



ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
Council Chamber, 15 Stead Street, Ballan on
Wednesday 7 November 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. Derek Madden	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

Derek Madden
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

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

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

4. PRESENT**5. APOLOGIES****6. CONFIRMATION OF MINUTES****6.1 Ordinary Meeting of Council – Wednesday 03 October 2018**

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 03 October 2018.

7. DISCLOSURE OF CONFLICT OF INTEREST

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

Definitions of the class of the interest are:

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

Time for Disclosure of Conflicts of Interest

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

Section 79(6) of the Act states:

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

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

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

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

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

8. PUBLIC QUESTION TIME

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

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

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

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

A Councillor or Council officer may:

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

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

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

9. PETITIONS

9.1 Consideration of road closure of Simmons Drive, Bacchus Marsh

Council has received a petition containing 20 signatures, from residents residing in Simmons Drive, Bacchus Marsh.

The petition is stated as:

“This petition is of the residents of Simmons Drive, Bacchus Marsh VIC 3340

We draw the attention of the Council: to consider leaving the road closure in place halfway down Simmons Drive. The opening of the freeway entry/exit on Halletts Way has created a lot more traffic and we believe if Simmons Drive opens all the way through it will cause a lot more traffic to our street. Approx. 90% percent of us also have small children in the area and believe it would also be safer.

We therefore ask the House to: have additional bollards/signage put in place to close off the road halfway. - Please see attached photo for location.

- 1. Safety of children residing in the street*
- 2. Further increased traffic to the street*
- 3. We would like a guarantee that all emergency services would be able to reach every dwelling in the street”*

This petition does not meet Council’s Local Law No. 9, Meeting Procedure Local Law, Part 6 - Clause 6.7 (d)(ii) in that the address of every petitioner or signatory is not clearly stated, however, an exception has been made on this occasion to consider this petition in line with the provisions under Meeting Procedure Local Law No.9, Part 6 - Clause 6.7 due to each signatory residing in Simmons Drive, Bacchus Marsh as stated.

Recommendation:

That the petition containing 20 signatures in relation to Simmons Drive, Bacchus Marsh be received by Council and that a report be prepared by officers for Council’s consideration.

10. PRESENTATIONS / DEPUTATIONS

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

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

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

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

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

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

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

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

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

Item No	Description	Name	Position
-	-	-	-

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

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

Item No	Description	Name	Applicant/ Objector
-	-	-	-

11. OFFICER'S REPORTS

11.1 CHIEF EXECUTIVE OFFICER

11.1.1 Rural Councils Transformation Program

Introduction

Author: Phil Jeffrey
Acting Chief Executive Officer

Background

The Central Highlands Group of Councils are proposing to submit an application to Local Government Victoria (LGV) under the \$20M Rural Councils Transformation Program (RCTP).

In the current environment of rate capping, all Councils, regardless of their size or scale, will need to consider changes to their operations to ensure that they continue to deliver the services and functions expected by their communities. Regional co-operation is one way to address this, and the opportunity to consider transformational changes through such a funding program will enable this to occur with minimal risk. Examples include back of house processes, asset management, building surveying and ICT.

The seven Central Highlands Group of Councils (Ballarat, Moorabool, Pyrenees, Central Goldfields, Ararat, Northern Grampians and Golden Plains) are currently working on a joint submission. If the EoI is successful, groups will then be invited to develop a much more detailed and formal business case. The preparation of such a business case could be upwards of \$250k and would be fully funded under this program. Those business cases would need to be completed by the end of March 2019 with funding expected to be announced in May 2019.

Proposal

The RCTP provides funding for groups of Councils to develop partnership initiatives that progress the transformation of local government. The RCTP may include initiatives such as shared delivery of Council functions and services, along with the ability to purchase new plant, equipment or software platforms. The program aims to improve the efficiency and financial sustainability of rural and regional Councils, and signals LGV's direction of transforming the sector through collaboration and sharing amongst Councils. Essential resourcing could be provided under the program to drive outcomes for the Central Highlands Group.

Attached are some of the publicly available LGV materials that describe the details of the program and a link to their website <https://www.localgovernment.vic.gov.au/grants/rural-regional-councils-sustainability-reform>

Groups of Councils from across the State are encouraged to apply for funding to develop a business case and to implement their nominated initiatives. The program has a total of \$20M to be allocated towards 4 to 5 transformational projects across the State. Expressions of Interest are due by mid-November.

It should be noted that the new Fixing Country Roads program has a requirement that an expression of interest has been submitted to this program to ensure Council eligibility.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance & Leadership

Context IC: Our Business & Systems

The proposal to support the Central Highlands Group of Councils in submitting an Expression of Interest is consistent with the Council Plan 2017 – 2021. It also provides an opportunity to consider alternative ways and means for Council to service its community more efficiently and effectively.

Financial Implications

If the EoI is successful, the preparation of the full business case will be funded by the program. If the EoI is unsuccessful, it is assumed that the Central Highlands Group of Councils will not proceed with the proposed project. Therefore, there are no significant financial implications to Council.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	EoI is unsuccessful	Low	Project will not proceed without grant funding

Community Engagement Strategy

At this stage no formal consultation is required. However, if the EoI is successful and a full business case needs to be prepared, consultation with staff will be undertaken.

Communications and Consultation Strategy

At this stage a communications strategy has not been developed. It is anticipated that the Central Highlands Group of Councils will prepare relevant communications material that Council can adopt and use as required.

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.

Acting Chief Executive Officer – Phil Jeffrey

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

Conclusion

That Council acknowledges the collaborative efforts of the Central Highlands Group of Councils in their endeavour to secure funding for shared service models across the region.


Recommendation:

That Council:

1. Acknowledges the \$20M State Government Rural Councils Transformation Program.
2. Supports the CEO submitting an EOI with the other Central Highlands Group of Councils.
3. Requests the CEO to provide a further report of potential shared services and functions that can be pursued following the outcome of the EOI to the Transformation Program.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: Acting Chief Executive Officer
Date: Thursday, 11 October 2018

Attachment - Item 11.1.1a

Rural Councils Transformation Program

Program Summary



What is the Rural Councils Transformation Program?

The \$20 million Rural Council Transformation Program (RCTP) funded in the 2018-19 State Budget aims to support large scale proposals by rural and regional councils to transform existing council functions. This will help improve the financial sustainability of councils which would not otherwise be able to invest in these large-scale transformations.

The RCTP is designed to seed fund transformative projects requiring approximately \$2 million to \$5 million in funding and comprising three or more rural or regional councils.

Potential funded projects could include shared engineering and building services, corporatising fleet management, asset management for multiple rural councils, and / or combining the back office corporate functions of finance, human resources, IT, procurement and payroll.

Activities to be considered for funding under the RCTP include but are not limited to:

- Establishment of governance arrangements
- Digital transformation, harmonisation or system development
- IT hardware and software – both new and upgrades
- Staffing – management and administration
- Related consultancy advice – legal and finance
- Buildings (leased only) and fixtures and furniture – leased and owned
- Vehicles and office equipment.

Program Timelines

Applications by council groups will be subject to assessment against the Program criteria and councils will be offered additional support within the RCTP to develop a project business case.

Key milestones:

1. RCTP Expressions of Interest period commences on 14 August 2018 with the release of Program guidelines and accompanying information by the Minister for Local Government.
2. Regional information sessions for rural and regional councils across Victoria (see communication and engagement below).
3. Expressions of Interest proposals for RCTP funding close on 15 November 2018. Applications must include a commitment from the applicant councils' CEOs in the form of a Memorandum of Understanding.
4. Final applications, including a detailed business case close on 31 March 2019. Council resolutions of commitment from each participating council must accompany the application.
5. Assessment of applications from April-May 2019.
6. Final project funding allocation decisions and announcements in May 2019.

Communication & Engagement

The transformative requirements of RCTP proposals, coupled with a single year budget allocation in 2018/19, require supporting communication and engagement.

Rural Councils Transformation Program

Local Government Victoria (LGV) has information sessions in rural and regional locations for councils and interested stakeholders in August 2018 at the following locations:

LOCATION	DATE
• Benalla	22 August 2018
• Bendigo	22 August 2018
• Swan Hill	23 August 2018
• Horsham	23 August 2018
• Warrnambool	24 August 2018
• Geelong	31 August 2018

LGV staff can also assist rural and regional councils in the scoping of potential projects and the development of proposals.

How does RCTP build on existing programs?

The Victorian Government has provided support to rural and regional councils to develop shared services for almost a decade. These efforts have focussed on developing the evidence base and local government confidence to move forward. Current programs such as the Collaborative Councils – Sustainability Fund Partnership and the Finance and Accounting Support Team have funded business cases and feasibility studies for rural and regional council shared services. Other efforts have focussed on joint procurement of goods and services.

There are limited examples of shared services currently in place. Many of these examples are small scale, specific to a particular service and involve small numbers of staff. The local government sector has experienced challenges in the past with initiating shared services at a larger and transformative scale without Victorian government support.

In 2017-18, the Victorian Government invested in research and consultation to identify the main obstacles and paths to improved financial sustainability for rural and regional local governments. KPMG were engaged

to undertake this project, which proposed a suite of reforms and investments encompassing operational transformation, stronger local governance and a state-local government alliance to support sustainable service delivery. This project resulted in a State budget allocation of \$20 million in 2018-19 for the Rural Councils Transformation Program.

Contacts and Further Information

Further information regarding the program is located at

<https://www.localgovernment.vic.gov.au/grants/rural-and-regional-councils-sustainability-reform>

To discuss the program please contact:

Gerry Smith

Director, Sector Innovation, Performance and Resilience

DELWP

Email: gerry.smith@delwp.vic.gov.au

Phone: 03 9948 8505

Leighton Vivian

A/Senior Manager, Innovation and Performance

DELWP

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Andrew Hagland

Program Manager, Rural Councils Transformation Program

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Attachment - Item 11.1.1b



What is the Rural Councils Transformation Program (RCTP)?

The RCTP is a program to incentivise and support rural and regional councils to implement large-scale, transformative projects on a regional level, such as joined-up service delivery, corporate services, procurement and asset management.

The RCTP is designed to improve the financial sustainability of councils, by providing them with initial financial assistance to invest in these transformations.

The Victorian Government is committing \$20 million in the 2018-19 financial year towards the Rural Councils Transformation Program.

Why is the Rural Councils Transformation Program needed?

Rural councils often have a restricted ability to affordably invest and deliver services and infrastructure, in part due to their dispersed populations and larger geographic areas they need to service.

Compared to metropolitan councils, rural councils tend to face greater barriers to sustainability: meaning they are less likely to have the capacity to meet the agreed service and infrastructure needs of their community and absorb foreseeable changes and unexpected shocks into the future.

This can lead to poorer outcomes for the community, with measures of health and wellbeing in many rural communities being recorded at lower levels than those of their metropolitan counterparts.

It can also result in a reduction in service levels, declining breadth and scope of available services, and deterioration in infrastructure performance.

Regional service delivery models can help to achieve greater service benefits for rural and regional communities, through increased collaboration across councils and the delivery of greater efficiencies.

How can the RCTP benefit councils and communities?

The RCTP aims to:

- improve the financial sustainability of rural and regional councils by achieving economies of scale including through regional service delivery or collaborative procurement;
- promote more efficient and improved service delivery through collaboration and innovation;
- facilitate benefits for rural and regional communities, with priority given to those for rural communities; and
- demonstrate potential efficiencies to be gained through regional service delivery.

What types of activities will be considered for funding?

The RCTP aims to fund regional scale proposals that will implement transformation of existing council functions such as direct service delivery, corporate services, procurement or asset management.

Who will be eligible to apply for this program?

Councils, as defined by the *Local Government Act 1989*, from rural and regional Victoria are eligible to submit an application under this fund.

Rural and regional Victoria is defined as the 48 local government areas set out in Schedule 1 of the *Regional Infrastructure Development Fund Act 1999*.

Rural Councils Transformation Program

How do councils apply for the program?

To request funding under the RCTP, applicants will need to submit an Expression of Interest (EOI), which will be assessed and considered for approval to progress to a full application that includes development of a business case. Both the EOI and the full application will be submitted via Grants Online. Details are contained in the RCTP Funding Guidelines.

What commitment is required for an EOI to proceed to a full application?

Applications will only be considered where there is an arrangement governed by a Memorandum of Understanding (MOU) or similar between three or more eligible councils. The arrangement is expected to include a majority of rural councils, and may also include regional councils. The inclusion of relevant public-sector agencies in the arrangement will be considered on a case by case basis.

What commitment is required for a full application to be assessed for funding?

Parties to the MOU must pass and submit relevant council resolutions to implement a successful business case. Successful applicants will be invited to enter a funding agreement with the Department of Environment, Land, Water and Planning.

Is this program paving the way for future council amalgamations?

No. This program is not a step toward council amalgamations. It is intended to support the sustainability of rural and regional councils by helping address issues associated with revenue raising constraints, absence of economies of scale and human resource limitations.

It is essential that rural councils retain their autonomy and local decision-making ability, while being able to deliver high quality, efficient services to their community.

Does this mean councils will start cutting jobs if they share services?

It is possible that through combined services, councils may propose to reduce positions in some areas, and increase investment in other areas leading to new recruitment.

Sharing services means reconfiguring staffing and resources, not simply cutting costs. Retaining high quality staff and skills can be another benefit of collaboration, along with attracting new skills.

The RCTP offers a range of support to councils beyond staffing. This support includes digital transformation or system development, IT hardware and software, and related consultancy advice (such as legal and finance).

These types of support can help councils to achieve greater service benefits for rural and regional communities, through increased collaboration and the delivery of greater efficiencies.

Were councils involved or consulted in the development of this program?

Councils were extensively consulted in 2017-18 as part of the Rural and Regional Councils Sustainability Reform Program. This Program identified the key challenges to financial sustainability and developed options for councils, and the Victorian Government.

This work directly contributed to the development of the RCTP.

How will it work in terms of community consultation? Will communities be notified of council applications?

Councils are not required to consult with communities as part of the application process, however individual councils may choose to conduct community consultation as part of their process if they deem it necessary.

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11.2 GROWTH AND DEVELOPMENT

11.2.1 Moyne Shire Council submission – Wind Farm Transmission Lines

Introduction

Author: Vanessa Osborn
General Manager: Satwinder Sandhu

This item is being presented to Council seeking its support to write to the Minister supporting Moyne Shire Council to lobby the State Government for better coordination of wind farm transmission line design and routes as per the letter received 11 July, 2018.

Background

Moyne Shire Council had separate wind farm companies independently construct the transmission lines for their wind farms which resulted in a negative experience for Council and its local communities.

Clause 72.01 of the Planning Scheme stipulates the Minister is the responsible authority for minor utility and utility installation to transmit or distribute electricity generated by a wind energy facility. However, Under Clause 62.02, unless the building and works associated with the minor utility installation requires removal of native vegetation, it is exempt from planning requirements, and as a result there is no strategic or statutory planning framework to guide the most suitable outcome with regard to design and location.

In a response to this, Moyne Shire held a Wind Farm Transmission Line Workshop to discuss the issue. It was then determined at Moyne Shire's Ordinary Meeting held on 26 June 2018 that Council:

...Notify other local governments where renewable energy projects are proposed, and seek their support for Council's position regarding better coordination of transmission line design routes.

The State Government are aware of the issues raised by Moyne Shire and have raised it for consideration. As of 30 October 2018, no announcement has been made regarding a reform for decision making for location of wind farm transmission lines.

It should be noted that Moorabool Shire Council have also experienced frustration from community members as a result of the construction of windfarm transmission lines. Unlike the wind farm planning permit, the local authority is not the responsible authority for the transmission line planning permit and therefore does not have a role in administration or enforcement of conditions. .

Proposal

The intention of this report is to bring to Council's attention that Moyne Shire Council has requested that other Councils join them in lobbying the State Government to make changes to the Victorian regulatory and planning framework in order to manage the future planning and development of wind farm transmission lines. A decision as to whether Moorabool Shire Council is to submit a letter supporting this position is required.

Policy Implications

Nil.

Financial Implications

Nil.

Risk & Occupational Health & Safety Issues

Nil.

Community Engagement Strategy

Nil.

Communications and Consultation Strategy

Nil.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Satwinder Sandhu

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

Author – Vanessa Osborn

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

Conclusion

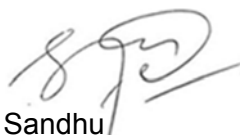
It is considered reasonable for Moorabool Shire Council to support the review of the planning and regulatory framework with regards to transmission lines and associated wind farms.

Recommendation:**That Council:**

- 1. Supports the request from Moyne Shire Council that the State Government make changes to the Victorian regulatory and planning framework in order to manage the future planning and development of wind farm transmission lines.**
- 2. Writes a response letter to Moyne Shire Council advising of Council's resolution.**

Report Authorisation

Authorised by:

Name: Satwinder Sandhu 
Title: General Manager Growth and Development
Date: Tuesday, 16 October 2018

11.2.2 Planning Permit Application PA2018 055– Six (6) lot staged subdivision at 40 Corbetts Road, Gordon.

Application Summary:	
Permit No:	PA2018 055
Lodgement Date:	22 February, 2018.
Planning Officer:	Mark Lovell
Address of the land:	Lot 4 on PS612676C 40 Corbetts Road, Gordon.
Proposal:	Six (6) lot staged subdivision
Lot size:	6624m ² .
Why is a permit required?	Clause 32.09-3 – Neighbourhood Residential Zone – Subdivide land. Clause 42.01-2 – Environmental Significance Overlay – Subdivide land. Clause 43.02-3 – Design and Development Overlay – Subdivide land.
Public Consultation	
Was the application advertised?	Yes.
Notices on site:	Yes.
Notice in Moorabool Newspaper:	No
Number of Objections:	Eight (8) objections.
Consultation Meeting:	Consultation meeting held on 30 July, 2018 between the parties but no resolution achieved. The objectors preferred a five lot alternative subdivision arrangement however the applicant was not agreeable to this offer.
Policy Implications	
Strategy Objective 2:	Minimising Environmental Impact
Context 2A:	Built Environment

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 <i>Local Government Act 1989</i> (as amended), officers providing advice to Council must disclose any interests, including the type of interest. <i>Manager – Robert Fillisch</i> In providing this advice to Council as the Manager, I have no interests to disclose in this report. <i>Author – Mark Lovell</i> In providing this advice to Council as the Author, I have no interests to disclose in this report.	
Executive Summary	
Application Referred?	Yes. Barwon Water, Central Highlands Water, Downer Utilities, Powercor Australia, and Council's Infrastructure Department.
Any issues raised in referral responses?	No.
Preliminary concerns?	Yes, with the lot size proposed and how they relate to neighbourhood character.
Any discussions with applicant regarding concerns?	The applicant provided a more detailed neighbourhood character written assessment. Further discussions with the applicant revealed they were positive to changing the boundaries of Lots 1 and 2 to better respect the existing neighbourhood character. This has been satisfied through the revised plans.
Any changes made to the application since being lodged?	Yes, the applicant amended the lot boundaries between 1, 2 and 6 to better respect the preferred neighbourhood character objectives. These changes have addressed Council's initial concerns.
Brief history.	This is the second attempt for a subdivision of land. A proposed eight (8) lot staged subdivision was refused by Council and then upheld at VCAT on review. The current application was presented to the S86 Development Assessment Committee (DAC) on Wednesday 17 October, 2018.

	No decision was made on the planning application and it was resolved that the item proceed to an Ordinary Meeting of Council for determination.
Previous applications for the site?	PA2012158 for an eight (8) lot staged subdivision was refused on 16 November, 2016. The refusal decision was affirmed on review at VCAT.
General summary (pro's/con's of the proposal).	<p>The site is connected to reticulated sewerage and not encumbered by extensive native vegetation. This provides an opportunity to subdivide the land. The primary concern is neighbourhood character which was a key ground in affirming Council's refusal decision at VCAT. The applicant has made some attempts with good sized proportioned lots facing Corbetts Road and Gladstone Street. The initial problem was with the narrow lots, Lots 1 and 2 facing Faheys Road. The revised plans have adequately addressed the neighbourhood character objectives of the planning scheme by re-organising the boundaries of these lots.</p> <p>All lots are now consistent with the neighbourhood character objectives of the scheme.</p>
Summary Recommendation	
That, having considered all relevant matters as required by the <i>Planning and Environment Act 1987</i> , Council issue a Notice of Decision to grant a planning permit for a six (6) lot staged subdivision at Lot 4 on PS612676C otherwise known as 40 Corbetts Road, Gordon.	

Site Description

The subject site is bounded by three (3) street frontages being Corbetts Road, Faheys Road and Gladstone Street. The subject lot is an irregular rectangular shape with a maximum width 80.26 metres adjacent to the northern property boundary and a maximum length of 95.31 metres adjacent to the eastern property boundary for a total area of 6624m². The site has moderate sloped topography from RL 573 in the south-west corner up to RL 583 in the north-east corner, a difference of 10 metres. There is a triangular shaped easement in the south-east corner that is up to 4.57 metres in width for the purpose of electricity supply. The easement currently contains an overhead powerline.

