plaster wall	J. Crick / G- Price	COMPLETED
	1 st Cubicle, align seat		
	2 nd Cubicle, Section of floor collapsing ext wall side		
	2 nd Cubicle, Door lock not catching striker		
	2 nd Cubicle, repair hole in plaster wall	J. Crick / G- Price	COMPLETED
	Wash Room, Sliding door, reset stops		
Store Room	Main door, repair old lock hole and striker in jamb		
	Repair water damage to wall & ceiling above stage access landing		
	Install flexible hose to wash trough outlet to facilitate filling mop buckets etc		
	Clean out cupboard and throw out obsolete items etc		
	Proper broom storage		
	Door to stage jamming on floor		
	Install broom rack on shower wall		
Shower area	Tighten up door stop		
	Repaint ceiling , paint flaking etc		
Hall access to W/C's, exit & Store	Patch repair plaster	J. Crick / G- Price	COMPLETED
	Repair pelmet to disabled door	J. Crick-	COMPLETED
	Reset door stops, kitchen sliding door		

Main Hall General	New Clock		
	Refit section of cornice L/H side near stage steps		
	Repair removable jamb hall door		
	Lining boards near wall heater bulging , nail back		
	Movable wall sections, repair pad bolts etc		
	Wash down walls as needed, drink splashes and marks		
	Remove string from O/H beams , sticky tape from columns etc		
	Patch plaster	J. Crick / G- Price	COMPLETED
	Re stump under stage area R/H side		
	Install more hooks etc for hanging decorations etc		
Foyer	Repair hole in door / replace		
	Entry door , fab & install lock plate at bottom		
	Patch plaster wall near Honour Board		
	Remove old section of bar from foyer and replace with something more suitable	Engels- Leoncini	COMPLETED
Stage Area	Install passage set to stage door		
	Remodel stage area		
	Stage Curtains ??		
	Racking system for tables		
	Install NON SLIP tread to steps		
BBQ Area	Permanently install new BBQ		
	Fab & install suitable protective cover for BBQ		

Misc. Items	Light Switch instructions , foyer & security light		
	Side entry, Light switch instructions		
	Label switch plate stage (i.e. Main Hall lights. Stage Lights)		

Description	Number
White plastic folding tables	20
Wooden folding tables	7
Old type trestle tops (wooden)	2
Trestle legs	6

Attachment - Item 12.2(c)

Bacchus Marsh Public Hall Committee of Management

Committee Meeting Thursday 12th October 2017

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 5.05pm. with S Deagan in Chair.	
2.	Members present: S Deagan, E Daws, D Childs, K Currie and C Young	
3.	Apologies received: G Treloar and J Ginnane	
4.	Guests:	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
	Resolution:	
	<i>That the minutes of the Meeting of 14th September 2017 be confirmed.</i>	
	<i>Moved: D Childs Seconded: E Daws</i>	
	<i>Carried</i>	
7.	Actions arising from previous meetings	
	7.1 Road Signage with RSL 0915	K Doncon has left Council and K Bludenell is following this up
	7.2 Disabled Accessibility to foyer and stage 0416	A meeting was held with K Bludenell prior to this meeting to ascertain our requirements to the foyer, alcove and stage. He will report to M Gorfine of the Assets Dept.
	7.3 Sound System in Public Hall 1115	Factory Sound will meet with E Daws on 24 th November 2017 to sort out any problems with the sound system
	7.4 Hall User Manual 0816	S Deagan reported this is underway and will provide samples from other Halls