The site is largely cleared land with grass height maintained and a scattering of small trees. There are more established trees within the road reserves. Corbetts Road is a wide single lane roadway, Faheys Road is a maintained single lane gravel track and Gladstone is a poorly maintained in part gravel track that appears to be infrequently used.

The surrounding area reflects a spacious residential character with detached single storey dwellings on large lots sizes. Dwellings are predominately located on sites with generous front, side and rear setbacks and generally occupying lots with mixed landscape treatments that includes native and non-native trees.

Proposal

It is proposed to subdivide land into six (6) lots as part of a two (2) staged subdivision. Stage 1 will consist of five (5) lots being Lots 1, 2, 3, 4, and 5 and Stage 2 will consist of one (1) lot being Lot 6.

Lot 1 has a street frontage maximum width of 34.83 metres and a maximum length of 27.75 metres for a total lot area of 1003m². The lot is vacant and faces Faheys Road.

Lot 2 has a street frontage maximum width of 8.17 metres in a battle axe arrangement and a maximum length of 53.69 metres for a total lot area of 1157m². The lot is vacant and faces Faheys Road.

Lot 3 has a maximum width of 25.16 metres and a maximum length of 40.34 metres for a total lot area of 1078m². The lot is vacant and faces the street corner of Faheys and Corbetts Road.

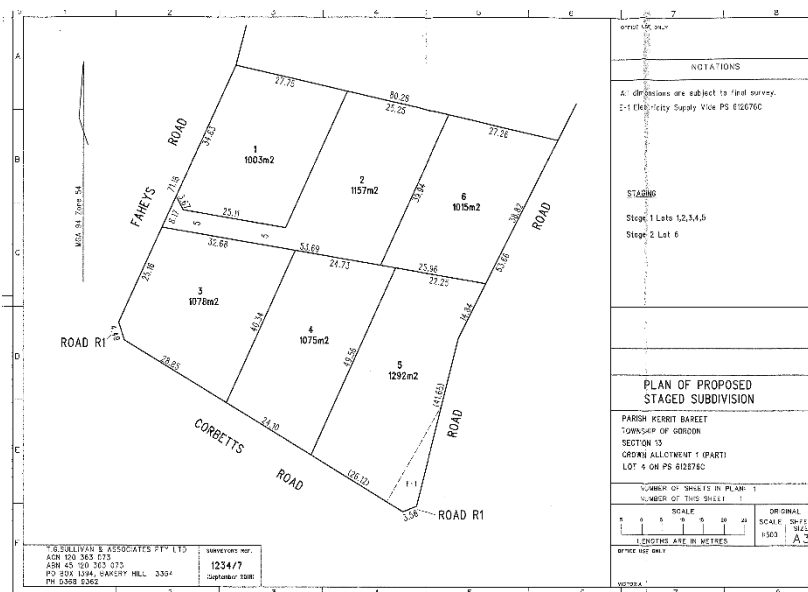
Lot 4 has a street frontage maximum width of 24.10 metres and a maximum length of 49.56 metres for a total lot area of 1075m². The lot is vacant and faces Corbetts Road.

Lot 5 has a maximum width of 26.12 metres and a maximum length of 49.56 metres for a total lot area of 1292m². The lot is vacant and faces the street corner of Corbetts Road and Gladstone Street.

Lot 6 has a street frontage maximum width of 38.82 metres and a maximum length of 27.26 metres for a total lot area of 1015m². The lot is vacant and faces Gladstone Street.

As part of the application, it proposed to plant 24 trees along the border of the proposed lots comprising of 8 Blackwood trees, 4 Black Sheoak trees, 4 Broad Leaved Peppermint trees and 8 Red Box trees.

Latest Subdivision Plan



Background to the current proposal

The current application PA2018-055 was presented to a S86 Development Assessment Committee of Council (DAC) on Wednesday 17 October, 2018. Objectors and the applicant's representative made presentations at this meeting. No decision was made on the planning application and a motion was moved to have the item be decided at the next available Ordinary Meeting of Council (OMC).

History

PA2012 158 was a planning application for an eight (8) lot staged subdivision undertaken by the same permit applicant and same land owner as the current application. The application was refused at Council's Ordinary Meeting of Council (OMC) held on 16 November, 2016. The grounds of refusal were:

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

The applicant appealed to VCAT against this refusal decision. The VCAT hearing was conducted on 6 July, 2017. VCAT determined to uphold Council's decision and directed no permit to be issued.

The tribunal assessment detailed succinctly the neighbourhood character issue in paragraph 39 of their order. The member stated:

'If lots of 800m² [800m²] as proposed here were to be replicated across the local area, I accept that this would impact on the existing spacious character. It would also result in substantial growth in the northern residential precinct within the town, at a density that is not anticipated in either the planning scheme as it stands or in the 2013 Gordon Plan. Local street frontages will exceed the 18 to 24m frontages proposed in the current proposal and I agree that the size of existing lots provides for ample tree and shrub vegetation at frontages and other parts of lots that will not be achieved on lots of 800m². Such vegetated appearances do not occur or are not easily achieved or aspired to by many residential land owners on standard sized residential lots. I accept that this is not an issue in most urban residential settings where native/natural features apart from landform are largely eradicated. However, in this location the planning scheme repeatedly pursues the need for spaciousness and retention of natural character.'

Public Notice

The application was notified to adjoining and surrounding landowners by mail and placing a large on site for period of fourteen days. A statutory declaration verifying display of the large notice was received on 6 June, 2018. There were eight (8) objections received to this proposal.

The revised plans were not re-advertised as there were no additional lots created and no increase in material detriment.

Summary of Objections

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

Objection	Any relevant requirements
Subdivision does not respond to the pattern and character of the area/Inappropriate subdivision density/at odds with surrounding lots/does not maintain the village feel.	Clause 21.09-1, Clause 32.09, and Clause 56.
Officer's response – Neighbourhood Character has been partly resolved with the previous eight (8) lot subdivision being refused informing the new design of six (6) lots. Further improvements undertaken to the Faheys Road facing lots to create better proportioned lots more reflective of the prevailing subdivision pattern of the area has been undertaken in the latest set of plans.	
Visual amenity/Smog from wood fires.	
Officer's response – The number of lots with a future dwelling in each lot should not significantly cause visual amenity impacts or smog. The landscape plan submitted with the application proposes a number of trees which will assist with screening of the future dwellings.	
Does not comply with the local planning policy/ does not comply with the Gordon Structure Plan/ does not comply with zone and overlay controls.	Clause 21.09, Clause 32.09, Clause 43.02 Clause 56
Officer's response – The current subdivision layout adequately addresses the local planning policy for Gordon, the zone and overlay provisions.	
Has not responded to the issues of the VCAT decision.	
Officer's response – The applicant made a brief written response to the neighbourhood character issues raised by VCAT. The applicant has reduced the number of lots from eight (8) to six (6) to better address the neighbourhood character issues raised by VCAT.	
Repeat application that does not address the Reichert principles.	
Officer's response – The application is not a repeat as the number of lots has changed from eight (8) to six (6). This is substantial change compared to the previous planning application.	
Roads are unsealed and subject to erosion.	
Officer's response – Gladstone Street is in poor condition and would require an upgrade to ensure any vehicle would have appropriate access to the lot.	
Traffic is already at a high level.	

Objection	Any relevant requirements
<p>Officer's response – Traffic levels will not be adversely affected by six (6) new lots. There are good vehicle sight lines as the road reserve are quite wide. Roads would be upgraded to facilitate the subdivision of the land.</p>	

Locality Map

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

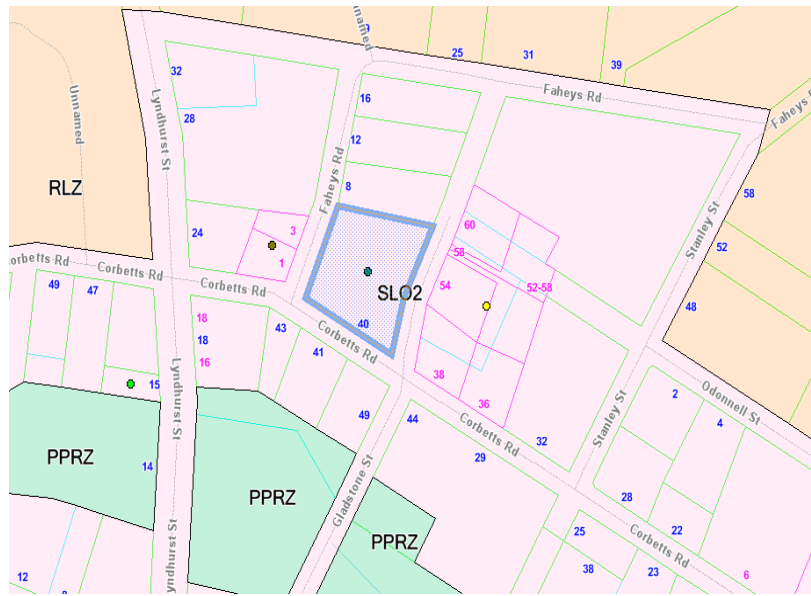


Figure 1: Zone Map. Subject site highlighted in blue.



Figure 2: Aerial Photograph

Planning Scheme Provisions

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

The relevant clauses are:

- Clause 11.01-1R Settlement Central Highlands.
- Clause 11.02-1S Supply of urban land.
- Clause 11.03-3S Peri-urban areas.
- Clause 11.04-1 Open space planning.
- Clause 11.08-1 Planning for Growth.
- Clause 12.05-2R Landscapes Central Highlands.
- Clause 14.02-1S Catchment Planning and Management.
- Clause 15.01-3S Subdivision Design.
- Clause 15.01-5S Neighbourhood Character.
- Clause 16.01-5S Rural Residential Development.
- Clause 21.02-3 Water and Catchment Management.
- Clause 21.03-2 Urban Growth Management.
- Clause 21.03-3 Residential Development.
- Clause 21.03-4 Landscape and Neighbourhood Character.
- Clause 21.09-1 Small Town and Settlements.
- Clause 22.02 Special Water Supply Catchments.

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

LPPF		
Clause 21.09	Small Towns and Settlements.	<p>The vision of this clause is to promote distinctive and sustainable small towns and settlements by building clusters of linked small towns and settlements that respond to environmental risks, to ensure landscapes and heritage elements are preserved and to provide adequate community and physical infrastructure to service the community.</p> <p>The landscaped value of the area has been rectified by reorganising the narrow lots, Lots 1 and 2 as shown on the latest set of plans.</p>

Zone

The subject site is in the Neighbourhood Residential Zone, Schedule 1 (NRZ1).

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 recognise areas of predominantly single and double storey residential development.
- To limit opportunities for increased residential development.

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

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

Part 1 of Schedule 1 under the Neighbourhood Residential Zone states the minimum lot size for a subdivision is 800 square metres.

Decision guidelines are listed under Clause 32.09-12. Under the subdivision section has the following decision guidelines:

- The pattern of subdivision and its effect on the spacing of buildings.
- For subdivision of land for residential development, the objectives and standards of Clause 56.

Overlays

The subject site is in the Environmental Significance Overlay Schedule 1 and the provisions of Clause 42.01 apply.

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 where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

Under Part 2 of Schedule 1 of the overlay has the following environmental objectives to be achieved:

- To protect the quality and quantity of water produced within proclaimed water catchments.
- To provide for appropriate development of land within proclaimed water catchments.

Under Clause 42.01-2 a planning permit is required to subdivide land.

Decision guidelines are listed under Part 5 of Schedule 1.

Design & Development Overlay Schedule 2 and 5 (DD02 and DD05)

The subject site is in the Design & Development Overlay Schedules 2 and 5 and provisions of Clause 43.02 apply.

Under Schedule 2, a permit is not required to subdivide land.

Under Schedule 5 a permit is required to subdivide land.

DD05 has the following objectives:

- To protect the village character of the township.
- To ensure that buildings with visible roof forms make a positive contribution to the character of the township.
- To protect the spacious character of the township by maintaining larger lot sizes.

Under Part 3 of Schedule 5 states:

- Subdivision of lots within the residential zoned area must have a minimum lot size of 800 square metres to retain the spacious nature of the township.
- Subdivision design should respond to existing site features and vegetation.
- Subdivision design is to respond to the pattern of development and the character of the township.

Significant Landscape Overlay Schedule 2 (SLO2)

The subject site is in Significant Landscape Overlay and the provisions of Clause 42.03 apply.

Under the Significant Landscape Overlay Schedule 2, there is no permit requirement for subdivision.

Relevant Policies

Gordon Structure Plan 2013

Back in 2011, The Structure Plan identified that the construction of a sewerage treatment plant and the sewerage of the core township area by Central Highlands Water would boost demand for further residential development and provide opportunities for different forms of residential and other development in the town such as more intensive residential development, infill development and increased densities of residential and other development in the area to be sewerage.

The Structure Plan therefore sets out requirements for the form and scale of future development. Consultation with the community had indicated a very strong community expression to retain the small township village feel and the quality of the rural setting.

The landscape character of the town was also acknowledged as quite complex and made up of a diverse range of elements, natural, introduced and built. It required considerable care to be taken to ensure that the location, scale and form of new development reinforces the qualities and character of that landscape. It acknowledged there are considerable opportunities to reinforce the landscape and character of the town particularly through further carefully selected and sited planting associated with new development and along key roads and routes.

It was noted that future development based on higher density and smaller lot residential development should be focused in the area bounded by Urquhart, Lyndhurst, Tennyson Streets and the western edge of the built up township area.

An identified principle of the Structure Plan was 'the retention of the rural character of the township area and surrounds is paramount to retaining the lower density scale residential and vegetated areas in the surrounds and the wider rural living setting of the township'.

The Gordon Structure Plan would only see limited development that is site responsive in the locality of the current application due to its unique landscape character.

Particular Provisions

Clause 53.01 Public Open Space Contribution and Subdivision

A person who proposes to subdivide land must make a contribution to Council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under section 18 of the *Subdivision Act 1988*.

The proposed subdivision will create six (6) lots which will result in a greater population density and a greater demand for public open space in the local area. The lot size is not large enough to provide a public open reserve within the subdivision. There will be a requirement for the applicant to pay a 5% public open space contribution fee.

Clause 56 Residential Subdivision

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

ResCode Clause	Title	Response
56.03-5	Neighbourhood character objective	<p>The proposed subdivision partially supports the development of the site in a manner consistent with the surrounding neighbourhood character. The lot sizes in the surrounding area which are well established are large and exceed typically 2000m².</p> <p>The subdivision provides some large lots which are expected in new subdivision in this section of Gordon. However further improvements were required to fully address the preferred neighbourhood character. The applicant has taken on board this concern and re-organised Lots 1, 2 and 6 in the latest set of plans to create good proportioned lots.</p>

Discussion

Neighbourhood Character

Council and VCAT on review, both determined the lots in the previous subdivision did not respect the existing neighbourhood character characterised by spacious lots with landscaping surrounds that are not typical of residential zoned land. The applicant in the previous application used the minimum lot size of 800m² as required under the Neighbourhood Residential Zone Schedule 1 and the Design & Development Overlay Schedule 5 in creating their eight (8) lot subdivision arrangement. The applicant instead should have examined the subdivision pattern of the area or carefully evaluated the existing and preferred neighbourhood character.

In the current proposal, the applicant has decided to not submit a complete subdivision pattern of all surrounding lots, lot sizes and lot widths to justify the current subdivision arrangement. The applicant has again adopted a lot size number at around 1050m² as the basis for the subdivision. This approach of simply increasing lots sizes from around 800m² to around 1050m² does not completely address neighbourhood character.

The VCAT decision highlighted that while all lots will generally be large for residential zoned land, they need to be quite large in area with very large open spaces in order to achieve and maintain a landscape setting that is unique within this part of the Gordon.

Lots 2, 4, 5, and 6 are well proportioned that should be able to achieve this spacious setting and should have generous side spacings to prevent the built form from dominating their respective streetscape frontages. Lots 1 and 2 in the initial plans were considered too narrow in width at 21.50 metres which could result in dwellings being built close to side boundaries thereby making the built form overwhelm the natural or landscape character that is sort in this locality. Building close to side boundaries limits landscaping opportunities including trees with spreading crowns.

The applicant has provided in the latest set of plans the correct neighbourhood character approach by re-organising the boundaries of Lots 1 and 2, to be similar in proportions to a number of existing surrounding lots and has had the added benefit of creating a diversity of lot sizes for this subdivision. Well-proportioned lots that exceed 1000m² in area, as presented in the latest set of plans, ensures the landscape character will be most prominent part of the respective streetscapes. Well-proportioned lots provide ample room for large trees to thrive without been affected by hard surface paving, building foundations and ancillary outbuilding that would be expected with future dwellings in each lot. The current lot arrangement and proportions ensures the proposed subdivision pattern is consistent with the preferred neighbourhood character.

Landscaping Treatments

The application has been sympathetic to the Significant Landscape Overlay and the existing streetscape design in the proposed landscape plan. The landscape plan depicts a number of trees within the front setback area and along the rear borders. This would allow for the grouping of trees and further reinforcement of the landscaping character once they are established. These trees could be required to be planted prior to the issue of Statement of Compliance for the subdivision and permit conditions could be implemented to protect the trees during construction phase of each dwelling. Trees would not be able to be removed without obtaining a planning permit in accordance with the Overlay Planning Provisions.

Fencing

An objector raised the issue of fencing treatments along the street frontages. The applicant is agreeable to have no fencing or open/permeable fencing. To ensure future owners are aware of this requirement, it will need to be registered on title and this can achieved via a Section 173 agreement under the Planning & Environment Act.

Infrastructure Provision

Servicing authorities did not identify any infrastructure concerns with the proposed subdivision, subject to conditions be imposed on the permit if approved. Each lot should be able to accommodate a future dwelling and can readily access local infrastructure services.

General Provisions

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

- The suitability of the land for subdivision.
- The existing use and possible future development of the land and nearby land.
- The availability of subdivided land in the locality, and the need for the creation of further lots.
- The effect of development on the use or development of other land which has a common means of drainage.
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.
- The density of the proposed development.
- The area and dimensions of each lot in the subdivision.
- The layout of roads having regard to their function and relationship to existing roads.
- The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.
- The provision and location of reserves for public open space and other community facilities.
- The staging of the subdivision.
- The design and siting of buildings having regard to safety and the risk of spread of fire.
- The provision of off-street parking.
- The provision and location of common property.
- The functions of any Body Corporate.
- The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.
- If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.
- Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.

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

Referrals

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

Authority	Response
Central Highlands Water	Consent subject to six (6) conditions
Barwon Water	Consent subject to two (2) conditions
Dower Utilities	Consent, no conditions
Powercor	Consent subject to two (2) conditions
Infrastructure	Consent subject to twenty-eight conditions

Financial Implications

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

Risk and Occupational Health and Safety Issues

The recommendation of approval of this subdivision does not implicate any risk or OH&S issues to Council.

Communications Strategy

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

Options

Council could consider the following options:

- Issue a permit in accordance with the recommendation of this report;
- Issue a permit with amendments to conditions within the recommendation of this report;
or
- Should Council wish to consider refusal of the application, Councillors need to explore reasons based on the proposal not complying with the Moorabool Planning Scheme.

Conclusion

The proposal based on the latest set of plans satisfies the relevant provisions of the Moorabool Planning Scheme, particularly regarding Local Planning Policies covering neighbourhood character and the relevant zone and overlay provisions for the subdivision of land in Gordon. The latest subdivision plans have created lots that reflect the spacious residential setting of the surrounding area and rectifies the deficiencies in the previous planning application for an eight (8) lot subdivision.

The site is bounded by three (3) roadways without vegetation on site and having convenient access to reticulated sewerage services that supports a break up of this existing lot into further smaller lots. The subdivision provides an opportunity for further development to occur in Gordon. The applicant has reduced the number of lots compared to the first planning application that was refused by Council and then VCAT on review.

The proposal for a staged subdivision consisting of six (6) lots should be supported subject to the submission of further revised plan with regard to the tree landscape plan.

Recommendation:

That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a Notice of Decision to Grant a Planning Permit for a six (6) lot staged subdivision at Lot 4 on PS612676C otherwise known as 40 Corbetts Road, Gordon, with the following conditions:

- 1. Before the subdivision starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three (3) copies must be provided. The plans must be generally in accordance with the plans submitted with the application or some other specified plans but modified to show:**

- a) **The Tree landscape plan to accord with the boundaries of Lots 1, 2, and 6 as shown on the latest subdivision plan, dated September, 2018.**

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

Subdivision

2. **The plan of subdivision submitted for certification under the *Subdivision Act 1988* must be referred to the relevant authority in accordance with Section 8 of that Act.**
3. **Before the Statement of Compliance is issued under the *Subdivision Act 1988*, the applicant or owner must pay to the responsible authority a sum equivalent to 5 per cent of the site value of all the land in the subdivision for public open space purposes. The permit holder/developer must pay the reasonable costs of Council in having the land valued for this purpose.**
4. **The subdivision of the land must proceed in the order of stages shown on the endorsed plans except with the prior written consent of the Responsible Authority.**

Section 173 agreement

5. **Before the issue of a Statement of Compliance for this subdivision, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning & Environment Act to provide the following:**
 - a) **Fencing along the street frontage to each lot either to be comprised of no fencing or an open style fence with a minimum openings of 25%.**
 - b) **Trees to each lot as shown on the endorsed landscape plan must be maintained to the satisfaction of the Responsible Authority and cannot be removed from the site without planning permission**
 - c) **Any building must have a minimum front development setback of 10 metres from each primary street frontage and a minimum development side setback of 2 metres.**

Before a Statement of Compliance is issued, the application must be made to the Registrar of Titles to register the section 173 agreement on the title to the land under section 181 of the Act. The owner must provide evidence of registration of the Agreement to the Responsible Authority as soon as possible after registration has occurred. The owner/operator under this permit must arrange for the preparation of the 173 Agreement at his/her cost before submitting it to the Responsible Authority for approval. The owner/operator under this permit must pay the costs of execution and registration of the section 173 agreement.

Telecommunications

6. The owner of the land must enter into agreements with:
 - a) A telecommunications network or service provider for the provision of telecommunication service to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provide by optical fibre.
7. Before the issue of Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, the owner of the land must provide written confirmation from:
 - a) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b) A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is an area where the National Broadband Network will not be provided by optical fibre.

Landscaping

8. The landscaping works shown on the endorsed landscape plan for any stage must be carried out and completed to the satisfaction of the Responsible Authority prior to the issue of a Statement of Compliance for that stage or any other time agreed in writing by the Responsible Authority.
9. The landscaping works as shown on the endorsed landscape plan must be maintained and protected including any Tree Protection Zone (TPZ) fencing to prevent damage during the construction phase.

Barwon Water

10. Each lot created in the development must be connected to a reticulated sewerage system
11. No stormwater is to be discharged less than 100 metres from a waterway unless into an approved drainage system

Central Highlands Water

12. Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.

13. **Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.**
14. **A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.**
15. **The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.**
16. **If required, the owner will provide easements to the satisfaction of Central Highlands Region Water Corporation for pipeline or ancillary purposes through other land in the vicinity, as it is considered by the Authority that such easements may be required for the economical and efficient subdivision or servicing of or access to land covered by the subdivision.**
17. **If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.**

Infrastructure

18. **Prior to the development commencing, a “Stormwater Management Strategy” must be prepared and submitted to the Responsible Authority for approval, based on the objectives and standards of the Moorabool Planning Scheme and the “Urban Stormwater Best Practice Environmental Management Guidelines – CSIRO 1999”. The Strategy must:**
 - i. **Encompass the entire area of the development.**
 - ii. **Propose techniques to manage the quantity and quality of stormwater emanating from the site during construction and after completion of the development in accordance with the Best Practice Guidelines.**
 - iii. **Provide for outfall drainage from the site connecting to an approved discharge point.**
 - iv. **Propose techniques to manage the overland flow paths within the development for the 1% AEP storm for the catchment.**

Once approved, the Stormwater Strategy will form the basis for preparation of detail design documentation of a stormwater system for the development.

19. **The subdivision must be provided with drainage system to a design approved by the Responsible Authority and must ensure that:**
 - i. **The subdivision as a whole must be self draining.**
 - ii. **All drainage courses within the subdivision must pass through easements or reserves shown on the plan of subdivision.**
 - iii. **All outfall drainage passing through other land must be provided at the cost of the developer and be constructed within easements shown on the plan of subdivision.**
 - iv. **Volume of water discharging from the subdivision in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be**

- controlled by the use of retardation basin(s) located and constructed to the satisfaction of the Responsible Authority.
- v. Flow paths of the 1% AEP storm must be determined and the subdivision designed so that no property is inundated by such a storm. The flow paths must be indicated on the engineering plans.
 - vi. The drainage system must be designed to include provision to intercept litter.
 - vii. All lots must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
 - viii. The drainage design must take into account any applicable drainage or flood management strategy.

If required, the layout of the subdivision must be modified based on the approved stormwater design.

20. Design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval, and must include analysis of the existing stormwater drainage system in the area to determine:
 - i. The requirements for drainage of the whole site.
 - ii. If the existing drainage network has sufficient capacity to cater for the additional runoff from the ultimate development.
 - iii. If additional outfall drainage or upgrading of the existing drainage network is required.
21. Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the Responsible Authority for approval.
22. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the Responsible Authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the Responsible Authority.
23. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, Gladstone Street must be constructed to the satisfaction of the Responsible Authority, to the standard detailed:
 - i. 6.1 metre sealed pavement with 1 metre gravel shoulders on each side;
 - ii. Table drains;
 - iii. Street lighting; and
 - iv. Vehicle crossing to each lot.
24. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, Corbetts Road must be constructed to the satisfaction of the Responsible Authority, to the standard detailed:
 - i. Street lighting;
 - ii. Vehicle crossing to each lot; and
 - iii. Reshaping of roadside drainage as required to ensure proper function of drainage system.

25. **Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, Faheys Road must be constructed to the satisfaction of the responsible authority, to the standard detailed:**
 - i. **Street lighting;**
 - ii. **Vehicle crossing to each lot; and**
 - iii. **Reshaping of roadside drainage as required to ensure proper functioning of drainage system.**
26. **Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, the intersection of Faheys Road and Corbetts Road must be constructed to the satisfaction of the Responsible Authority, to the standard detailed:**
 - i. **Widening of Faheys Road as required to meet minimum standard for a rural intersection;**
 - ii. **Street lighting as required; and**
 - iii. **Upgrading of culvert crossing of Faheys Road as required to ensure proper functioning of drainage system.**
27. **Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
28. **An Environmental Management Plan for the road construction works must be submitted to the Responsible Authority for approval prior to the commencement of construction. All works must be performed in accordance with the approved Environmental Management Plan.**
29. **Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including “Construction Techniques for Sediment Control” (EPA 1991) and “Environmental Guidelines for Major Construction Sites” (EPA 1995).**
30. **Traffic management treatments must be provided in the form of linemarking, signage and pavement markers at intersections and vehicle turning areas, to the satisfaction of the Responsible Authority.**
31. **Prior to the issue of Statement of Compliance for each stage, street lighting must be provided in accordance with the requirements of AS1158 – Lighting for Roads and Public Places, to the satisfaction of the Responsible Authority. All light fittings must be “Standard” fittings maintained by the electricity network provider at no additional cost to Council. All lights must utilise LED type luminaires where available.**
32. **The development must be provided with open access underground conduits to carry optical fibre at the development stage (this may be waived if the Responsible Authority considers provision is unwarranted). A development plan must show the conduit network for the subdivision, to the satisfaction of the Responsible Authority. Conduits must be provided in accordance with a plan approved by the Responsible Authority. Ownership of a conduit is to be vested in Council and may be transferred to another agency or telecommunications carrier at such time as it may be required. Where the conduit crosses private land an easement is required in favour of Moorabool Shire Council.**

33. **Street names and street signs must be provided to the satisfaction of the Responsible Authority.**
34. **Permanent survey marks must be provided at a maximum spacing of 200 metres and registered, to the satisfaction of the Responsible Authority.**
35. **Street trees must be provided at approved locations in all internal roads of the subdivision at a rate of one tree per lot frontage and one tree per lot sideage, with an approved species to the satisfaction of the Responsible Authority. All street trees must have an existing height of 1.5 metres upon planting, must be planted to an approved standard incorporating two (2) hardwood stakes, tree ties, ag pipe, water crystals, 100 mm of mulch and initial watering, to the satisfaction of the responsible authority.**
36. **Street trees must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the Responsible Authority.**
37. **A security deposit equal to 150% of the cost of planting street trees must be lodged with the Council. The deposit will be returned after the final inspection of street trees, 18 months after the completion of planting of the trees, only if Council requires no further maintenance of the trees to be undertaken.**
38. **Landscaping within the development must be provided in accordance with an approved landscape plan, to the satisfaction of the Responsible Authority.**
39. **Landscaping must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the Responsible Authority.**
40. **A security deposit equal to 150% of the cost of the landscaping must be lodged with the Council. The deposit will be returned after the final inspection of landscaping, 18 months after the completion of landscaping, only if Council requires no further maintenance of the landscaping to be undertaken.**
41. **Prior to the issue of a Statement of compliance for each stage of the subdivision, the developer must pay:**
 - i. **0.75 % of the total estimated cost of works for the checking of engineering plans associated with that stage of the development.**
 - ii. **2.50 % of the total estimated cost of works for the supervision of works associated with that stage of the development.**
42. **After all engineering works pertaining to each stage of the subdivision have been completed, the following “as constructed” details must be submitted in the specified format to the Responsible Authority:**
 - i. **Drainage construction details in “D-Spec” format.**
 - ii. **Roadworks construction details in “R-Spec” format.**
43. **All road and drainage works must be maintained in good condition and repair for a minimum of 3 months after completion of the works, to the satisfaction of the Responsible Authority.**

44. Prior to the issue of a Statement of Compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, three (3) months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.
45. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to Council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

Powercor Australia

46. The plan of subdivision submitted for certification under the *Subdivision Act 1988* shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.
47. The applicant shall:
 - Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor. A payment to cover the cost of such work will be required. In the event that a supply is not provided, the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.
 - Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
 - Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.
 - Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of "Powercor Australia Ltd" for "Power Line" pursuant to Section 88 of the *Electricity Industry Act 2000*
 - Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.
 - Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.
 - Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

Permit Expiry

48. This permit will expire if one of the following circumstances applies:

- a) The first stage of the plan of subdivision is not certified within two (2) years of the date of issue of the permit;
- b) Each subsequent stage is not certified within two years of the date of certification of the previous stage.

Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the *Planning and Environment Act 1987*

Statement of Compliance must be achieved and certified plans registered at Titles Office within five (5) years from the date of certification of each stage.

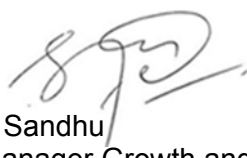
Powercor Note:

It is recommended that, at an early date, the applicant commences negotiations with Powercor for supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued once all electricity works are completed (the release to the municipality enabling a Statement of Compliance to be issued).

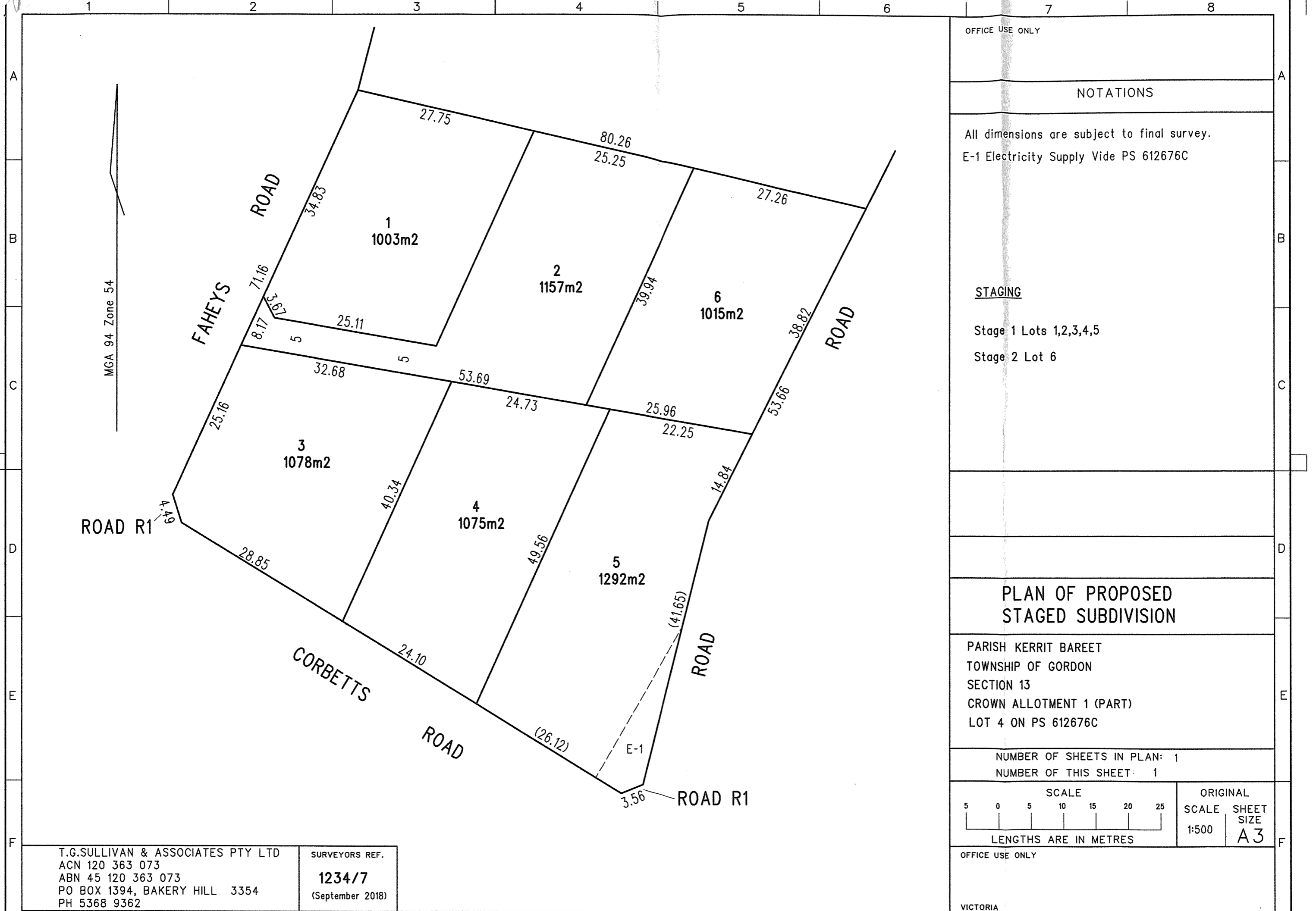
Prospective purchasers of lots in this subdivision should contact Powercor Australia Ltd to determine the availability of a supply of electricity. Financial contributions may be required.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu 
Title: General Manager Growth and Development
Date: Thursday, 18 October 2018

Attachment - Item 11.2.2



OFFICE USE ONLY

NOTATIONS

All dimensions are subject to final survey.
 E-1 Electricity Supply Vide PS 612676C

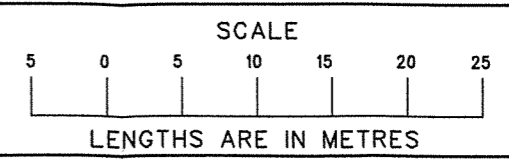
STAGING

Stage 1 Lots 1,2,3,4,5
 Stage 2 Lot 6

PLAN OF PROPOSED STAGED SUBDIVISION

PARISH KERRIT BAREET
 TOWNSHIP OF GORDON
 SECTION 13
 CROWN ALLOTMENT 1 (PART)
 LOT 4 ON PS 612676C

NUMBER OF SHEETS IN PLAN: 1
 NUMBER OF THIS SHEET: 1



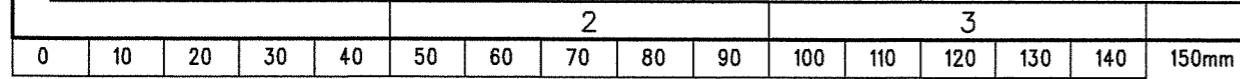
ORIGINAL SCALE SHEET SIZE
 1:500 A3

OFFICE USE ONLY

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 ABN 45 120 363 073
 PO BOX 1394, BAKERY HILL 3354
 PH 5368 9362

SURVEYORS REF.
1234/7
 (September 2018)

VICTORIA



11.2.3 Planning Permit PA2018090 – Building and works for a pilot training centre, use and development of a residential hotel (168 beds), a reduction to the standard car parking rate and use of reflective building materials at Aerodrome Road, Parwan.

Application Summary:	
Permit No:	PA2018-090.
Lodgement Date:	20 April, 2018.
Planning Officer:	Mark Lovell
Address of the land:	Lot 1 on Title 847678X Aerodrome Road, Parwan.
Proposal:	Building and works for a pilot training centre, use and development of a residential hotel (168 beds), a reduction to the standard car parking rate and use of reflective building materials.
Lot size:	In total, approximately 92 hectares.
Why is a permit required	<p>Clause 35.07-1 - Farming Zone - Use of land for a residential hotel</p> <p>Clause 35.07-4 Farming Zone - Works associated with a use in Section 2.</p> <p>Clause 43.02-2 Design & Development Overlay Schedule 2 - Building and works (reflective materials).</p> <p>Clause 52.05-6 - Reduction to the standard car parking requirement.</p>
Reason for being presented to full Ordinary Meeting of Council (OMC).	Does not meet the S86 Development Assessment Committee Terms of Reference due to more than ten (10) objections to a development.
Public Consultation:	
Was the application advertised?	Yes.
Notices on site:	Yes.
Notice in Moorabool Newspaper:	No.
Number of Objections:	Twenty-two (22) objections were originally received during the advertising period of this application, five have been formally withdrawn leaving a total of seventeen (17) active objections.

<p>Consultation meeting:</p>	<p>A consultation meeting was held on the 17th September 2018 with the applicant and a number of objectors. Issues were discussed but no resolution was achieved. Some concerns were discussed in greater detail including Council's lack of investment in the aerodrome, existing aircraft congestion especially available slots for flying and a lack of taxiway infrastructure.</p>
<p>Policy Implications:</p>	
<p>Strategic Objective 3:</p>	<p>Stimulating Economic Development</p>
<p>Context 3A:</p>	<p>Land Use Planning</p>
<p>Victorian Charter of Human Rights and Responsibilities Act 2006</p>	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
<p>Officer's Declaration of Conflict of Interests</p>	
<p>Under section 80C of the <i>Local Government Act 1989</i> (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Robert Fillisch</i> 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> In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
<p>Executive Summary:</p>	
<p>Application Referred?</p>	<p>Yes. Civil Aviation Safety Authority, Western Water, VicRoads, Council's Environmental Health, Council's Environmental Planning, Council's Strategic Planning, Council's Infrastructure.</p>
<p>Any issues raised in referral responses?</p>	<p>Western Water had concerns with water access and details of the sewerage connection.</p>
<p>Preliminary Concerns?</p>	<p>Large scale development on Farming Zone land comprising of a small developable land area.</p>
<p>Any discussions with applicant regarding concerns</p>	<p>The applicant has met with Council officers on a numerous occasions pre and post applying for its permit where these issues and concerns have been raised for their immediate attention.</p>

Any changes made to the application since being lodged?	The applicant has considered changing the plans from a sewer main connection to providing a temporary on site sewerage treatment plant and has engaged a wastewater consultant and undertaken a Land Capability Assessment. The applicant has also changed its drainage plans and undertaken a Stormwater Management Plan.
Brief history	<p>TVSA (Tarago Valley School of Aviation) is a dedicated pilot training centre and offers licence programs for recreational pilots, private pilots and commercial pilots. They have operated since 1982 and claim to be one of the longest running flying school in Australia. TVSA have an existing smaller facility at the current Aerodrome.</p> <p>The applicant indicated there is currently a huge demand for pilot training facilities especially for international students due to a global shortage of pilots.</p>
Previous applications for the site?	<p>PA006/98 - Liquor license.</p> <p>PA068/99 - Development of an extension to the existing aircraft hangar and development of advertising sign.</p> <p>PA2001-191 – Development and Use of an Aeronautical Facility</p> <p>PA2004-172 - Use and Development of up to 30 aircraft hangers and aeronautical facilities</p> <p>PA2006-183 - Building and Works in Association with an Existing Aerodrome (Toilet Block)</p> <p>PA2008-188 – Development of an Aircraft Hanger Ancillary to an Existing Aerodrome</p> <p>PA2009151 – Works Association with Existing Aerodrome Runway (Glider Launching Strip and Vegetation removal).</p> <p>PA2013180 - Development of an Outbuilding (Shed) Ancillary to an Existing Restricted Recreation Facility (Glider Club)</p> <p>PA2013234 – Building and Works Ancillary to an Existing Aircraft Hanger.</p>
General summary	The proposed pilot training centre supports the continued operation of the aerodrome and provides for improved facilities that are purpose built for pilot training.

	<p>The accommodation facilities present challenges for servicing the use that will accommodate up to 168 persons at any one time. Water, sewerage, power supply needs to be carefully considered.</p> <p>The proposal is contrary to the purpose of the Farming Zone which is the retention of the productive agricultural land. Large scale residential development are generally not supported in the Farming Zone but in this instance the proposal is for specific users, trainee pilots that associated with an established training centre. While isolated from retail and community services, the trainee pilots are in affect living and working on the same property which supports approving such as a specialised function of accommodation facilities.</p> <p>It is understood that the 'future planning' for the aerodrome site is being progressed by Council's Strategic planning team.</p>
<p>Summary Recommendation:</p> <p>That, having considered all relevant matters as required by the <i>Planning and Environment Act 1987</i>, Council issue a Notice of Decision to Grant a Permit for Building and works for a pilot training centre, use and development of a residential hotel (168 beds), a reduction to the standard car parking rate and use of reflective building materials for the land at Lot 1 on Title 847678X otherwise known as Aerodrome Road, Parwan.</p>	

Site Description

The subject land is located at the western end of Aerodrome Road, which is south of Cummings Road and north of Jensz Road, Parwan. The existing facility is accessed by an internal roadway called Skylark Way. Bacchus Marsh Aerodrome consists of a series of detached hanger buildings accessed by internal gravel tracks and paddocks occupied by aircraft. The aerodrome includes intersecting runways and can accommodate light planes and gliders.