	7.5 Artwork in Foyer 0617	C Young has visited the Historical Society and they do have some old photos of the Public Hall. A letter has been send to them officially requesting copies.
	7.6 Security Cameras 0916	A Grant Application has been sent to Council on a \$ for \$ basis. The cameras are 4 megapixels x 8 cameras from Bailey Technology. It would cost \$800 for extra running time extended to 4 weeks.
	7.7 Portable Stairs in Public Hall 1016	Carried over to next meeting
	7.8 Volunteer Induction 0217	D Childs will complete his induction via the internet with the RSL. C Young to contact Council with the email details
	7.9 Facebook and Web Management 0617	<p>J Spain and C Young met with the final 3 applicants – Programmable Soda, Wren Media and Flux Designs. All are local applicants. The recommendation to the Committee is to appoint Programmable Soda as our Web Managers for the next 2 years.</p> <p>Resolution</p> <p><i>That Programmable Soda be appointed Web Managers for the Bacchus Marsh Public Hall for the next 2 years.</i></p> <p>Moved: S Deagan Seconded: K Currie</p> <p>Carried</p>
	7.10 Meeting with GJK Facility Managers 0617	A meeting was held with Sally Hohn of GJK Facility Management on 21 st September 2017. Sally has sent current MSDS and these have been placed in the cleaning cupboard. A template has also been received for us to complete with our cleaning requirements to enable GJK to consider if the time allocated is enough to complete our requirements or will recommend how much extra time is required. The Committee to consider this after tonights meeting
	7.11 Hot Water Filter in Public Hall 0717	Completed by R Geurts
	7.12 Heaters in Public Hall and Window Vents 0717	<p>Two signs on how to turn on and off the gas heaters in the Public Hall have been installed.</p> <p>The window vents maintenance is carried over</p>
	7.13 External date sign 0717	This has been completed by Jamie Hine
	7.14 Hanging Rails in Foyer 0917	These have been purchased and will be installed shortly

	7.15 Ceiling Repair in Supper Room 0917	Completed
	7.16 Lighting in Public Hall 0617	Research has been commenced by E Daws as to the suitability of lighting required in the Public Hall
	7.17 Interperative Signs 0917	C Young has asked the Historical Society about existing signs and they thought these were placed with a grant during the Bicentennial celebration. R Geurts also contacted the Historical Society and they are prepared to held with ideas for layouts, photos, manufacturer.
8.	Chairperson's Report	
	The grant has been submitted for 8 CCTV cameras around the outside of the Public Hall. A decision will not be known until early December	
	Resolution:	
	That the Chairperson's report be received.	
	Moved: S Deagan	Seconded: C Young
	Carried	
9.	Secretary's report	
	9.1 Inwards correspondence	Wilson's Hardware – Statement Telstra invoice Moorabool Council – Remittance for Operational Grant Suez Invoice GJK Invoice and Statement Sharyn Furlong – Christmas on the Village Green Sally Holm – GJK Cleaning template Wren Media Programmable Soda Flux Designs Various emails regarding Bookings
	9.2 Outwards correspondence	Bacchus Marsh Historical Society – Photos of Public Hall Sharyn Furlong – Christmas on the Village Green Various emails regarding bookings

	9.3 Business Arising	Sharyn Furlong advised that Christmas on the Village Green wants to hold their event on Dec 9. The Public Hall has bookings on both Dec 8 and 9 and therefore must have access to the car park. Sharyn will advise the organisers to find another date.
<p>Resolution:</p> <p><i>That the Secretary's report be received.</i></p> <p>Moved: C Young Seconded: D Childs</p> <p>Carried</p>		
10.	Treasurer's report	
	10.1 Accounts for Payment	Suez \$100.54 Telstra \$38.76 GJK Facility Services \$543.20 Due 30/11 GJK Facility Services \$543.20 Wilsons Hardware \$44.33 Rons Maintenance Service \$208.00