Proposal

It is proposed to construct four (4) double storey pre-fabricated buildings on the land consisting of a pilot training centre and three (3) detached buildings that form a residential hotel to be used for pilot accommodation that will have a total of 168 beds.

The pilot training building is 12 metres in width and 43.20 metres in length. The building is setback 40.65 metres from the eastern side boundary and is immediately to the east of the existing pilot training centre. The ground floor will consist of an operations room, six (6) briefing rooms, simulator room, instruction room, flight planning room, reception, kitchen and amenities. The first floor will consist of three (3) offices, three (3) classrooms, and a boardroom. The floor to ceiling level for both floors is at 2.5 metres with an overall height of 6.63 metres. The external materials will be comprised of hardieflex sheet walls, scyron matrix wall cladding, zincalume wall cladding, corrugated Colorbond roofing and unspecified window frames.

Accommodation building 1 is located to the north of the pilot training centre and is 12 metres in width and 54 metres in length. The building is setback 16.95 metres from the eastern side property boundary. The ground floor will consist of eight (8) double bedrooms (total of 16 beds) each with their own toilet and bathroom, with a separate kitchen, dining room, laundry, and storage. The first floor will consist of twelve double bedrooms (total of 24 beds) each with their own toilet and bathroom, with a separate games room. The floor to ceiling level for both floors is at 2.5 metres with an overall height of 6.63 metres. The external materials will be comprised of hardieflex sheet walls, scyron matrix wall cladding, zincalume wall cladding, corrugated Colorbond roofing with a 30 roof pitch and unspecified window frames.

Accommodation building 2 is located to the north of Accommodation building 1. The building is 12 metres in width and 57.60 metres in length. The building is setback 17.20 metres from the eastern side property boundary. The ground floor will consist of sixteen double bedrooms (total of 32 beds) with their own toilet and bathroom. The first floor will consist of sixteen double bedrooms (total of 32 beds) each with their own toilet and bathroom. The floor to ceiling level for both floors is at 2.5 metres with an overall height of 6.63 metres. The external materials will be comprised of hardieflex sheet walls, scyron matrix wall cladding, zincalume wall cladding, corrugated Colorbond roofing with a 30 roof pitch and unspecified window frames.

Accommodation building 3 is located to the north of Accommodation building 2. The building is 12 metres in width and 57.60 metres in length. The building is setback 17.40 metres from the eastern side property boundary. The ground floor will consist of sixteen double bedrooms (total of 32 beds) each with their own toilet and bathroom. The first floor will consist of sixteen double bedrooms (total of 32 beds) with their own toilet and bathroom. The floor to ceiling level for both floors is at 2.5 metres with an overall height of 6.63 metres. The external materials will be comprised of hardieflex sheet walls, scyron matrix wall cladding, zincalume wall cladding, corrugated Colorbond roofing with a 30 roof pitch and unspecified window frames.

Immediately to the east of the existing training centre will be a new car accessway, 7.0 metres in width providing access to 35 car spaces. This accessway runs parallel with the eastern side property boundary.

Background of Current Proposal

The application was received on 20 April, 2018. A request for further information was sent to the applicant on 18 May, 2018 including a requirement to amend the planning application form to reflect the correct permit triggers. The applicant submitted further information on 6 June, 2018. Based on this latest document, an additional request for information was requested on 28 June, 2018. The applicant provided all of the necessary plans and documents on 3 July, 2018. Advertising was conducted between 4 July, 2018 and 23 August, 2018. A consultation meeting between Council officers, the applicant and objectors was conducted on 17 September, 2018.

The subject land is owned by Moorabool Shire Council with first of 25 years lease to Bacchus Marsh Aerodrome Management (BMAM) to end in December, 2018 with the option for a further 25 years. PA & WJ Dow P/L trading as TVSA Pilot Training is entering into agreement for a variation to the sub-lease with BMAM to allow a variation of the site plan to encompass additional adjacent areas.

Public Notice

The application was notified to adjoining and surrounding landowners by mail and a large notice on site for a period of fourteen days. Public advertising commenced 4 July, 2018 and closed on the 23 August, 2018. The reason for this extended public notification period was due to the applicant incorrectly locating the public notice for the proposal on one (1) of the internal buildings, once Shire Officers were aware of this, the applicant was required to move the sign so it could be readily viewed by the public.

A statutory declaration verifying display of the large notice was received on 23 August, 2018.

Summary of Objections

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

Objection	Any relevant requirements
Infrastructure at the airport needs upgrading/ town water supply/CFA facilities/No sewerage services/Inadequate power supply/Existing aerodrome infrastructure.	Clause 13.07, Clause 14.01, Clause 18.01
Officer's response – The applicant is required to provide basic services. Water has to be connected to the satisfaction of Western Water. The applicant has changed its design to provide for an onsite sewerage treatment plant however, as the technical report to support this is not complete as yet there are concerns regarding how the irrigation field around the runway may impede/impact the future development or operations of the site. The site can connect to sewer line by constructing a line to the Parwan Treatment Plant. This is made a condition of any approval issued.	
Development/Masterplan for Bacchus Marsh Aerodrome/ Strategic direction of the airfield.	
Officer's response – A masterplan for the Aerodrome has not been adopted at this stage. Whilst the development proposal is in isolation of an approved masterplan, the application can be considered through a planning permit process on the basis that it addresses the relevant servicing and zone requirements.	
Air Safety/ Increased air traffic/Exceeding flying circuits/ No control tower/flight safety/intensive circuit use on weekends/Lack of a safety plan/Interaction with glider traffic	Response from the Civil Aviation and Safety Authority
Officer's response – The site is class of airfield that does not require CASA registration. As unregistered facility there are no specific standards applying to the development and use. The relevant CASA documents is the Manual of Standards Part 139 – Aerodromes. It is considered important that appropriate management measures are implemented as part of the sub-lease agreement between BMAM and the applicant to ensure the safety of all its users.	
Internal security concerns/potential of break-ins/no CCTV/ No security fencing/ Vehicles are not checked or restricted at the aerodrome.	

Objection	Any relevant requirements
Officer's response – It is up to individual operators to ensure they have adequate security measures in place. While there will be an increase in the number of persons on the site does not necessarily mean there will be an increase in criminal activity at the Aerodrome. Fully securing the site with high fencing is not a viable option for an aerodrome.	
Conflict between aircraft and vehicles	
Officer's response - Motor vehicles will continue to use Skylark Way which will be upgraded to proper surfacing. BMAM can facilitate safe operation of the Aerodrome with a properly prepared and updated operations manual and sub-lease agreement with this user should the application be approved.	
Scale of the proposed development/Barrack styled accommodation building/motel/double storey height of accommodation building.	Clause 13.07, Clause 14.01, Clause 18.01
Officer's response – The accommodation buildings are a simple design and are internally arranged for accommodation purposes. There are no height restrictions and site is not covered by a Design & Development Overlay which are arranged for buildings within flight paths. It is considered that the buildings are larger than those existing in the area but are reflective of what is being proposed.	
Noise impacts on neighbouring properties/Noise levels.	Clause 13.05
Officer's response – It is considered that the proposed residential activity contained within a building partnered with the pilot training facility is unlikely to generate noise nuisances. The applicant has confirmed that there won't be low flying circuits undertaken by the trainee pilots. Should Council support this proposal there can be standard conditions imposed regarding controlling noise emissions from plant and equipment.	
Dust emissions.	Clause 13.07
Officer's response – Sealing of the Skylark Way and building hardstand areas will not generate additional dust emissions compared to the existing site conditions.	
Breaches Condition 13 that no accommodation permitted in the hanger.	Clause 35.07 - Farming Zone
Officer's response - 2004-172 relates to a hanger development with conditions placed on the continued use of those buildings. This application has to be assessed on its own planning merits.	
Increase damage to runway and taxiways surfaces by increased aircraft movements. Aircraft congestion on the taxiways/taxiways and aircraft access in poor condition.	

Objection	Any relevant requirements
<p>Officer's response – TVSA only has a small fleet of aircraft but this may expand by an additional 20 aircrafts. Ongoing operation of the Aerodrome with limited flying slots needs to be carefully managed to ensure all aircraft/gliders have fair access and can fly in a safe manner. This requires BMAM to have up to date operational manual for the Aerodrome and appropriate safety instructions. It is beyond the ambit of this planning application to cover the management and operation of the Aerodrome. It will be expected that BMAM can maintain open channels of communication with all Aerodrome users and provide relevant information including any safety updates or operational restrictions, this is also something that can be formalised as part of the sub-lease agreement.</p>	
<p>Pilot competence of the English language, foreign pilots causing problems at Ballarat Airport.</p>	<p>Response from the Civil Aviation and Safety Authority</p>
<p>Officer's response – This is not a planning related concern. All pilots will have to learn to the Australian standards.</p>	
<p>Inadequate needs of trainees afterhours - services and access to Bacchus Marsh.</p>	
<p>Officer's response - The applicant has advised they will undertake a shuttle bus to Bacchus Marsh for after-hours visits. Due to visa restrictions, trainees will not be able to freely roam the area and will be spending most of their time during and after training hours at the aerodrome.</p>	
<p>Drainage to the dam will cause a backflow/ no existing drainage system.</p>	<p>Clause 19.03</p>
<p>Officer's response - The applicant has revised their drainage plans by providing a Stormwater Management Plan which involves pumping water from an existing dam to a new dam located to the northern side of the runway. This would make part of permit conditions if approved.</p>	
<p>Re-advertise the proposal including the mandatory signage.</p>	<p>Planning & Environment Act</p>
<p>Officer's response - This was brought to Council's attention during the public notification period, the large notice was not displayed correctly and was not in a visible location. As a result, Council Officers required the sign to be replaced at the front property boundary and advertised for the full fourteen day period. A statutory declaration verifying display of the large notice was received on 23 August, 2018.</p>	
<p>Disruption of our country's harmonious environment/ Invasion of foreigners.</p>	
<p>Officer's response - The proposal is for use and development and this ground of objection does not relate to planning grounds.</p>	

Locality Map

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

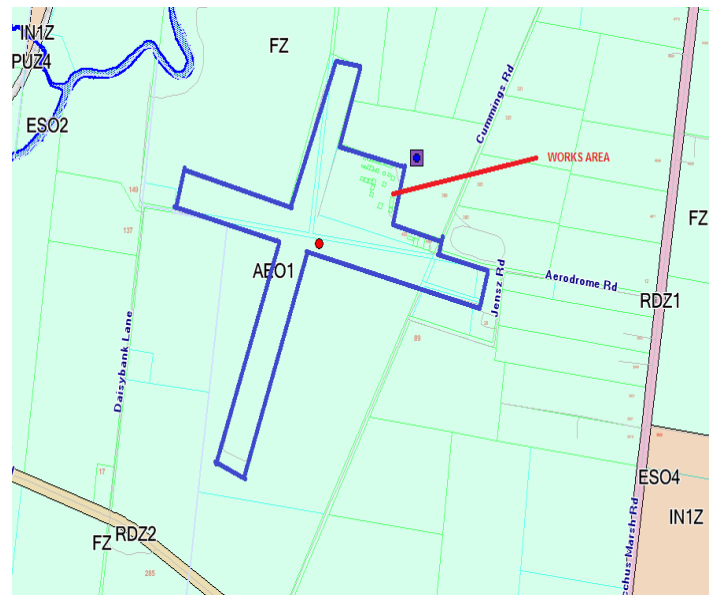
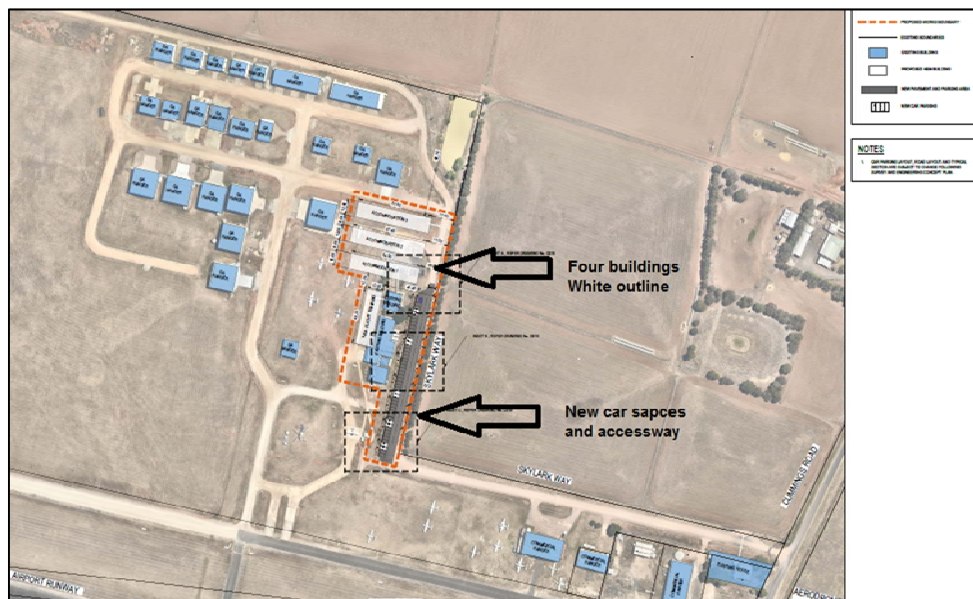


Figure 1 Zoning Map, Blue outline of the subject land.



Site plan

Planning Scheme Provisions

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

The relevant clauses are:

- Clause 13.05-1S Noise Abatement
- Clause 13.06-1S Air Quality Management
- Clause 13.07-1S Land Use Capability
- Clause 14.01-1S Agriculture

- Clause 15.01-2S Building Design
- Clause 18.04-1S Planning for Airports and airfields
- Clause 19.03-2S Infrastructure Design and Provision
- Clause 19.03-3S Water supply, sewerage and drainage
- Clause 19.03-4S Stormwater
- Clause 21.03-4 Landscape and Neighbourhood Character
- Clause 21.04-2 Agriculture
- Clause 21.04-5 Local Employment

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

SPPF	Title	Response
Clause 13.07-1S	Amenity (Land Use Capability)	A strategy is to direct land uses to appropriate locations. The accommodation facility part of the proposal is isolated to the nearest commercial and recreational services and is also inconsistent with the sites current zoning – Farming Zone.
Clause 14.01-1S	Protection of Agricultural land	The policy objective is to protect productive farmland which is of strategic significance in the local or regional context. A relevant strategy is limit new housing development in rural areas. The proposal is contrary to this as it proposes to increase residential development through the inclusion of a 168 bed accommodation facility (residential hotel).
Clause 18.04-1S	Planning for airport	A relevant strategy is to protect airports from incompatible land-uses and ensuring that in the planning of airports, land-use decisions are integrated, appropriate land-use buffers are in place and provision is made for associated businesses that service airports. This proposal involves a residential component which is not typical of airport operation.

Zone

The subject site is located 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.

The decision guidelines under general issues has the following objectives:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Any Regional Catchment Strategy and associated plan applying to the land.
- The capability of the land to accommodate the proposed use or development, including the disposal of effluent.
- How the use or development relates to sustainable land management. Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.
- How the use and development makes use of existing infrastructure and services.

The decision guidelines under environmental issues has the following objectives:

- The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.
- The impact of the use or development on the flora and fauna on the site and its surrounds.
- The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.
- The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.

The decision guidelines under design and siting issues has the following objectives:

- The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.
- The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.
- The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.
- The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.
- Whether the use and development will require traffic management measures.

A planning permit is required under Clause 35.07-1 to use the land for a residential hotel. Residential hotel is defined under Clause 73.03 as land used to provide accommodation in serviced rooms for persons away from their normal place of residence. If it has at least 20 bedrooms, it may include the sale of liquor for consumption on, or off, the premises, function or conference rooms, entertainment, dancing, amusement machines, and gambling.

A planning permit is required under Clause 35.07-4 for building and works for a Section 2 use, applying to both the pilot training centre and the accommodation facilities (Residential hotel).

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 amenity of the area.

Part 5 of Schedule of the overlay has the following decision guidelines:

- Whether the proposed buildings and works would have any adverse impact on the landscape and the visual amenity of the surrounding area.
- Whether the materials proposed to be used, and the form of development proposed would avoid or reduce any adverse impact on the landscape and the visual amenity of the surrounding area.
- Whether the setbacks of the proposed building and works from adjoining roads and properties will ensure that the development would avoid or reduce any adverse impact on the landscape and the visual amenity of the surrounding area.
- Whether any proposed landscaping around the buildings and works would reduce any adverse visual impacts on the landscape and the visual amenity of the surrounding area.

A planning permit is required under Clause 43.02-2 for building and works consisting of reflective building materials.

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 required under Clause 45.02-2 for the construction of buildings. Under Clause 45.05-2 any new building must be constructed so as to comply with any noise attenuation measures required by Section 3 of Australian Standard AS 2021-2015, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction, issued by Standards Australia Limited.

Relevant Policies

Council, in consultation with the Victorian Planning Authority, has been prepared for the Bacchus Marsh District Urban Growth Framework (UGF) to guide growth within Bacchus Marsh to 2041 and beyond. The UGF is a strategic document that will provide a blueprint for future growth. The principal way in which the UGF will guide growth is to nominate potential future land uses within Bacchus Marsh. To support further residential growth strategic planning is progressing a Precinct Structure Plan for a commercial hub to support the region. This proposal whilst not located within this area but directly alongside could contribute to the economic development of this area.

Particular Provisions

Clause 52.06 Car Parking

The proposed use is for a pilot training centre and accommodation building. The training centre will have 150 students and under Clause 52.06 requires 60 spaces (0.4 spaces x 150 students). The Residential Hotel is not listed under Clause 52.06. Up to 168 people will occupy the accommodation buildings. The proposal will also have 40 employees. The applicant is providing 35 spaces on site which will result in a reduction to the standard car parking rate at a minimum of 25 bays. See discussion further in this report.

Before deciding that a plan prepared under Clause 52.06-7 is satisfactory, the responsible authority must consider, as appropriate:

- The role and function of nearby roads and the ease and safety with which vehicles gain access to the site.
- The ease and safety with which vehicles access and circulate within the parking area.
- The provision for pedestrian movement within and around the parking area.
- The provision of parking facilities for cyclists and disabled people.

- The protection and enhancement of the streetscape.
- The provisions of landscaping for screening and shade.
- The measures proposed to enhance the security of people using the parking area particularly at night.
- The amenity of the locality and any increased noise or disturbance to dwellings and the amenity of pedestrians.
- The workability and allocation of spaces of any mechanical parking arrangement.
- The design and construction standards proposed for paving, drainage, line marking, signage, lighting and other relevant matters.
- The type and size of vehicle likely to use the parking area. Whether the layout of car parking spaces and access lanes is consistent with the specific standards or an appropriate variation.
- The need for the required car parking spaces to adjoin the premises used by the occupier/s, if the land is used by more than one occupier.
- Whether the layout of car spaces and access ways are consistent with Australian Standards AS2890.1-2004 (off street) and AS2890.6-2009 (disabled).
- The relevant standards of Clauses 56.06-2, 56.06-4, 56.06-5, 56.06-7 and 56.06-8 for residential developments with access ways longer than 60 metres or serving 16 or more dwellings.
- Any other matter specified in a schedule to the Parking Overlay

Clause 52.34 Bicycle Facilities.

A new use must not commence or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land.

The applicant in its written submission states they are providing two (2) on site bicycle spaces and is not seeking a reduction to the standard bicycle parking requirement. However the applicant's traffic engineer failed to take into account the student bicycle requirement which is eight (8) spaces. Therefore a total of ten (10) on site bicycle spaces need to be provided. There is space on the site to provide bicycle parking but it will have little value given this site is isolated. There would have been sufficient justification to waiver this requirement if applicant had sort this as part of their application. Without a request to waiver the requirement, the ten (10) bicycle spaces will need to be clearly marked on the plans. This will be addressed by a permit condition.

Discussion

Pilot Training Building

The new building will provide for a better internal functioning of the international training facility and is a significant improvement compared to the existing buildings currently on the site which are dysfunctional as they were not constructed for the purpose of pilot training.

The form and scale does not overwhelm the existing built form and it is ideally positioned on the land well away from the nearest public roadways. The positioning of the buildings on Skylark Way is well way from public roadways such as Aerodrome Road and will be seen from obscured views in the public realm. The buildings will not be visible to passing traffic along the high traffic volume main road. Geelong-Bacchus Marsh Road, which is located to the east of the subject land.

Residential Hotel Buildings

A large component to this project is the three (3) separate serviced accommodation buildings (Residential Hotel) that will have 168 beds. This is a significant change to the local area which does not currently have this intensity of residential development nor has it been planned for it.

The accommodation would allow for at least 150 trainee pilots to reside on site at any one time. The building areas are arranged with two (2) beds per room and each having a separate toilet. Other amenities and recreational spaces are provided within common areas of each building.