Cheque Account

	Month September 2017	2017/18 YTD	2016/17 YTD
<u>INCOME</u>			
Hall Hire - Public hiring	1,566.36	7,561.33	7,898.20
Hall Hire - Council	217.27	1,127.27	1,585.50
Cleaning/ Other Costs Recouped	136.36	272.73	-
Hire - Crockery and Cutlery			
Operational Grant			
Public Liability Amounts Received	111.00	296.00	-
GST on Income	170.28	12.87	417.07
Total Income	2,201.27	9,270.20	9,066.63
<u>EXPENDITURE</u>			
Advertising	350.00	350.00	-
Bank Charges	-	-	7.00
Cleaning	575.64	1,205.80	1,907.15
Electricity	1,665.52	1,665.52	1,362.03
Freight			60.00
Gas	395.66	868.88	800.42
Hallkeeper	208.00	606.00	200.00
Pest Control	-	-	450.00
Secretarial Fees	663.52	1,919.66	1,401.00
Skip Hire & Rubbish Removal	91.40	339.80	218.00
Stationery & Postage	132.18	132.18	9.09
Telephone	35.78	148.38	40.63
Maintenance:-		593.21	779.64
Equipment Maint	176.00		
Building	115.03		
Other (trestle trolleys)	114.00		
Equipment Purchases			631.45
GST on Purchases	411.87	1,391.87	7,854.05
Contra Account - Hall Hire Council	217.27	1,127.27	1,585.50
Total Expenditure	5,151.87	7,564.83	1,597.86
Surplus/ Deficiency	2,950.60	1,705.37	7,468.77
Bank Account Balance B/Fwd	25,118.19	20,462.22	
BANK ACCOUNT BALANCE -30th September 2017	\$ 22,167.59	\$ 22,167.59	

	10.3 Business Arising	A query as the charge of Advertising was raised and this will be referred to G Treloar for the next meeting The cost of Electricity is rising and we should investigate if we can get it cheaper.
<p>Resolution:</p> <p><i>That the Treasurer's Report be received</i></p> <p>Moved: C Young Seconded: K Currie</p> <p>Carried</p>		
11.	Booking Officer's report	
	11.1 Bookings Received	Shelton Muller RSL 2018 x 2 Council – A Dyson Great War Committee 2018 BM Christian Church x 4 Young St Kindergarten
	11.2 Booking Enquiries	Shelton Muller Kay Miller – Alzheimers Michelle – Meditation Classes Aila – Baptism Graeme 40 th Birthday Bushido Martial Arts Bunnings Nicole Preece
	11.3 Hall Visits	Shelton Muller Bunnings Kay Miller Nicole Preece Council – Manda McDermott
	11.4 Business Arising	2 x after hour callouts as the BM Football Netball Club forgot to pick up the keys. No damage was found after their event but 1 hour was spent putting chairs, tables etc back into the correct room
<p>Resolution:</p> <p><i>That the Booking Officer's report be received.</i></p> <p>Moved: C Young Seconded: E Daws</p> <p>Carried</p>		

12. Hall Keeper's report
- 7.8 No update. WIP
- 7.12 Hot water system in Main hall has now been flushed. Water was still quite clean which indicates that this system does not get a lot of use. COMPLETE.
- 7.13 Two gas heater signs have been made and installed on East and West walls (see photo attached). I have used locations that are close to the heaters but not in prominent view for event users. COMPLETE
- Window Vents that have been nailed or painted shut are still to be worked on by me. WIP
- 7.15 Hanging Rails. Not yet installed. The timber rails are in the back room. Installation is a two person job, so will organise a 'retired' friend to help. WIP
- 7.16 A few photos attached of existing signs around the Marsh. I have spoken to a member of the BM Historical Society who has indicated that they are prepared to help with ideas for layouts, photos, manufacturer, etc. TO BE DISCUSSED = WIP

Inspections of Hall as requested following hiring for the month.

Finalised the fitting of door restraints to all external doors.

Fitted two Door Restraints to Foyer and SupperHallway internal doors.

Moved chairs to & from the Stage and back room.

Other maintenance activities as observed, plus other project work as requested by the BMPH Man'gt Comm'ee.

Still in the process of repairing a new Hall trestle following a forced closure by users

Resolution:

That the Hall Keeper's report be received.

Moved: C Young Seconded: D Childs

Carried

13. General Business

E Daws will be absent from the next meeting

M Gorfine to be asked if a LED lighting programme is in place for the Public Hall

14.	The next meeting of the Committee will be held at 5pm on Thursday 9 th November 2017 in the Supper Room
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15.	The meeting closed at 6.01 pm.
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Attachment - Item 12.2(d)