The proposed use is unique as the site is isolated from community services and retail areas. The site is located within a Farming Zone land and surrounding land is used predominately for equine facilities. The use would not be considered if there was no functioning aerodrome on site. The large scale residential development is purpose built not for the general public but for a pilot training centre which is going to be focused on international trainees. The trainees are required to be in close proximity to the training centre and the existing site has a lack of public transport options. In this situation, the proposed use of the land for a residential hotel as defined by the planning scheme is appropriate within the Farming Zone due to an Aerodrome facility on site which includes a pilot training centre.

There is a clear nexus of a pilot training centre for 150 international trainees and providing a 168 beds accommodation facility over three (3) separate building areas.

The proposal is considered to comply with the objectives of Clause 35.07 as it is considered that the use and development would not result in a loss of productive agricultural land as land has not been used for that purpose for a long continuous period of time. The land is a well established Aerodrome.

Car Parking

There would be up to 150 students and 40 employees for a total of 190 people on site. The proposal only provides 35 car spaces. The applicant has stated all students are international students and they would remain on site except for a shuttle bus service provided by TVSA to take students to the Bacchus Marsh retail area or Bacchus Marsh Railway Station. Given the poor accessibility of the site from transport routes (train and bus) and isolation to the nearest residential precinct does not support short trip modes like walking or bicycling. Employees would dependent on car travel.

The provision of 35 spaces while small in number can cater the employees. The applicant as part of this proposal would be changing the existing site conditions from an informal grassed area for car parking to a properly constructed surfacing and sealing of Skylark Way immediately adjacent to the car spaces. The sealing of the roadway and providing properly constructed and line marked car spaces is a significant improvement for the aerodrome.

It is considered that the car parking proposed should be adequate for the current proposed use, however, should this building be sold in the future or alternatively this site be developed further there may not be adequate car parking available on site.

The car spaces comply with the minimum dimensions under Design Standard 2 and the access way is wider than the minimum requirement at 7.0 metres.

Signage

The applicant's written submission and concept elevation plans did not show any signage. On the updated elevation plans, business identification signage was shown but was not dimensioned. Under Clause 52.05-14 the maximum signage area is 3sq m. Beyond 3sq m is prohibited. Given the applicant did not seek permission for signage, these signs would need to be removed from the elevation plans should this application be supported. This can be addressed by a permit condition.

Reflective Building materials

The building areas located well away from the nearest roadways and there are a scattering of dwellings/farm homesteads in the immediate surrounding area. The buildings would be located in corner of the lot and would not affect the amenity of surrounding properties through visual glare. The zincume wall cladding is only a feature wall with most of the wall materials consisting of James Hardie® matrix cladding. The proposal is considered to comply by the objectives of the Design & Development Overlay Schedule 2 due to the location of the buildings and the remoteness to the nearest residential dwellings.

Servicing

The site is located on Farming Zone land and has limited basic services. The proposal involves a large scale construction that requires the provision of essential services such as power, water and sewerage. Due to the topography of the land, the water main will be delivered uphill from the nearest connection point. Western Water have advised that the closest connecting water main is already at full capacity, which may present the applicant with challenges supplying a required water supply to the site in the future.

The biggest infrastructure requirement for this site is an appropriate waste water management. The applicant has undertaken a Land Capability Assessment and its wastewater consultant has advised that an onsite waste water treatment plant would require a 50,000 litres capacity based on load of 30,000 litres. The wastewater from the treatment plant would be pumped uphill by two (2) transfer pumps to a sub-surface irrigation field that would cover both side of the northern part of the runway. The total area to be occupied by wastewater would 1.4 hectares. This is a substantial loss of land for the Aerodrome which has a limited land area and could impede future development or redevelopment of the land.

The applicant when lodging the application proposed a sewerage connection to the Parwan Treatment Plant. In discussions with Western Water, they would have no objection in having this development connected to reticulated sewerage however, this would necessitate the applicant paying for the sewer line. This large scale development should be connected to reticulated sewerage and this could be made a condition of any approval issued. The proposed on site sewerage treatment plant has been a late change to the applicant's plans and they have not clearly demonstrated this an effective use of the available land area. The applicant may however undertake a temporary on site waste system if reticulated sewerage cannot be immediately provided. There will be a requirement for a Section 173 Agreement to ensure reticulated sewerage is provided within four (4) years of the commencement of the use and/or development.

Should this application be supported by Council the applicant would be required to connect to reticulated water, supply appropriate storm water management and to provide other required services to the site.

Flora and Fauna

The applicant has provided a Biodiversity Report prepared by Ecology & Heritage Partners. The report noted there was no native vegetation removal and therefore no permit trigger or assessment is needed under Clause 52.17 of the Moorabool Planning Scheme.

General Provisions

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

- The matters set out in Section 60 of the Act.
- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area. [Emphasis added].
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site. [Emphasis added].
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

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

Referrals

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

Authority	Response
Western Water	Required detailing of water and sewerage services.
Civil Aviation Safety Authority	No objection, reference to the CAAP Publication 92-1(1) and National Airports Safeguarding Framework (NASF).
VicRoads	Consent
Infrastructure	Required Stormwater Management Plan, consent with conditions.
SSD	Consent. Noted the masterplan has not been completed and identified infrastructure issues.

Environmental Planning	Consent with a condition.
Environmental Health	Consent with conditions.

Financial Implications

With Council as the landowner, any proposal for the site may ultimately result in risk of financial implications to Council. This would need to be further advised through Council's legal advisors.

Risk and Occupational Health and Safety Issues

The recommendation of approval of this use and development does not implicate any risk or OH & S issues to Council.

Communications Strategy

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

Options

Council has the following options it could consider:

- Issue a permit in accordance with the recommendation of this report;
- Issue a permit with amendments to conditions within the recommendation of this report; and
- Should Council wish to consider refusal of the application, Councillors need to explore reasons based on the proposal not complying with the Moorabool Planning Scheme.

Conclusion

The proposed use and development of a pilot training centre and three (3) accommodation buildings (residential hotel) is appropriate for an existing Aerodrome. The existing Aerodrome is located on land within the Farming Zone but has not served a useful productive agricultural purpose for a continuous period of time. A new pilot training centre will reinforce the site as an Aviation Centre and will assist in maintaining a business activity and future employment growth which are objectives within the Planning Policy Framework.

It is considered that the residential hotel is appropriate as it would be directly related to the pilot training centre which has an international focus with trainees. The proposal would lead to trainees living and working at the same site. The accommodation buildings (residential hotel) requires adequate serving and this will be achieved subject to permit conditions.

Throughout this process, Council officers have ensured that the applicant is well informed of the servicing requirements and whatever may not be addressed as part of the current application before Council may require to be conditioned. It is noted that there would be a cost expenditure in providing services as a result of this by the applicant, but this is essential in providing occupants with the minimum standards of living and internal amenity. It also would ensure that no future development is sterilised due to inappropriate infrastructure servicing this use. The construction phase could be effectively managed through permit conditions including a requirement for a Site Environment Management Plan and a Construction Management Plan.

Objectors concerns were predominately from operators and occupants of the Bacchus Marsh Aerodrome and were not able to be resolved. Operational concerns and available flying slots are a BMAM's responsibility and would need to be addressed through effective communication and agreements with the Aerodrome users. Infrastructure improvements to the Aerodrome has to form part of a masterplan.

The Aerodrome users can continue operating their aviation activity without adverse amenity impacts caused by this proposal. The proposed use and development can be supported subject to conditions.

Recommendation:

That, having considered all matters as prescribed by the Planning and Environment Act, Council issues a Notice of Decision to Grant a Permit for building and works for a pilot training centre, use and development of a Residential Hotel (168 beds), a reduction to the standard car parking rate and the use of reflective building materials at Lot 1 on Title 847678X, known as Aerodrome Road, Parwan:

Endorsed plans

- 1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application or some other specified plans but modified to show:**
 - a) Plan annotated that all buildings are to be connected to reticulated sewerage unless an alternative on site wastewater system is approved by the Responsible Authority.**
 - b) Submission of a Site Environment Management Plan as required by condition 12 contained herein.**
 - c) Extension of the constructed access way in accordance with condition 13 contained herein.**
 - d) Show the total area or capacity of each drainage dam/storage pond.**
 - e) Plans annotated that all building must be constructed so as to comply with any noise attenuation measures required by Section 3 of Australian Standard AS 2021-2015, Acoustics – Aircraft Noise Intrusion – Building Siting and Construction, issued by Standards Australia Limited.**
 - f) Removal of the business identification signage from the elevation plans.**
 - g) Show the location of the ten (10) bicycle spaces in accordance with Clause 52.34 of the Moorabool Planning Scheme.**
 - h) Shown the location of a screened refuse area.**
 - i) If commencement and completion of all four buildings is not to be done at the same time, staging plan identify timelines for each building.**
 - j) Submission of procedures or operations manual to manage the use of low level flying training or night time flying training to the satisfaction of the Responsible Authority. The manual must consider both air safety and noise impacts to nearby residents.**
 - k) Submission of a Construction Management Plan (CMP) as required by condition 34 contained herein.**
 - l) Specify the setback distance from 'Accommodation 3' to the edge of the adjacent taxiway, that accesses the detached hanger to the north.**

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

- 2. The layout of the land, the size and type of the proposed building and works including the materials of construction on the endorsed plan must not be altered or modified without the consent of the Responsible Authority.**

Amenity

- 3. The amenity of the area must not be detrimentally affected by the use or development, through the:
 - a) Transport of materials, goods or commodities to or from the land;**
 - b) Appearance of any building, works or materials;**
 - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;**
 - d) Presence of vermin; or**
 - e) Any other way.****
- 4. Goods, equipment or machinery associated with the residential hotel must not be stored or left exposed in a position that can be seen from the street or common access ways.**
- 5. External lighting must be provided with suitable baffles and located so that no direct light is emitted outside the site.**
- 6. The owner, the occupier and the manager of the premises must make reasonable endeavours to ensure that people associated with the site do not create a nuisance and annoyance to neighbours or otherwise disturb the amenity of the area.**
- 7. Noise generated by any air conditioner(s) or other mechanical plant equipment must not cause a nuisance by reason of noise to the occupiers of the subject land or surrounding land.**
- 8. All garbage and other waste material must be stored in an area set aside for such purpose to the satisfaction of the Responsible Authority.**
- 9. No garbage bin or waste materials generated by the permitted use shall be deposited or stored outside the site and bins must be returned to the garbage storage area as soon as practicable after garbage collection.**
- 10. The lease area/site shall be maintained in a clean and tidy condition to the satisfaction of the Responsible Authority**

Environmental Health

- 11. The accommodation facility must be registered under the *Public Health and Wellbeing Act 2008*.**

Environmental Planning

12. **Before commencement of works, a Site Environmental Management Plan (SEMP) is to be submitted for approval. The SEMP must include the following identification of primary works area including extent of disturbance including material stockpiles, construction vehicle parking locations and stop work measures if a significant environmental or cultural heritage issue is identified during construction.**

Infrastructure

13. **Prior to the commencement of the use, the main entrance to the Bacchus Marsh Aerodrome must be constructed and sealed, to the satisfaction of the Responsible Authority. The proponent must prepare an engineering plan for the works, for the approval of the responsible authority.**
14. **Prior to the commencement of the use, Skylark way from Cummings Road through to and including the car parking area for the development is to be constructed and sealed to the satisfaction of the Responsible Authority.**
15. **A minimum of 35 sealed car parking spaces are required at all times this includes the inclusion of accessibility bays as per the Australian Standards.**
16. **Prior to the commencement of the development, the proponent must prepare a Stormwater Management Plan for the development for the approval of the responsible authority, to evaluate the impact of the development on the existing aerodrome drainage system, to investigate the potential for reuse of harvested storm water within the development, and to identify an appropriate method and point of discharge for the stormwater effluent. When approved, the Stormwater Management Plan will then form the basis of the drainage design for the development.**
17. **Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).**
18. **Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
19. **Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**
20. **Prior to the use commencing, the car park areas must be constructed with a sealed surface, line-marking and drainage to the satisfaction of the responsible authority, and shall incorporate the following:**
 - i. **Parking bays and aisle widths of the car park shall comply with Australian Standard AS 2890.1:2004 Off-Street car parking. Disabled Parking bays shall comply with Australian Standard AS2890.1:2009 Off-Street Parking for People with Disabilities.**
 - ii. **Designated loading areas shall be shown on layout plans.**

- iii. **The parking areas shall be provided with an asphalt or concrete surface and associated drainage.**
 - iv. **Concrete kerb of a minimum height of 150mm must be provided between landscaped areas and areas provided for parking and the passage of vehicles.**
 - v. **The car park must provide sufficient space for a service truck to enter and exit the site in a forward direction. The service truck shall comply with the medium rigid vehicle detailed in AS2890.2 section 2.2. Turning templates shall be submitted for approval.**
21. **The building shall be provided with disabled access in accordance with the provisions of AS1428 – Design for Access and Mobility.**

Operational:

22. **The proposed buildings must be connected to reticulated water supply and sewerage supply to the satisfaction of Western Water and the Responsible Authority.**
23. **If the site can not be connected to reticulated water with evidence provided by Western Water, a potable water supply must be provided to the satisfaction of the Responsible Authority and must be installed prior to the occupation of any building hereby approved.**
24. **The proposed buildings must be connected to power supply to the satisfaction of the Powercor Australia and the Responsible Authority.**
25. **Prior to any construction of drainage dam/storage ponds, owner's consent must be provided to Responsible Authority will regard to discharging through an adjacent property.**
26. **All building must be constructed so as to comply with any noise attenuation measures required by Section 3 of Australian Standard AS 2021-2015, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction, issued by Standards Australia Limited**
27. **The residential hotel manager/operator must ensure that residents do not gain unauthorised access to the operational (movement) side of the aerodrome to the satisfaction of the Responsible Authority.**
28. **Each building associated with the residential hotel is to be clearly numbered when viewed from Skylark Way to be readily identifiable for occupants.**
29. **Unless with the written consent of the Responsible Authority, the maximum number of employees for the pilot training centre is 40.**
30. **Areas set aside for car parking in the building shall be restricted to the parking of commercial, employer, employee, customer or client vehicles in association with the uses conducted in the buildings hereby approved.**
31. **All disturbed surfaces on the land resulting from the development must be revegetated and stabilised to the satisfaction of the Responsible Authority.**

- 32. Existing taxiways must be kept open during and after construction or alternative arrangements that provide adequate access to and from hangers must be provided to the satisfaction of Responsible Authority.**
- 33. The use and development must comply with any relevant safety standards regarding air safety including any relevant sections of the Civil Aviation Safety Authority – Manual of Standards Part 139 or Civil Aviation Advisory Publication (CAPP) 92-1(1).**
- 34. Before the development starts, three copies of a Construction Management Plan (CMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the CMP will form part of the permit and must be implemented and complied with at all times to the satisfaction of the Responsible Authority. The CMP must include but not be limited to the following:**
 - (a) Details of hours of construction including deliveries;**
 - (b) Details of the construction program;**
 - (c) Traffic Management details;**
 - (d) Methods to contain dust, dirt and mud within land, and the method and frequency of clean up procedures;**
 - (e) Details of facilities on the land for vehicle washing;**
 - (f) Protection measures for features of the land to be retained including vegetation, fencing, buildings, other structures, taxiways and pathways;**
 - (g) Height requirements for temporary cranes**
 - (h) Details of delivery and unloading points and expected frequency;**
 - (i) Details of a liaison officer for contact by aerodrome users and the Responsible Authority in the event queries or problems are experienced; Details of parking facilities for construction workers;**
 - (j) The measures for prevention of the unintended movement of building waste and hazardous materials and other pollutants on or off the land, whether by air, water or other means;**
 - (k) The measures to minimise the amount of waste construction materials; the provision for the recycling of waste materials; and the return of waste materials to the supplier (where the supplier has a program of reuse or recycling); and**
 - (l) The measures to minimise noise and other amenity impacts from mechanical equipment and construction activities, especially outside of daytime hours.**

Section 173 Agreement

- 35. Before the use and/or development start(s), the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning & Environment Act to provide the following:**
 - (a) All buildings approved under this permit must be connected within four years of commencement to reticulated sewerage to the satisfaction of the Responsible Authority and Western Water. Any existing temporary on site wastewater system must be decommissioned to the satisfaction of the Responsible Authority.**
 - (b) The residential accommodation hotel can only be used in conjunction with the pilot training and cannot be used to accommodate others outside of that use.**

Before use and or development commences, application must be made to the Register of Titles to register the section 173 agreement on the title to the land under section 181 of the Act.

The owner must provide evidence of registration of the Agreement to the Responsible Authority as soon as possible after registration has occurred. The owner/operator under this permit must arrange for the preparation of the 173 Agreement at his/her cost before submitting it the Responsible Authority for approval.

The owner/operator under this permit must pay the costs of execution and registration of the section 173 agreement.

Permit Expiry

36. This permit will expire if one of the following circumstances applies:

- a) The development and the use are not started within two years of the date of this permit; or**
- b) The development is not completed within four years of the date of this permit.**

Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the *Planning and Environment Act 1987*.

Permit Note:

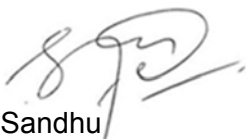
Should the applicant be unable to achieve immediate connection to reticulated sewerage this would need to be demonstrated in writing to the satisfaction of the local authority. As an alternative to the sewer servicing requirements identified in Condition 1(a), an onsite sewerage disposal system may be implemented for the development for a temporary period of up to four years. Prior to the commencement of the development, informed plans and reports for an on-site sewerage disposal system including an effluent disposal area shall be submitted to the satisfaction of both Council and the Environment Protection Authority. The on-site sewerage disposal system must comply with EPA license and certificate requirements as well as applicable performance criteria. The on-site sewerage disposal system must not prejudice the ongoing development and operation of Bacchus Marsh Aerodrome and must be managed and maintained to the satisfaction of Council.

A building permit must be obtained from a Registered Building Surveyor and buildings must comply with the Building Act and Building Regulations

Report Authorisation

Authorised by:

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Tuesday, 16 October 2018



Attachment - Item 11.2.3



LEGEND

- PROPOSED WORKS BOUNDARY
- EXISTING BOUNDARIES
- EXISTING BUILDING
- PROPOSED NEW BUILDING
- NEW PAVEMENT AND PARKING AREA
- NEW CAR PARKING

NOTES

- CARE PARKING LAYOUT ROAD LAYOUT AND TYPICAL SURFACE AND ENGINEERING CONSULTANT.