Elaine Recreation Reserve Committee General Meeting
15/10/2017

Present: Apologies:	Ron Read, Stephen Ford, Jimmy Connell, Jo Adcock Shane Dunne,	
Minutes from previous meeting accepted:	Accepted by Stephen Ford Seconded Jo Adcock	
Mowing	<p>Tabled letter from Shane Dunne Tabled letters of support for from Tennis Club and Cricket Club</p> <p>Tabled response from the Moorabool Shire to enquiry.</p> <p>'As Council representatives we are required to act, and be seen to act, at all times with ethics and the highest integrity.</p> <p>We are required to treat potential and existing suppliers with equality and fairness and present the highest standards of professionalism and probity by deal(ing) with suppliers in an honest and impartial manner that does not allow conflicts of interest.</p> <p>All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote and an independent third party must be able to see clearly, that a process has been followed and that the process is fair and reasonable.</p> <p>All processes must ensure competition in the open market with acceptable quality, reliability, accessibility and delivery considerations. While lowest price is not the sole determinate of value for money achieving best value for money must still be the basis of all procurement decisions within Council.'</p> <p>This issue is proving divisive and detracts from the important work we are doing for our community.</p> <p>Discussed how we need to proceed.</p> <p>We value all the members of the committee and recognise the huge amount of hard work undertaken by some members to raise funds and the profile of the ERRC and clubs which use it.</p> <p>However, in order to comply with Council requirements, we need to be shown to be 100% aboveboard and fair. Therefore, Stephen will draft a tender form and a mowing contract to bring to next meeting. (Committee drafted requirements of the contract) We will look into having the tender process overseen/judged by an impartial person/s e.g. council member/s.</p> <p>We will meet again next week 22nd 2:00 pm at the Rec Reserve, to go over contract.</p>	

Stove	Replacing the stove with a new, larger one. Bill Pantzidis is fitting the stove and will take away the old one.	
Bowling Machine holder	ERRC will pay the \$800 for the bowling machine holder but would like to be reimbursed \$400.	
Administration	Nomination forms to be completed for; Julie Pantzidis (ECC) and Ian Farhall (ETC) committee members/User Group Representatives	Jo action forms
Next meeting	22nd October 2017, Sunday, 2pm	

Meeting closed 4:10

Elaine Recreation Reserve Meeting 26/11/2017

Present: Apologies:	Stephen, Jo
Structural Chart/Rules of Governance	Tabled. Stephen has made a chart to show how User Groups need to work in with the COM. Meet with User Groups/representatives to go over and ensure it is put in place.
User Group Representatives	Jo has emailed Ian Farhall and Julie Pandzitis to ask for their information to go on nomination forms. No reply as yet so this is still in the pipeline. Jo will send a reminder. Until forms go to council, they are not on the COM.
Mowing contract	Tender requirements tabled. Contract tabled. Read through and discussed. Added in items regarding contract cessation and breaches of contract. Added in 'to suit user needs/purposes'. Stephen will adjust contract and tender document and bring to next meeting for final approval. Then tender process can begin.
Other business arising from previous minutes	<ul style="list-style-type: none"> • Jo has emailed council with other items from previous meeting but has, as yet, had no reply. • Shane Dune has forwarded a photo of the current liquor license. Expires on 31st December. We will need a copy of the new licence, which should be applied for before this one expires. • Shane Dunne forwarded his resignation from the COM, to Jo on 27/10/2017. Resignation has been accepted by COM. Jo will forward to council.
Next Meeting	7 th Jan, Sunday 3pm

Attachment - Item 12.2(e)



Incorporated no. - A0022451E.

1 Navigators Community Meeting Tuesday 24th October 2017

Terms

- NCC – Navigators Community Centre
- MSC - Moorabool Shire Council

1.1 Office Holders

1. Wayne Austin – President
2. Debbie Barnett – Vice President
3. Ken Turner – Treasurer
4. Ole Kelderman – Secretary
5. Tarsha Gore – Tennis Club Representative

1.2 Committee Members

6. Michael Clarke
7. David Tatman
8. Marita Austin
9. Paul Mullane
10. David Reyne

1.1. Present

1. Wayne Austin
2. David Reyne
3. Paul Mullane
4. Ken Turner
5. Michael Clarke
6. Ole Kelderman

1.2. Apologies

Debbie, Marita, David Tatman, Tarsha.

Apologies Moved to be Accepted, by Michael Clarke. Carried

1.3. Next Meeting: NCC hall, Date to be determined in March 2018 .

Meeting Schedule

- To be determined

2 Navigators Community Centre Minutes

Meeting Started 7:40 pm

Meeting Concluded 9:00 pm

2.1 Minutes for NCC Meeting 12 Sep 2017

Minutes circulated.

Amendments advised.

That 2 quotes for Chairs , Stackable and non-stackable chairs were obtained by Wayne

Motion that Minutes be accepted with amendments

Moved Michael Clarke , Seconded David Reyne. Carried

2.2 Business Arising from Minutes

Meeting was held with Matt Turner of Enduring Domain where recommendations were made and accepted by Enduring domain . These consisted of

- a. Wider Clubroom
- b. Additional Storeroom to allow External and Internal access to different storerooms
- c. Both Male and Female toilets will face Tennis courts
- d. Sliding Doors chosen as opposed to folding doors
- e. Plan for future solar panels in building design

2.3 Correspondence

2.3.1 In>

1. Proposal from Enduring Domain for design of ClubRooms and toilets
2. MSC – Advise of Kristin Blundell replacing Kirsty Doncon as liaison person.
3. Enduring Domain – Building Designers Agreement

2.3.2 Out>

1. MSC – Discussion regarding gutters needing cleaning out. Height an issue .
2. MSC – Discussion regarding logging of works such as mowing.
3. Application for grants from MSC for chairs and Honour Board by Wayne

2.4 Treasurer's Report

Adding \$5000 to short term investment as discussed in previous minutes was deemed not so practical. As would have to create a new investment account and that would take 3 Committee members to action. So not done.

2.4.1 Current Balance;

Treasurer's Summary

Balance at 30/9/2017 in General Account = \$16,930

Balance at 30/9/2017 in Investment Account = \$5,000

Acceptance moved by Ken, Seconded by David Reyne... Carried

2.4.2 Outgoing

\$1050 paid to Enduring Domain as first ¼ payment.

2.4.3 To be actioned

Nil

2.5 General Reports

2.5.1 Tennis club

1. Fencing gone in and has improved the presentation of the courts.
2. Need to place top bar along fencing to improve strength of fencing
3. Need to reinstall back board to allow practise use.
4. Basketball ring needs to be replaced

2.5.2 History Club

1. Recommend Remove Hawthorn bush on Avenue of Honour Treescape as was overshadowing the view of the Avenue
2. Thanks to NCC for assistance in obtaining a grant for the History Club
3. Tennis History in conjunction with Tennis club for 61 years of history to be done post Xmas

2.6 General Business

1. Council to cut verge to be put on councils regular maintenance schedule. Considering the councils does the Avenue of Honour section just down the road . Wayne to discuss with Council.
2. Contact Shire to trim trees . Wayne to discuss with council.
3. Clarification of property boundaries with Council.
4. Oct/Nov need 2 lots of mowing on the mowing list
5. Signs for bonfire night for Michael to follow up.
6. Flyers for bonfire night and Xmas function printed by Tarsha. Michael to assist in distribution.

7. Next round of Garden maintenance to be done by Tarsha and History Group
8. Basket ball ring to be replaced in concrete area.
9. Bonfire night has BBQ provided . Wayne to organise sausages
10. Moved Motion for David Reyne to sell Fencing from previous tennis courts fences and put resultant funds back into tennis club. Moved by Paul Mullane. Seconded by Michael. Carried.
11. Moved Motion to sign Building Designer Agreement from Enduring Domain. Moved by Wayne. Seconded by David Reyne. Voted in favour - Ole, Wayne, Paul Mullane, Michael Clark, David Reyne. Voted against - None. Carried.