Issue	Description	By	Check	Date
02	PRELIMINARY ISSUE	L.V. J.M.	J.M.	06.06.18
01	PRELIMINARY ISSUE	L.V. J.M.	J.M.	06.02.18

Scale

Scale: 1:1000

Scale	Scale
Author	SURVEYOR
Drawn	ARCHITECT
Reviewed	Landings/24mg



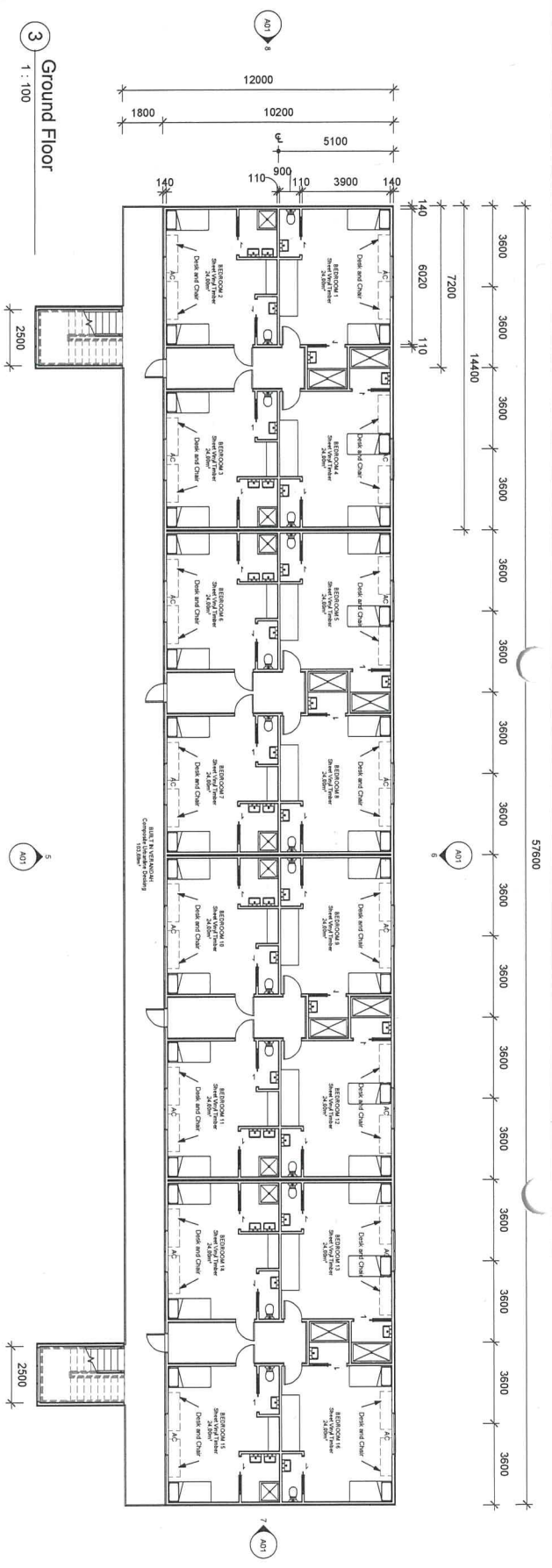
Status	PRELIMINARY ISSUE
Approved	NOT TO BE USED FOR CONSTRUCTION
Scale	1:250
Original Issue	AT
Drawn	AHD
Project Manager	MGA
Copyright	© Copyright reserved

Project	TVSA PILOT TRAINING FACILITY
Client	BACCUS MARSH
Title	LAYOUT PLAN
Phase	PHASE 1 WORKS

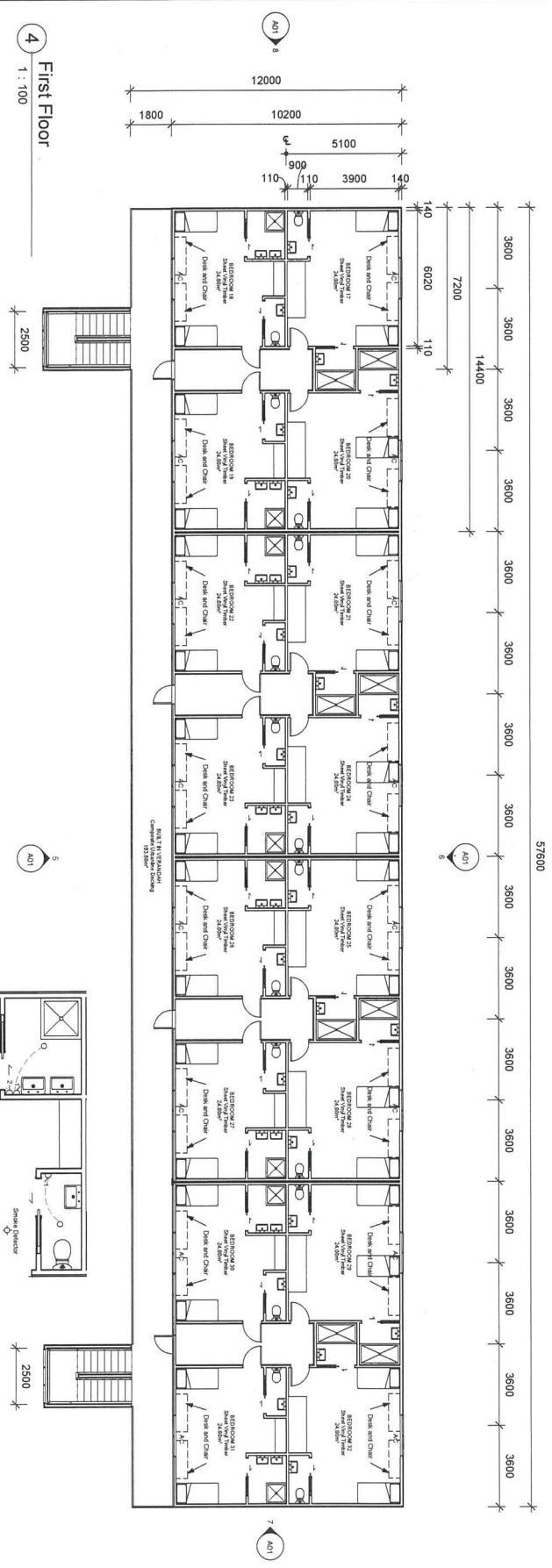
ARCADIS

ARCADIS Australia Pacific Pty Limited
 Level 10, 100 Market Street
 Melbourne VIC 3000
 ABN 76 104 465 289
 www.arcadis.com

Drawn by: CC01
 Project No: 10018601
 Title: P2

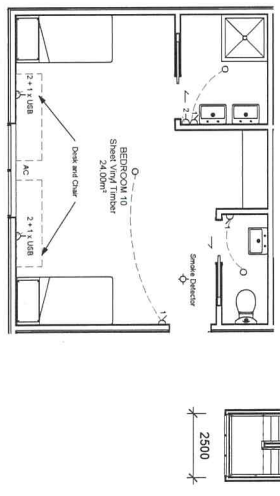


3 Ground Floor
1 : 100



4 First Floor
1 : 100

5 Typical Bedroom Layout
1 : 50





PETER THOMPSON ARCHITECTS
Tom Planning Architecture
Project Management

- 1 ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE STATED.
- 2 ALL DIMENSIONS TO BE COMPLETED ON SITE. ANY DIMENSIONS IN PARENTHESES ARE FOR INFORMATION ONLY.
- 3 ARCHITECT HAS NOT VERIFIED THE EXISTING CONDITIONS ON SITE. THE ARCHITECT HAS NOT VERIFIED THE EXISTING CONDITIONS ON SITE.
- 4 ARCHITECT HAS NOT VERIFIED THE EXISTING CONDITIONS ON SITE. THE ARCHITECT HAS NOT VERIFIED THE EXISTING CONDITIONS ON SITE.
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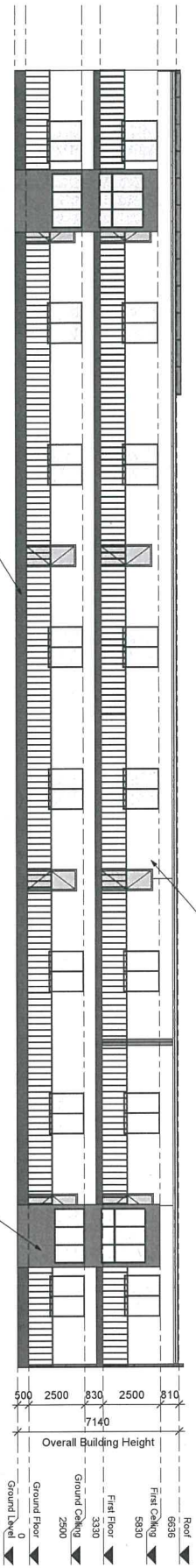
DESIGN CONCEPT

INTERNAL AREAS	
GROUND FLOOR	568.6 m ²
FIRST FLOOR	568.6 m ²
TOTAL	1137.22m²

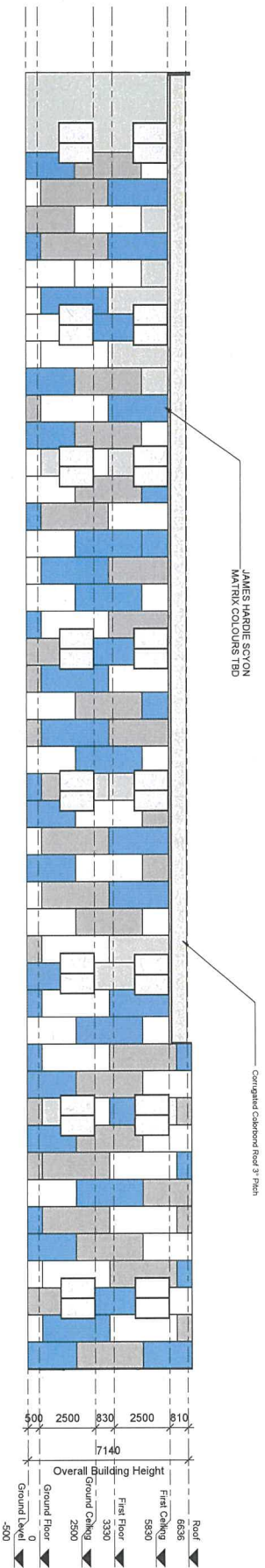
No.	Description	Date

Bacchus Marsh Airport Accommodation
Concept
A00

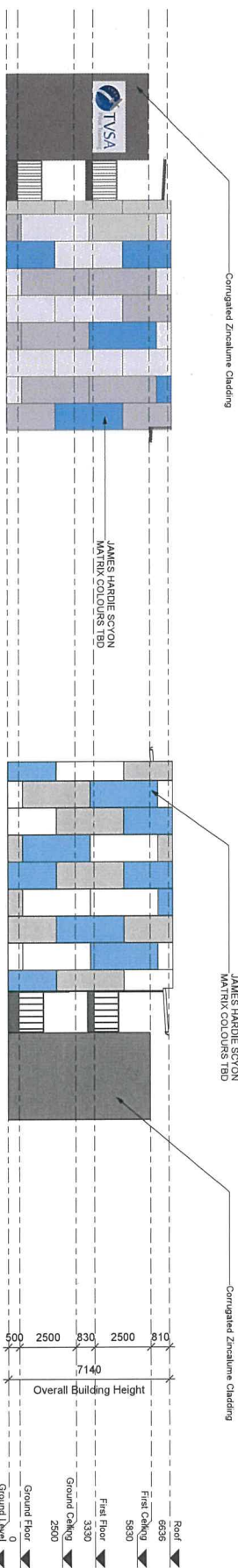
Project number	18042
Date	June 2018
Drawn by	AC
Checked by	PT
SHEET SIZE	A1
Scale	As indicated



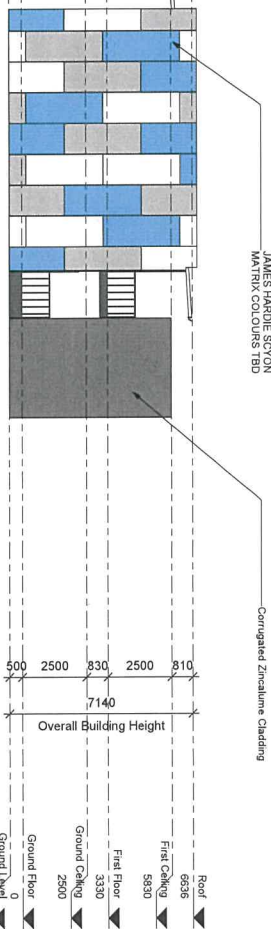
5 Elevation - A Option Two
1 : 100



6 Elevation - B Option Two
1 : 100



7 Elevation - C Option Two
1 : 100



8 Elevation - D Option Two
1 : 100

DESIGN CONCEPT

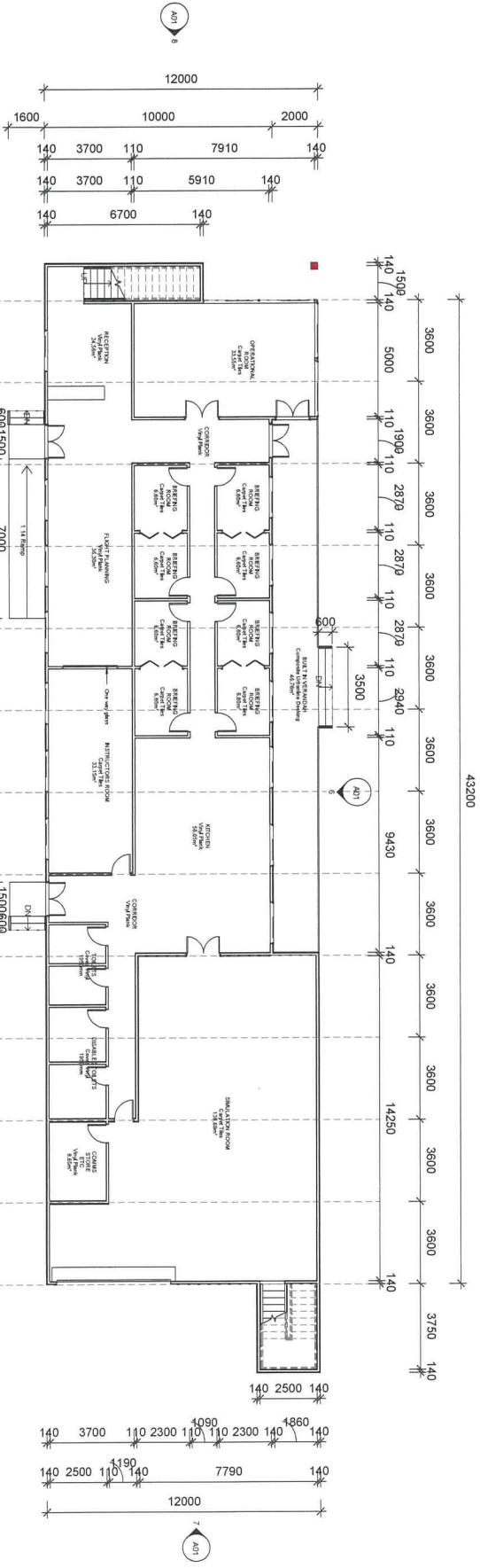
- 1 ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE STATED.
- 2 ALL DIMENSIONS TO BE COMPARED ON SITE. ANY DISCREPANCY TO BE REPORTED TO THE ARCHITECT IMMEDIATELY.
- 3 TO BE USED FOR CONSTRUCTION PURPOSES ONLY. PROJECT MANAGER/CLIENTS TO OBTAIN THAT ALL DIMENSIONS ARE CORRECT.
- 4 ALL DIMENSIONS ARE TO BE CONNECTED TO A PUMP CONNECTED TO ALL FURNISHING SANITARY WATER TANK OVERFLOWS TO BE CONNECTED TO THE MAIN DRAINAGE SYSTEM TO ENSURE ALL OVERFLOWS ARE DISPOSED OF PROPERLY. NOT THAT ALL APPROPRIATE TRADES SHOULD BE ADVISED OF THIS REQUIREMENT AT THE TIME OF THE DESIGN AND CONSTRUCTION OF THE PROJECT.
- 5 THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT.
- 6 THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT.
- 7 THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT.
- 8 THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT.

PETER THOMPSON ARCHITECTS
Tom Planning Architecture
Project Management

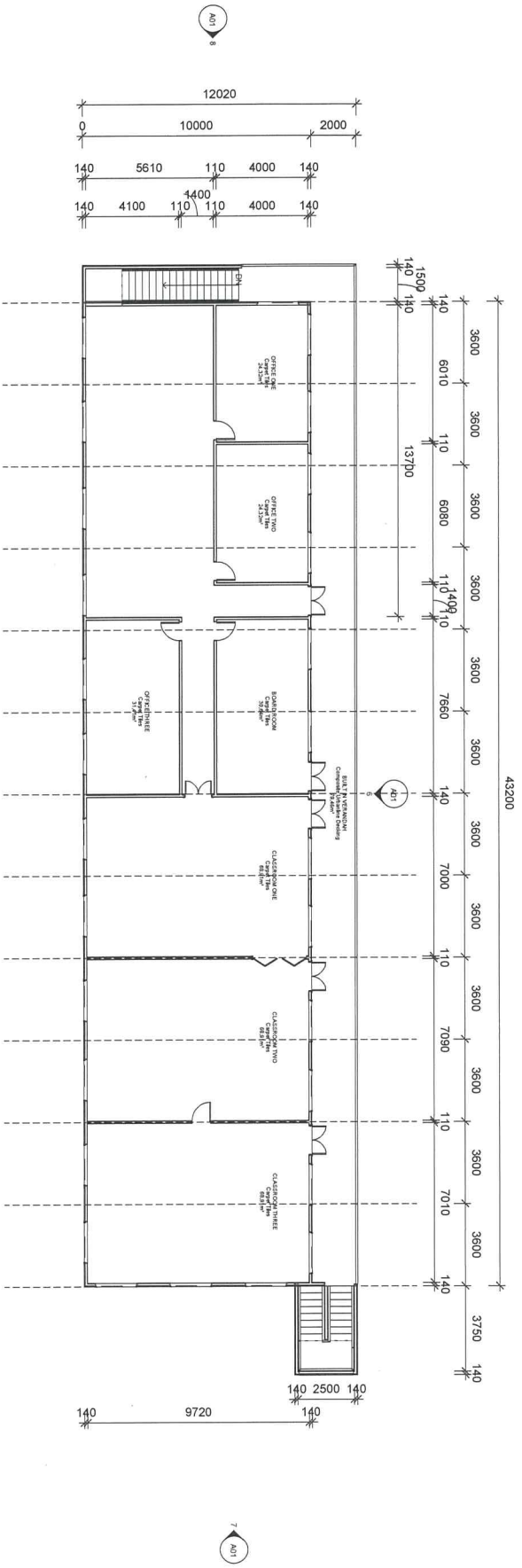
Bacchus Marsh Airport Accommodation External Elevations A01

No.	Description	Date

Project number: 18042
Date: June 2018
Drawn by: AC
Checked by: PT
SHEET SIZE: A1
Scale: 1 : 100



3 Ground Floor
1 : 100



4 First Floor
1 : 100



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- 1 ALL DIMENSIONS ARE IN MILLIMETERS UNLESS STATED OTHERWISE.
- 2 ALL DIMENSIONS TO BE COMPLETED ON SITE. ANY DIMENSIONS TO BE COMPLETED OFF SITE SHALL BE INDICATED BY A DIMENSION LINE WITH A DOTTED LINE TO THE DIMENSIONED AREA.
- 3 DIMENSIONS TO BE COMPLETED ON SITE SHALL BE INDICATED BY A DIMENSION LINE WITH A DOTTED LINE TO THE DIMENSIONED AREA.
- 4 DIMENSIONS TO BE COMPLETED OFF SITE SHALL BE INDICATED BY A DIMENSION LINE WITH A DOTTED LINE TO THE DIMENSIONED AREA.
- 5 ALL DIMENSIONS ARE TO BE COMPLETED TO THE CENTERLINE OF THE DIMENSIONED AREA UNLESS OTHERWISE STATED.
- 6 DIMENSIONS TO BE COMPLETED ON SITE SHALL BE INDICATED BY A DIMENSION LINE WITH A DOTTED LINE TO THE DIMENSIONED AREA.
- 7 DIMENSIONS TO BE COMPLETED OFF SITE SHALL BE INDICATED BY A DIMENSION LINE WITH A DOTTED LINE TO THE DIMENSIONED AREA.
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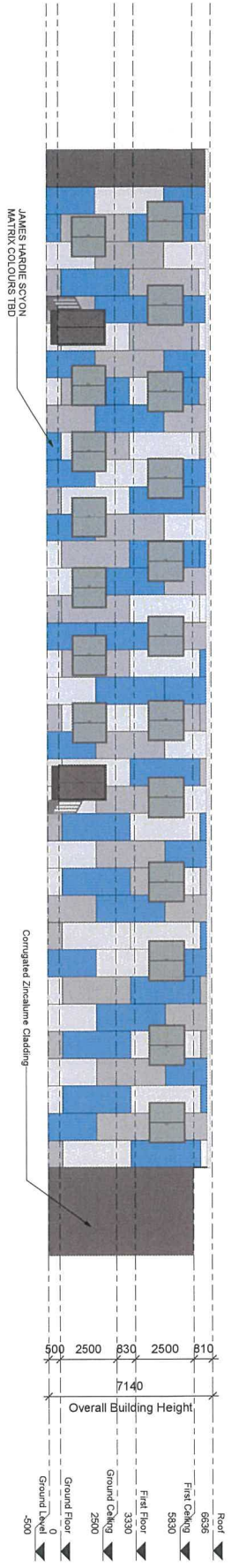
DESIGN CONCEPT

INTERNAL AREAS	
GROUND FLOOR	484.85m ²
FIRST FLOOR	424.81m ²
TOTAL	909.66m ²

No.	Description	Date

Bacchus Marsh Airport Accommodation
Concept
A00

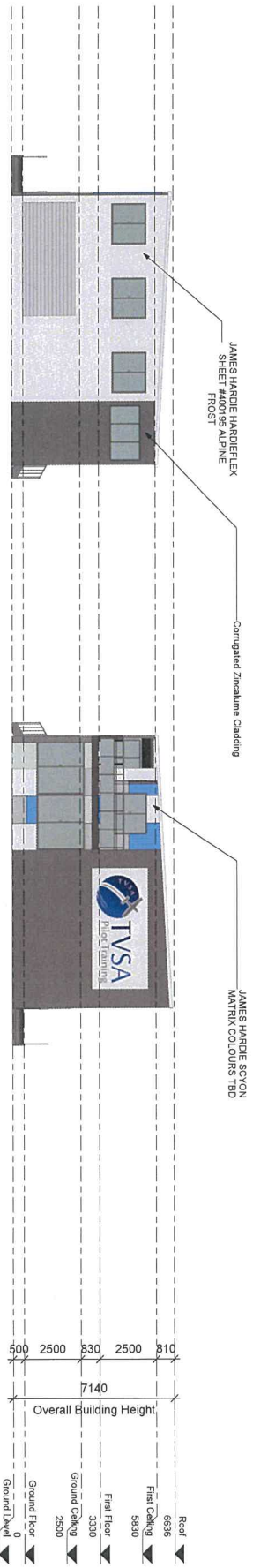
Project number	18042
Date	June 2018
Drawn by	AC
Checked by	PT
SHEET SIZE	A1
Scale	1 : 100



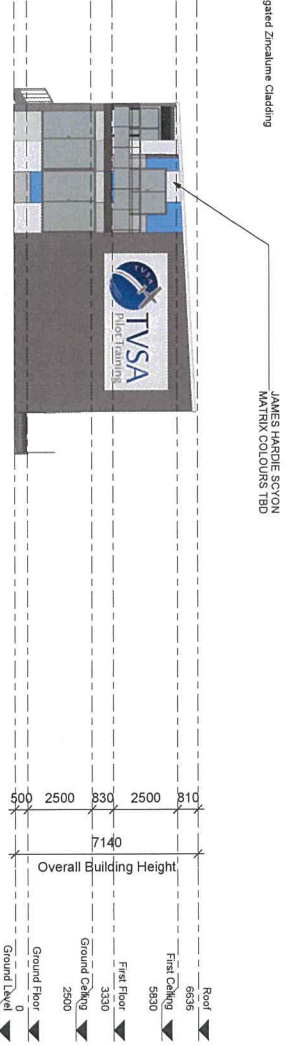
5 Elevation - A Option Two
1 : 100



6 Elevation - B Option Two
1 : 100



7 Elevation - C Option Two
1 : 100



8 Elevation - D Option Two
1 : 100

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Town Planning Architects
Project Management

- 1 ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE STATED.
- 2 ALL DIMENSIONS TO BE COMPLETED ON SITE. ANY DIMENSIONS TO BE COMPLETED ON SITE MUST BE APPROVED BY THE ARCHITECT.
- 3 THE PROJECT IS TO BE COMPLETED IN ACCORDANCE WITH THE PROJECT PROGRAMME OF WORK.
- 4 THE PROJECT IS TO BE COMPLETED IN ACCORDANCE WITH THE PROJECT PROGRAMME OF WORK.
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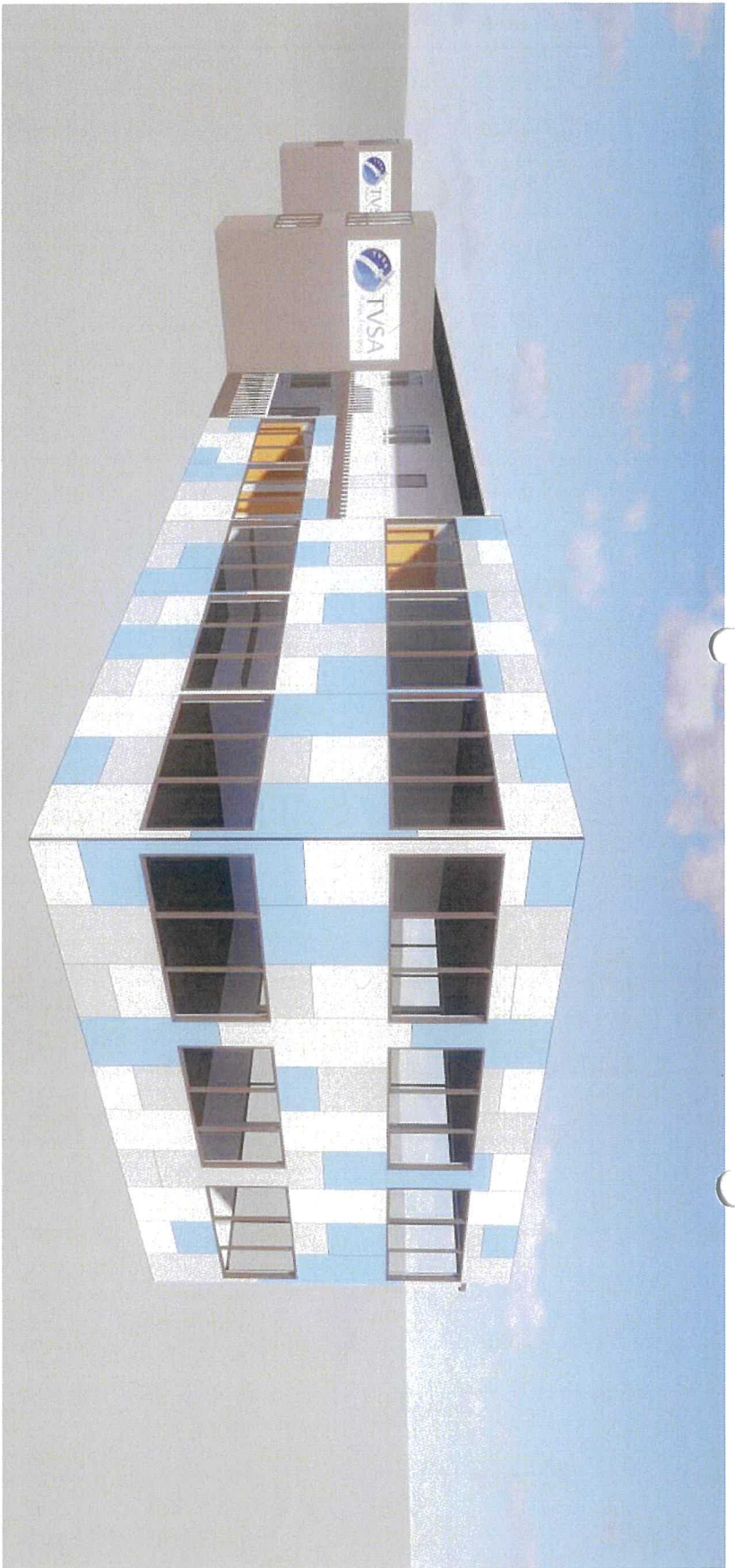
DESIGN CONCEPT

No.	Description	Date

Bacchus Marsh Airport Accommodation
A01

External Elevations

Project number	18042
Date	June 2018
Drawn by	AC
Checked by	PT
SHEET SIZE	A1
Scale	1 : 100



SCOPE OF WORKS

INTERNAL WORKS			
BEDROOM FLOOR	Sheet Vinyl Timber	TOILET	Shaw & Mason WELS 4 star S & P Trap
CEILING	Plasterboard - White	SHOWER ROSE	Brasshards WELS 3 star all directional
INTERNAL WALLS	Plasterboard - White	SHOWER MIXER	Estilo 40mm Allana shower mixer
DOORS	Steel Frame Solid Core Timber	BASIN	Sylus 1TH Allegro Vanity Basin
	Fire rated as required.	BASIN MIXER	Shaw & Mason Wels 5 star chrome
		Components from Bunnings Warehouse	

EXTERNAL WORKS			
STRUCTURE		FIRE RATING	LIGHT FITTINGS
FOOTINGS	Concrete Pad	Load Bearing Walls and Columns	Alec 38W Widepanel LED Batten
FRAME	Steel Portal Frame	Internal Walls	EXTERNAL LIGHT FITTINGS
WALLS	Metal Stud	Between Floors	Brilliant Lighting Hinkley 10W LED Security Flood Light
ROOF	Colorbond		
No allowances made for fire services or sprinklers - civil works		FURNITURE	
Service and authority connections by others		By Others	

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Town Planning Architecture
Project Management

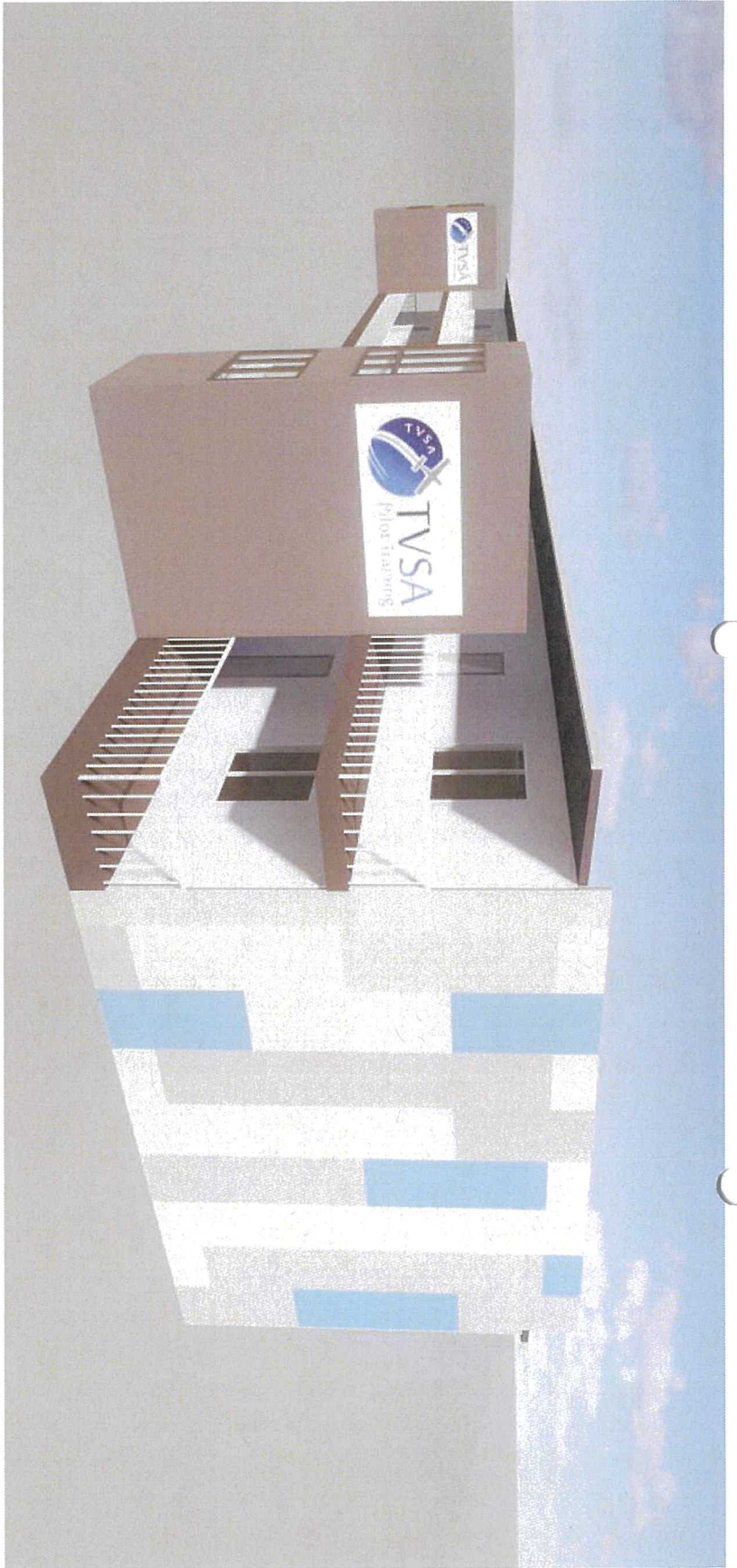
- 1 ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE TO THE CONTRARY.
- 2 ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE TO THE CONTRARY.
- 3 ALL DIMENSIONS ARE TO BE REPEATED ON SITE. ANY DIMENSIONS ARE TO BE REPEATED ON SITE.
- 4 ALL DIMENSIONS ARE TO BE REPEATED ON SITE.
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- 7 ALL DIMENSIONS ARE TO BE REPEATED ON SITE.
- 8 ALL DIMENSIONS ARE TO BE REPEATED ON SITE.

DESIGN CONCEPT

No.	Description	Date

**Bacchus Marsh Airport
Accommodation +
Communal Areas
Perspective
A02**

Project number: 18042
Date: June 2018
Drawn by: AC
Checked by: PT
SHEET SIZE: A1
Scale:



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 Town Planning Architecture
 Project Management

- 1 ALL DIMENSIONS ARE IN MILLIMETERS UNLESS STATED OTHERWISE.
- 2 ALL DIMENSIONS TO BE CORRECTED TO THE NEAREST MILLIMETER.
- 3 ARCHITECT HAS NOT CONDUCTED VISUAL IMPACT ASSESSMENT.
- 4 TO USE PROJECT MANAGEMENT SOFTWARE TO MONITOR AND CONTROL THE PROJECT.
- 5 ALL DIMENSIONS ARE TO BE CORRECTED TO THE NEAREST MILLIMETER UNLESS STATED OTHERWISE.
- 6 ALL DIMENSIONS ARE TO BE CORRECTED TO THE NEAREST MILLIMETER UNLESS STATED OTHERWISE.
- 7 ALL DIMENSIONS ARE TO BE CORRECTED TO THE NEAREST MILLIMETER UNLESS STATED OTHERWISE.
- 8 ALL DIMENSIONS ARE TO BE CORRECTED TO THE NEAREST MILLIMETER UNLESS STATED OTHERWISE.

DESIGN CONCEPT

No.	Description	Date

**Bacchus Marsh Airport
 Accommodation**
 Perspective
 A02

Project Number	18042
Date	June 2018
Drawn by	AC
Checked by	PT
SHEET SIZE	A1
Scale	




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- 1 ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE UNLESS OTHERWISE SPECIFIED ON SITE. ANY DIMENSIONS ARE TO BE REPORTED TO THE ARCHITECT.
- 2 CONTRACTORS ARE TO MAKE ALL NECESSARY PROJECT MANAGEMENTS TO ENSURE THAT ALL DIMENSIONS ARE TO BE WITHIN 1000± ALL DIMENSIONS ARE TO BE CONNECTED TO A COMMON POINT OF REFERENCE.
- 3 CONTRACTORS ARE TO ENSURE ALL DIMENSIONS ARE TO BE WITHIN 1000± ALL DIMENSIONS ARE TO BE CONNECTED TO A COMMON POINT OF REFERENCE.
- 4 CONTRACTORS ARE TO ENSURE ALL DIMENSIONS ARE TO BE WITHIN 1000± ALL DIMENSIONS ARE TO BE CONNECTED TO A COMMON POINT OF REFERENCE.
- 5 CONTRACTORS ARE TO ENSURE ALL DIMENSIONS ARE TO BE WITHIN 1000± ALL DIMENSIONS ARE TO BE CONNECTED TO A COMMON POINT OF REFERENCE.
- 6 CONTRACTORS ARE TO ENSURE ALL DIMENSIONS ARE TO BE WITHIN 1000± ALL DIMENSIONS ARE TO BE CONNECTED TO A COMMON POINT OF REFERENCE.
- 7 CONTRACTORS ARE TO ENSURE ALL DIMENSIONS ARE TO BE WITHIN 1000± ALL DIMENSIONS ARE TO BE CONNECTED TO A COMMON POINT OF REFERENCE.
- 8 CONTRACTORS ARE TO ENSURE ALL DIMENSIONS ARE TO BE WITHIN 1000± ALL DIMENSIONS ARE TO BE CONNECTED TO A COMMON POINT OF REFERENCE.

DESIGN CONCEPT

No.	Description	Date

**Bacchus Marsh Airport
 Accommodation
 Perspective
 A02**

Project number	18042
Date	June 2018
Drawn by	AC
Checked by	PT
SHEET SIZE	A1
Scale	

11.2.4 Planning Permit PA2018 147 – Development of a 2nd Dwelling at 3 Carlogie Place, Darley

Application Summary:	
Permit No:	PA2018 147
Lodgement Date:	3 July, 2018
Planning Officer:	Samuel Duff
Address of the land:	3 Carlogie Place, Darley
Proposal:	Development of a second dwelling on a lot
Lot size:	Approximately 1 100 square meters
Why is a permit required?	Development of a second dwelling on a lot in the General Residential Zone (GRZ).
Reason for being presented to full Ordinary Meeting of Council (OMC).	Does not meet the S86 Development Assessment Committee Terms of Reference due to more than five (5) objections received for a residential development.
Public Consultation	
Was the application advertised?	Yes.
Notices on site:	Yes.
Notice in Moorabool Newspaper:	No.
Number of Objections:	Nine (9).
Consultation Meeting:	<p>There was a meeting undertaken on 18 September, 2018.</p> <p>Objectors, and the applicants with their architect. However, no resolution could be achieved.</p> <p>The objectors were resolute in keeping the existing localities character, which is characterised by a single dwelling on a large lot.</p> <p>It was discussed that the applicants and the architect were happy to work with Council to reduce the size and scale of the dwelling, or other design features that would reduce the visual intrusion of the second dwelling, however due to the fundamental objection from the objectors being opposed to a second dwelling the applicant wished to proceed the current application to Council.</p>

Policy Implications	
Strategy Objective 2:	Minimising Environmental Impact
Context 2A:	Built Environment
Victorian Charter of Human Rights and Responsibilities Act 2006	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
Officer's Declaration of Conflict of Interests	
<p>Under section 80C of the <i>Local Government Act 1989</i> (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Robert Fillisch</i> In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Samuel Duff</i> In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
Executive Summary	
Application Referred?	Yes. The application was referred to Councils Infrastructure and Strategic Planning Departments for comment.
Any issues raised in referral responses?	Yes, the Bacchus Marsh Housing Strategy that is a 'seriously entertained document', highlight the potential of this site to be rezoned to Neighbourhood Residential Zone, the approval of a second dwelling would be in contradiction of the future strategic direction for the area which is identified for minimal growth. In addition to this, it is considered the current proposed built form is inconsistent with the current built form of the area.
Preliminary concerns?	The proposal is also not responsive to the neighbourhood character of the area, which, is characterised by single dwellings on large open sloping lots. The introduction of a second larger two (2) storey lot on the rear of one of these sites is inconsistent with the established built environment and with the future strategic direction of the area.
Any discussions with applicant regarding concerns?	Council officers have highlighted the strategic direction of the area prior to lodging the application and throughout the application process.

	<p>A consultation meeting was held on the evening of 18 September, 2018. In attendance was the applicant, their architect and 13 objectors. Following the meeting It was discussed with the applicant that the objectors weren't likely to withdraw their submissions and it was agreed to take it to a council meeting.</p> <p>They understood that an option may be to condition the permit with a condition 1 requirement to reduce the size of the dwelling or other design factors that could result in a lessened impact on the local community.</p>
Any changes made to the application since being lodged?	No.
Brief history.	<p>The applicant is seeking approval for a second dwelling on a lot in the General Residential Zone.</p> <p>The dwelling would be a large split-level structure, with scope to reduce the size of the proposed dwelling, which was discussed at the mediation meeting.</p>
Previous applications for the site?	A search of Council records shows that there are no previous planning permit applications associated with the lot.
General summary	<p>The planning permit application is seeking approval for a second dwelling on a 1100 sq m lot in the General Residential Zone.</p> <p>Objections that were received from the advertising process include complaints regarding the size and bulk of the proposed dwelling, overlooking, and general inappropriateness of the proposal in context of the surrounding development.</p> <p>The current Moorabool Scheme provisions allow for a second dwelling to be considered on this site as it is located within the General Residential Zone currently. However, strategic planning to rezone the site to Neighbourhood Residential Zone has substantially progressed which would result in this site and the local area being inappropriate for this type of development.</p>
Summary Recommendation	
That, having considered all relevant matters as required by the <i>Planning and Environment Act 1987</i> , Council refuse the application as the proposal is not in line with the strategic vision of the area.	

Site Description



Figure 1. Aerial photograph of the subject site. The northern boundary is 58.35m, eastern boundary is 22.75m, southern boundary is 62.93m and the western boundary 14m.



Figure 2. Aerial Photography of the wider area, with the subject site outlined in yellow.

The subject site is identified as Lot 75 on PS130462, located at 3 Carlogie Place, Darley. The site is an irregular rectangular shaped, measuring approximately 58m (northern boundary), 63m (southern boundary) with the rear (western) boundary measuring 14m and the front (eastern) boundary measuring approximately 22meters. In total, the site is approximately 1,100 sq m. The sites access is limited to a single cross over that splits, with one branch going to the existing dwelling, and the other going towards the back of the site, where the second dwelling is proposed to be. Currently on site there is an existing dwelling and an additional structure that is said to be a timber bungalow.

The existing dwelling on site is a double-storey brick three (3) bedroom, two (2) bathroom dwelling with an attached double garage. The site is sloping, with a fall of approximately 5.5 meters over the site, from the rear of the site to the street. There is some vegetation that is proposed to be removed in order to facilitate the development.

The immediate surrounds are used as a residential area of similar sized lots, all that either have a single dwelling on the lot or are vacant, pending development. The dwellings on Carlogie Place are typically split level or two (2) storey homes that account for the sloping nature of the lots. These dwellings are typically of brick, in accordance with a restrictive covenant that is presumably registered on title, like the one (1) registered on the subject site. Roofs are standard pitched roofs of either tile or colour-bonded steel. Gardens extend to the streetscape, with no footpaths to clearly delineate between the public and private realms. Aerial photography shows that the immediate surrounds have one (1) dwelling per lot, with large sheds/outbuildings being rare in the estate.

The subject site is approximately 3.4km from the Darley Shopping Centre and approximately 6km to Bacchus Marsh Main Street Precinct. The subject site is serviced by two (2) sewer lines (front and rear of the property), reticulated water and electricity.

Proposal

The proposal is for a second dwelling to be located on the rear of a lot in the General Residential Zoned land of Darley.

The dwellings features would be:

- Four (4) bedroom, three (3) bathroom dwelling, set over two (2) levels.
- Open plan kitchen, dining and living area with two (2) additional living areas.
- From the front, the second dwelling would be 7.85 meters tall.
- There would be an attached garage for the second dwelling.
- The building would be required to be of brick or brick veneer in accordance with the Covenant registered on title.
- The roof would be of cement roof tiles.
- Alfresco area off the open planned living area.