2.6.1 Xmas Function

1. Paul to organise Santa's transport
2. Wayne to organise Santa
3. Michael to assist in organisation.

Attachment - Item 12.2(f)

Meeting Minutes

November 14th 2017, 7:50 pm – 8:30 pm James Young Room Lerderderg Library

Attendance

Position	Member	Present	Apology	Absent
Chairman	Allan Comrie	X		
BM West Golf Club	Dean Cowan	X		
BM Harness Club	Robert Young		X	
BM Pony Club	Deidre Davey	X		
BM Camp Drafters	Damien Everard	X		
BM & Melton Poultry Club	George Rogers	X		
Footscray Poultry Club	Jan Motherwell	X		
BM BMX Club	Les Stewart	X		
BM Soccer Club	Noel Stanley			X
BM Cricket Club	Darran Fowlie	X		
Community Representative	Pat Griffin	X		
Community Representative	Stuart Deagan			X
Moorabool Shire Council	Cr Jarrod Bingham	X		
Visitors				
Robert Gleeson – BM Harness Club Phil Jeffrey, Corinne Jacobsen – Moorabool Shire Council				

1. Welcome

2. Presentation from Council Officers regarding Reserve Development

Phil Jeffrey and Corinne Jacobsen from Moorabool Shire did a presentation on the proposed Reserve Redevelopment.

3. Minutes of Last Meeting and Matters Arising

Corrections – Les Stewart attended on behalf of BMX not Richard Taylor

George Rogers stated that he was not happy with the proposed naming of Poultry Pavilion

Moved D Davey second J Motherwell that previous minutes accepted with correction. Passed

4. Financial Statement for period September 13th to November 14th 2017

Expenditure

Date	Chq #	Payee	Detail	Amount
25-Sep-17	1142	Origin Energy	Power	\$524.71
1-Nov-17	1143	Roslyn Baker	Toilet cleaning	\$240.00
1-Nov -17	1144	Griffith & Goodall	Insurance	\$390.65
TOTAL EXPENDITURE				\$1,155.36

Income

Date	Inv	Payer	Detail	Amount
11-Oct-17		Moorabool Shire	Operational Grant 2017/18	\$25,368.00
TOTAL INCOME				\$25,368.00
30-June-17				Opening balance
12- Sept-17				\$29,195.70
12- Sept-17				Closing balance
				\$53,408.34

Moved P Griffin second J Motherwell that financial report accepted Passed

5. Correspondence

- NAB Bank statement
- 2018 Reserve

6. Other business

D Fowlie suggested that Bank Account be moved to Bendigo Bank, Treasurer to investigate

D Everard reported that new executive for CampDrafters has been elected.

Meeting Closed at 8:35 pm

Next meeting	December 12th 2017, 7:30 pm at James Young Room, Lerderderg Library Main Street Bacchus Marsh
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Attachment - Item 12.2(g)

Greendale Reserves Committee of Management

Attendees:	Phil O'Keefe, John Speed, Paul Hilder , Eddie Salwe, Nick Myrianthis,	
Apologies:		
Date & Time:	Wednesday 15 th November 2017, 7.30pm	
	Egan's Reserve Rotunda	
Issue	Action	Timeframe
Previous minutes	September 2017 minutes were confirmed	
Matters arising		
Summer Grant	Exercise equipment to be selected – Chin-up bar suggested – Phil has located a supplier & requested a quote. Garden planting under Egans sign – Paul to purchase. Sleepers required to edge. Remarking of lines on tennis courts, cricket pitch – deferred CoM to meet at Reserve Fri 22/9, 10am, to finalise garden plan and mouldings for windows. DONE – GARDEN COMPLETED, CHIN UP BAR ORDERED	
Windshield at rotunda	CoM resolved to glaze two panels adjacent to BBQ. Quote from Simon Ross \$1232 supplied & fitted for 2 panels, excluding mouldings. To be funded by summer grant. Simon Ross confirmed price of \$3283.50 inc GST 28/6 – 3 panels of glass including fitting of mouldings to suit. Eddy has located paint . Need to confirm purchase of mouldings. DONE, GLASS INSTALLED	
80 – 90 Long Gully Rd	The easement between these 2 properties, which provides access to Maddison Lane Reserve has been fenced off. Ian Waugh has referred to Governance at MSC. NO RESPONSE FROM GOVERNANCE	
	Dispenser for bags to collect dog's droppings required for Egan's Reserve . J Speed to follow up with MSC. WAITING FOR MSC TO SUPPLY / INSTALL	
	New soft fall required under play equipment at Egan's Reserve. J Speed to advise MSC. WAITING FOR MSC TO SUPPLY / INSTALL	
Locks for Egans Reserve	Eddie has supplied padlocks for the big gates at Egan's Reserve & given keys to CoM members. Padlocks to be "daisy chained" to MSC Abloy locks. Completed by Eddy. MSC Abloy key to be removed from set at Greendale Pub to prevent lock & chain being stolen. Abloy key to be kept in storeroom at toilet block. (Eddy)	
Treasurers report	Current balance \$12,828.42, plus \$10,000 in term deposit.	
	Bills to be be paid: Commercial Glazing \$3283.50, Origin \$274.03, J Speed reimbursement working bee expenses \$81, P Hilder plant purchases \$55	

Correspondence	I	
General Business -		
Egan's Reserve	New fencing wire has become detached from the splayed corner next to the roundabout. Phil has contacted contractor Peter Fry who has agreed to make repairs.	
	Evidence of a fire being lit on the concrete slab inside the Rotunda, which has cracked the concrete leaving a hole and tripping hazard in the floor. J Speed to report to MSC for urgent repairs. CoM to consider installing mock CCTV cameras or smoke alarms as a deterrent.	
	Phil was contacted by a Camper Van club about using Egan's Reserve for a one night gathering. Approved by CoM in return for donation	
Next meeting	Thursday 7/12/17, 7.30pm Greendale Pub – end of year review	
	Meeting closed 8.30pm	
	CFA = C1950Z	

Proposed for Master Plan 2016 to 2021
Table of Works

Recommendation	Priority	Cost (approx.)
Community centre / Bushfire Shelter	High	\$500,000
Replace fencing and create new main entrance	High	\$10,000
Upgrade of toilet block and new storage facility	High	\$90,000
Water reticulation system	High	\$50,000
Installation of new BBQ and seating area	High	\$15,000
Solar panels for rotunda at Egan's Reserve	High	\$10,000
Additional glazing for rotunda	High	\$2,000
Improved disabled access	Medium	\$5,000
Line marking, new basketball rings	Medium	\$3,000
Plan and implement improved vehicle parking facilities and pedestrian access	Medium	\$10,000
Extra outdoor exercise equipment	Medium	\$2000
Completion of landscaping / drainage around tennis court	Medium	\$1,000
Re-laying and marking of cricket pitch	Medium	\$1,000
Installation of shade structure over playground	Medium	\$15,000
Repaint lines tennis courts,	Medium	\$500.

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

Bookings for Egan's Reserve			
23/09/12		Pony club	Confirmed
24/11/12	Saturday	Greendale Market	Confirmed
02/12/12	Sunday	Greendale Social Club Xmas function	Confirmed
09/12/12	Sunday	MSC – Blackwood evacuation exercise	Confirmed
15/12/12	Saturday	Rebecca 1 st birthday party 11.30am – 4pm	Confirmed
26/01/2013	Saturday	Judy– Family BBQ	Confirmed
28/01/13	Monday	Beth 1 st birthday party	Confirmed
17/02/2013	Sunday	Fiona & Shane – 1 st Birthday Party 12.30pm onward	Confirmed 21/1/13
15/04/2013	Sunday	Compass expeditions motorcycle tours – Gathering of past clients	Confirmed
04/05/13	Saturday	B/M Little Athletics. Cross Country 10.30am – 12. 50 kids at Egans Karen	Confirmed
29/9/13	Sunday	Pony club, Kaylene	Confirmed
24/8/13	Saturday	Liza Birthday Party	Confirmed
23/11/13	Saturday	Contact details – Kids Birthday party includes jumping castle. Gate key required	Confirmed
7/12/13	Saturday	Brooke Kids Birthday party includes jumping castle, catering, reptile show. Gate key required	Confirmed
01/03/14	Saturday	Mickale Kids birthday party	Confirmed
19/04/14	Saturday	Louise Kids birthday party	Confirmed
28/9/14	Sunday	Rob Miniature Horse show, 7am start	Confirmed

	Gate key required, will leave donation at pub	
17/1/15	Beth, Childs first birthday, from 11am	Confirmed
25/1/15 Sunday	Rob Miniature Horse show, 7am start Gate key required, will leave donation at pub	Confirmed
26/1/16 Monday	Corey via Phil – kids birthday party	Confirmed
25/1/15 Sunday	Rachael Kids birthday lunch 12 to 2pm Not bbqing using tables only	Confirmed
26/4/15	Greendale Social Club family event from 11am	Confirmed
18/10/15	CFA training exercises	Confirmed
Tuesdays weekly	Home school group use reserve for activities – Monica	Confirmed
9/12/16 Friday	Ballan Child Care break up	Confirmed

Attachment - Item 12.2(h)

Maddingley Park
Committee of Management
MINUTES

Meeting date: Tuesday 5th December 2017

Meeting venue: Royal Hotel

Chairperson: Russell Hendry

Meeting started at 6.30pm

Present: Russ Hendry, Peter Sutherland, Pamela Pinney, Michael Love, Peter Wakefield, Heather Chambers

Apologies: Dotty Hazell, Gary Coles, Darren Smith

1. **Minutes from previous meeting**

The minutes of the previous meeting – 31st October 2017 *Deferred to January meeting*

2. **Business arising - *Deferred to January meeting***

3. **Finance Report**

Finance report was *deferred to January meeting*

4. **Correspondence/Hire Requests *Deferred to January meeting***

5. **Hire Requests/Upcoming events**

Jazz People

Calleja Car Show-Feb 2018

6. **Projects Update**

Moved Michael Love seconded Pamela Pinney that the MPCoM install a double plate electric barbecue at the adventure playground for a cost of \$10,177 with \$7909 being contributed to the cost by the East Moorabool Councilors'. Carried

7. **Art in the Park**

Deferred to January meeting

8. **Policy Issues**

- **Moved Peter Wakefield seconded Michael Love that the MPCoM recommend the fee structure as shown in attachment 1 of the attached Maddingley Park Hiring Policy dated 30th November 2017 and formally recommend that Council endorses those fees. Carried**

10. **Meeting closed: 6.40 pm.**

Next meeting: Tuesday 30th January 2018 at the James Young Room

Meeting Calendar 2018

January 30th

March 27th

May 29th

July 24th

September 25th

November 27th

13. NOTICES OF MOTION**13.1 Cr. Keogh: N.O.M. No. 270 – Proposal to Rename Lerderberg Library****Motion**

That Council Officers be requested to bring forward a report that explores the opportunity to rename the Lerderberg Library the Peter Carey Library.

Preamble

The Booker Prize is one of the highest accolades for writers worldwide. We are fortunate to have a former resident of Bacchus Marsh that has been the recipient of the prize on two occasions. Peter Carey is a highly acclaimed and bestselling author. The Lerderberg Library could achieve worldwide notoriety by being renamed the Peter Carey Library. Officers will need to research the naming of public places and building protocols. Mr Carey would need to be contacted to gain his approval, however, this is an opportunity to recognise a great writer and our highly regarded library facility.

Attachment - Item 13.1

NM: 270

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

22 January, 2018

Ref: JK

Dear Rob,

Notice Of Motion – Proposal to Rename the Lerderderg Library

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 7 February, 2018.

Background

The Booker Prize is one of the highest accolades for writers worldwide. We are fortunate to have a former resident of Bacchus Marsh that has been the recipient of the prize on two occasions. Peter Carey is a highly acclaimed and bestselling author. The Lerderderg Library could achieve world wide notoriety by being renamed the Peter Carey Library. Officers will need to research the naming of public places and building protocols. Mr Carey would need to be contacted to gain his approval, however, this is an opportunity to recognise a great writer and our highly regarded library facility.

Motion

That Council Officers be requested to bring forward a report that explores the opportunity to rename the Lerderderg Library the Peter Carey Library.



Cr John Keogh
East Moorabool Ward

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.**

Pursuant to the provisions of
Section 89(2) of the Local Government Act 1989,
Items 17.1 and 17.2 are confidential items and
therefore not included as part of this Agenda.

18. MEETING CLOSURE