At the consultation meeting held 18 September, 2018 the applicant has clarified that the dwelling would home his family, so that they can be closer and help to facilitate aging-in-place.

Below are the plans for the second dwelling, as well as elevations. A full set of plans including shadow plans have been included as an attachment to this report.

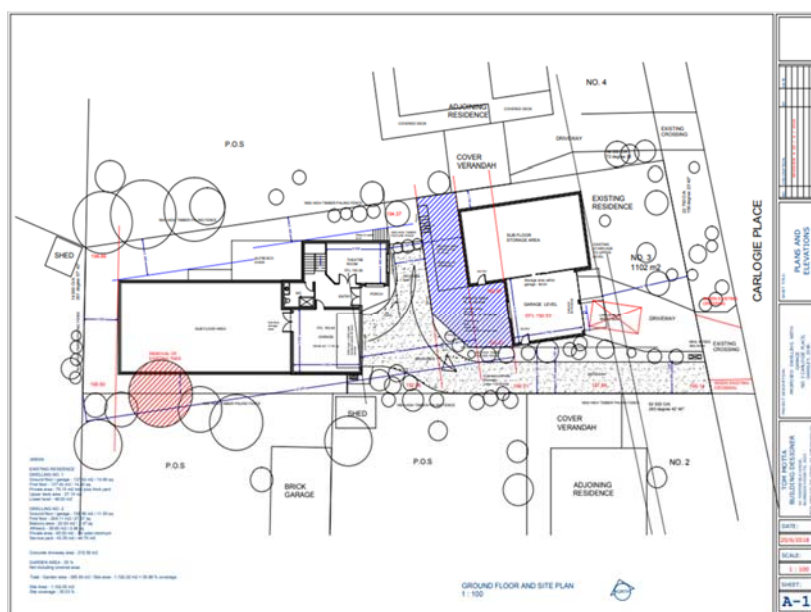


Figure 3. Ground Floor and Site plan, showing the proposed dwelling to the left of page

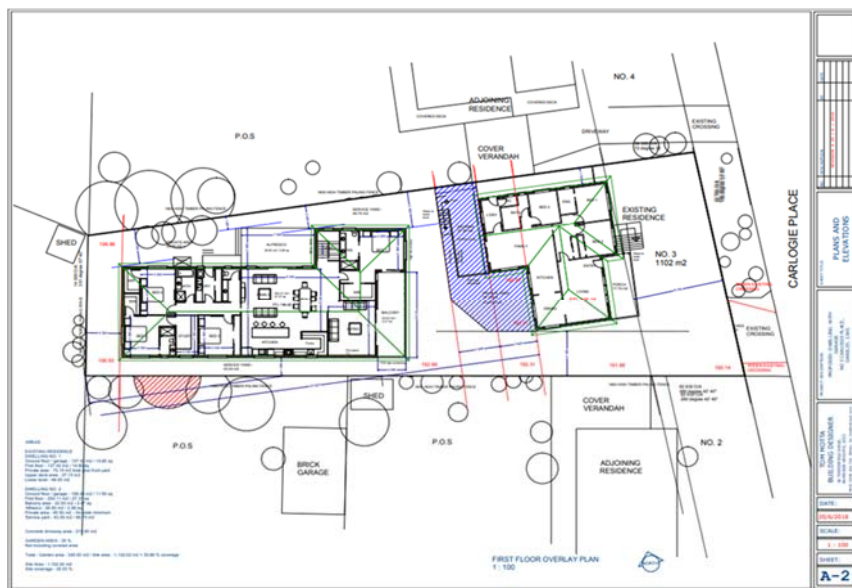


Figure 4. First Floor Plan



Figure 5. Elevation Plans

Already on site is a two (2) storey, three (3) bedroom brick dwelling, this would be kept on the lot, with a slight alteration to the side, where there currently is a gate. The gate would need to be removed to facilitate access to the proposed second dwelling.

History

A search of Council records has shown that there are no previous planning permit applications associated with the lot. There is also no VCAT history associated with the site and no compliance issues associated with the lot.

Public Notice

The application was advertised to the adjoining and surrounding land owners, by way of a letter in the mail and an A3 yellow sign on site, which was erected on the 13 August, 2018 and was returned with the statutory declaration 29 August, 2018.

As a result of the notification process a total of nine (9) written objections were received by Council.

Summary of Objections

The nine (9) submissions that have been received have been broken down into several broad categories, which are detailed below with officer's comments accompanying them:

Objection	Any relevant requirements
The proposed second dwelling would be an overdevelopment of the site.	Clause 55.03
Officer's response –It is noted that the subject property is subject to a restrictive covenant on title that specifies that any dwelling would need to be at least 130 square meters, so should a second dwelling be considered on site, it needs to be of a certain size. The proposed dwelling would be larger than the existing dwelling and is in excess of 130m ² at approximately 250m ² over two (2) storeys.	
The proposal is inconsistent with the existing neighbourhood character.	Clause 55.01
Officer's response – The proposal is inconsistent with the existing character of the area. The proposal is seeking approval for a second dwelling on a lot in an area where the character is typically of a single dwelling on a large lot with generous setbacks. The neighbourhood character brochure of the area that Council has, identifies that the built form is modest in the area in relation to the scale of the lots.	
The second dwelling would cause a loss of view, a large reason as to why the objectors purchased land or dwellings in that area.	Clause 55.04
Officer's response – Impact on view and property value is not a valid planning consideration in accordance with Moorabool Planning Scheme. In 1987, a VCAT decision ruled that there was no legal right to a view in the planning system, but that the amenity to an area that they provide must be considered.	
The proposed development would cause a large degree of overlooking and overshadowing to the neighbouring properties.	Clause 55.04

Objection	Any relevant requirements
<p>Officer's response – The overshadowing diagram submitted demonstrates that any overshadowing would be limited to the two (2) properties at the south. The dwellings associated with that site are not in shadow, with only part of the private open space nearest to the fence line affected.</p> <p>Overlooking may be an issue, with the proposed dwelling being located at the highest point of the site, however this issue could still be mitigated via conditions on a permit should Council grant one. The applicant has also identified that any windows would be frosted glass, up to the 1.7 meters above floor level in order to reduce this issue, further design work could also mitigate this issue.</p>	
The proposed development is against the strategic direction of the area.	Clause 21.11
<p>Officer's response – While there is no current formal strategic direction over this area within the Planning Scheme, there are other strategic documents that provide direction. The neighbourhood character brochures, which are not a formal reference document in the Moorabool Planning Scheme have identified that the land within in 'Precinct 1' is slated for minimal growth. This is also compounded by a recent proposed Planning Scheme amendment, C79, which is now a seriously entertained document. The C79 amendment would see the area rezoned to a Neighbourhood Residential Zone, with a minimum lot size of 700 square metres, this would dissuade second lots.</p>	
The area is located away from the centre of town and has limited access to services and amenities. The density shouldn't increase unless services are going to be available to support the higher densities.	Clause 11.03, 21.07-3
<p>Officer's response – Noted, this statement is consistent with Councils Strategic Direction.</p>	
Incremental development would lead to an increase in traffic on a small local road.	Clause 18.02, Clause 52.06
<p>Officer's response – The cul-de-sac type development that the subject site is located on is not ideally suited for drastically increased densities. However, it is considered the current road network could support an additional dwelling with minimal impact to existing traffic volumes.</p>	
The proposal would set a precedent for the area for further development in the area.	Clause 11.03
<p>Officer's response – The proposed zoning change would reduce the likelihood of a second dwelling being approved in the area significantly, as well as completely remove the possibility of subdivision occurring in the area.</p>	
The development of a second dwelling would decrease the value of the surrounding properties	
<p>Officer's response – The issue of property prices is not a statutory planning issue.</p>	

Locality Map

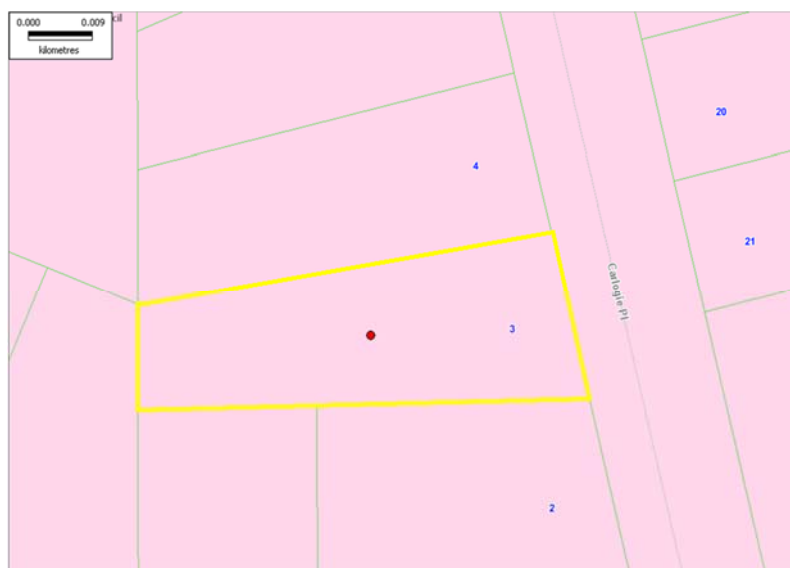


Figure 6. Zoning map of the area.

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

The subject site is located within the General Residential Zone of Darley and is not covered by any overlays.

Planning Scheme Provisions

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

The relevant clauses are:

- | | |
|-----------------|--|
| Clause 11.03-1S | Activity Centres. |
| Clause 11.03-2S | Growth Areas. |
| Clause 11.03-3S | Peri-Urban Areas. |
| Clause 15.01-2S | Building Design. |
| Clause 15.01-5S | Neighbourhood Character. |
| Clause 16.01-2S | Location of residential development. |
| Clause 16.01-3S | Housing Diversity. |
| Clause 18.02-3S | Road System. |
| Clause 21.03-3 | Residential Development. |
| Clause 21.03-4 | Landscape and Neighbourhood Character. |
| Clause 21.07-2 | Consolidating Urban Growth. |

The proposal is deemed to comply with the relevant sections of the PPF and LPPF, with the exception of the clauses outlined in the table below:

PPF	Title	Response
Clause 11.03-1S	Activity Centres	It is considered that the area of Darley where the proposed development would be located is not particularly well suited for higher density dwelling development due to its location on the outskirts of the Darley area.
Clause 15.01-5S	Neighbourhood Character	The Neighbourhood Character Brochures have identified the neighbourhood character for the area as a single modest dwelling on a large lot with large amounts of private open space. The development of a second dwelling would not be in keeping with the current, or preferred neighbourhood character.
Clause 18.02-3S	Road System	The road system of the immediate roads surrounding the area would unlikely be unable to cope, should every lot in this area propose a second dwelling, however it is considered impact of one additional dwelling would be minimal.
LPPF		
Clause 21.03-4	Landscape and Neighbourhood Character	The development is out of the current neighbourhood character and does not reflect the preferred neighbourhood character of the area. Due to the bulk and scale of development that is proposed it is considered landscaping would not soften the impact.

Zone

The land is in the General Residential Zone, schedule 1 (GRZ1), the purpose of the GRZ1 is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

The sole permit trigger for this application is the zoning controls, specifically Clause 32.08-6 – Construction and extension of two (2) or more dwellings on a lot, dwellings on common property and residential buildings.

Under Clause 32.08-6 a permit is required to construct a dwelling if there is at least one dwelling existing on the lot. A development must meet the requirements of Clause 55.

Pursuant to Clause 32.08-7, Schedule 1 does not vary any of the Clause 55 requirements.

Overlays

No overlays affect the site.

Relevant Policies

There are three (3) Council Policies that effect the subject site. The first is the Urban Growth Policy and the associated Neighbourhood Character Brochures and the second is proposed Planning Scheme Amendment C79.

Urban Growth Policy

The Urban Growth Policy states that:

The Moorabool Growth Strategy 2041 aims to provide a vision for the type of community Moorabool Shire will be in 2041 and to outline how Council can facilitate an outcome that both allows for growth and keeps the community connectedness, character and sense of place so valued by our current residents.

The urban strategy is about planning and managing the pressures of growth in a proactive manner so that a sustainable environment where people can live, work, access retail, social and recreational services and be involved and connected. The strategy looks at what our future population will be and what employment, services and infrastructure will be required to meet their needs so that Council can identify what growth options will meet these needs in a sustainable and cost effective manner.

Neighbourhood Character Brochures:

Annexure 4 of the Moorabool 2041 Housing Strategy, the Neighbourhood Character Brochures have categorised the areas of Bacchus Marsh and its suburbs into different neighbourhood precincts, and have identified the existing character of the areas, as well as provide guidelines as to what types of development is preferable. As this site is located in Precinct 1, the area is slated for 'minimal growth'. A copy of the precinct 1 Neighbourhood Character Brochure has been included as an attachment to this report.

Overall, the proposal is inconsistent with the current and preferred neighbourhood character guidelines. The preferred character statement is as follows:

This precinct will maintain a streetscape rhythm of detached dwellings set behind landscaped front gardens.

Built form to side boundaries will generally be avoided and garages, carports and second storey development will not visually dominate dwellings or streetscapes. Built form and hard surfaces will continue to occupy a low portion of the site.

The streetscapes will continue to have a sense of openness through new built form retaining generous front setbacks and minimal front fencing, which will allow views to gardens and dwellings. The built form will be of a modest scale and be sympathetic to the existing character of the precinct, however innovative and unique built form that blends with the existing character will be encouraged.

New development will complement the existing landscape environment and native and non-native landscaping throughout the precinct is preferred.

Planning Scheme Amendment C79:

Planning Scheme Amendment C79 was prepared by Councils Strategic Planning Department, and was adopted by Council in August, 2016. This amendment was exhibited to the public, which was closed in December, 2017. The amendment was then reviewed by Planning Panels Victoria, and was submitted to the Minister for Planning in August, 2018. As this is now a seriously entertained document, it would be prudent to consider this in assessing the application.

The C79 Amendment would change the zoning of the area to a Neighbourhood Residential Zone, which would introduce minimum lot sizes in this area to a minimum of 700 square metres.

Particular Provisions

- List any particular provisions under Clause 52 that apply to the proposal
- Brief assessment against the proposal

The proposal complies with ResCode Clause 55, with the exception of the following:

Clause ResCode	Title	Response
55.02-1	Neighbourhood Character	The proposal does not respect the modest spacious character of this area in Darley, typified by single dwelling development with large outdoor areas, including spacious front and rear gardens.
Clause 55.03-3	Site Coverage	The proposed 35.53% site coverage meets the standard, but the design for the driveway covers an additional 215 sq. m of the site. This would increase the impermeable surface percentage significantly.
Clause 55.03-8	Landscaping	The spaces around both dwellings would not be sufficient to keep in keeping with the existing neighbourhood character – which has large private open spaces. This feature is something that is preferred to be kept in accordance with the neighbourhood character brochure.
Clause 55.04-6	Overlooking	Due to the sloping nature of the block, there may be a degree of overlooking, both in and out of the site. This could be mitigated by conditioning the permit to require visual screening.

While this application does not seek approval for subdivision of a lot, the development of a second dwelling would, in essence, imply at a later stage that the site could be considered for subdivision. The strategic intent of the area, once amendment C79 has been gazetted into the planning scheme, is that there would be a minimum lot size of 700 sq m requirement which would remove the chances of all future subdivision for this site/precinct.

Although future second dwellings are able to be considered, a stronger argument would be made to refute the application regarding the intent of the area due to the underlying neighbourhood character that would need to be considered.

Discussion

Overall, the proposal is considered to be inconsistent with relevant State and Local Planning Policy, the General Residential Zone and Clauses 55 and 56 of the Moorabool Planning Scheme, and Council's adopted C79 Planning Scheme Amendment.

As Bacchus Marsh and its suburbs are the primary growth area of Moorabool Shire Council which is slated to support an increased population to help absorb growth pressures of the wider region. The proposal would contribute to consolidated growth of the town, take advantage of existing servicing infrastructure, and contribute the housing stock in the area. However, growth must be balanced with the need for new development to respect the existing neighbourhood character and integrate with the surrounding urban environment and intensification of residential around serviced areas.

The subject site and surrounding land is in the General Residential Zone, Schedule 1 (GRZ1). Surrounding land is mostly developed with single dwellings with no known exceptions. The purpose of the GRZ includes the following:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.

The purpose of the GRZ indicates that a balance must be achieved in responding to the range of applicable policies. The proposal must satisfy Clauses 55 of the Moorabool Planning Scheme for, medium density dwelling development. Development must meet all the relevant objectives and should meet all the standards but, as outlined above, not all of the objectives have been met.

Clause 21.07 of the Moorabool Planning Scheme is specific to Bacchus Marsh and its suburbs, including Darley and includes the following policy objective for accommodating township growth:

- The form and design of new development in the township should respond to walkability and neighbourhood design principles, and include strategic and environmental assessment.

As previously stated, the site is 3.4km from the Darley Neighbourhood Activity Centre and approximately 6km to Bacchus Marsh Main Street Precinct, and whilst it is acknowledged that this policy does not prevent such development occurring in other parts of the town, it clearly identifies where more intensive growth is particularly desirable, noting that the objective is to encourage growth which achieves a balance between consolidation and respect for the township character. Due to this sites isolation from key servicing areas is one of the reasons why it along with surrounding lots have been earmarked to be rezoned to NRZ.

A consultation meeting was held on the 18 September, 2018 where a total of 13 objectors and the applicants were in attendance. At this consultation meeting, discussions regarding the possibility of reducing the size of the proposed second dwelling were held. One (1) objector was advocating for a large extension which would help to home the applicant's family for the future while maintaining the typical built form of the lot.

The applicant did not like this option, as it would be preferable from their perspective to maintain a degree of separation and privacy, which could not be achieved by this style of development.

As the predominant intent is for the applicant to provide housing for family, consideration was also made by Officers regarding the option of a Dependent Persons Unit (DPU) being more appropriate. However after reviewing the covenant registered on title, it is considered not practical to utilise this option. The definition of a DPU is 'A movable building on the same lot as an existing dwelling and used to provide accommodation for a person dependent on a resident of the existing dwelling'.

The issue relating to the covenant is that the wording specifies that any building would be required to be built of brick or brick veneer, which would reduce the possibility of the moveable aspect being achieved.

Ultimately it comes down to whether it is considered a second dwelling on this site is appropriate, due to the factors specified above it is considered that it's not.

General Provisions

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

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

Referrals

The following referrals were made pursuant to Section 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
Strategic Planning Department	Objection, which has been attached
Infrastructure	Consent, Subject to Conditions

Financial Implications

The recommendation of refusal of this development would not represent any financial implications to Council.

Risk and Occupational Health and Safety Issues

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

Communications Strategy

Notice was undertaken for the application, in accordance with Section 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.

A consultation meeting was undertaken on the 19 September, 2018, where the objectors and the applicants discussed other possibilities to develop the site.

All submitters and the applicant were invited to attend this meeting and invited to address Council if desired.

Options

- To refuse the application in accordance with the assessment and recommendations of this report.
- To approve the application, subject to conditions however, based on the above assessment there are significant issues that cannot be resolved by permit conditions.

Both parties, the applicant and objectors, have both indicated that they may lodge an application to review Councils decision at the Victorian Civil and Administrative Tribunal (VCAT).

Conclusion

Overall, the proposal is inconsistent with the relevant Moorabool Planning Scheme provisions. The development of the additional dwelling on the lot would generally satisfy State and Local Planning objectives to consolidate growth in existing areas of Bacchus Marsh but would not be in keeping with the township character.

Whilst the proposal satisfies some of the relevant provisions for increased housing density, it is not adequately responsive to the constraints of the site. That being inconsistent with the neighbourhood character of the surrounding area and the design objectives for new development in Councils adopted Bacchus Marsh Housing Strategy that Planning Scheme Amendment C79.

Recommendation:

That, having considered all matters as prescribed by the Planning and Environment Act, Council issues a Refusal Grant Planning Permit PA2018147 for the Development of a Second Dwelling at Lot 175 on PS 130462, located at 3 Carlogie Place, Bacchus Marsh on the following grounds:

- 1. The application does not satisfy the purpose of the General Residential Zone.**
- 2. The application does not satisfy the relevant provisions of Clause 55 of the Moorabool Planning Scheme.**
- 3. The proposal does not represent the orderly planning of the area.**
- 4. The application does not satisfy State and local planning policy in the Moorabool Planning Scheme in relation to neighbourhood character.**
- 5. The application is inconsistent with the Neighbourhood Character Brochures which identifies the preferred neighbourhood character.**
- 6. The application is inconsistent with the proposed Planning Scheme Amendment C79 which would rezone this area to a Neighbourhood Residential Zone, Schedule 2. This would include minimum lot size of 700 square meters.**

7. The subject site is located far away from services, which in is not in support of Clause 21.07-3 of the Moorabool Planning Scheme, which dictates that planning is to ‘...direct housing to locations that are easily accessible to activity centres and public transport as a priority’
-

Report Authorisation

Authorised by:

Name:

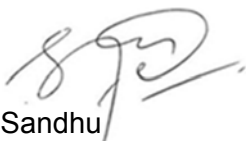
Satwinder Sandhu

Title:

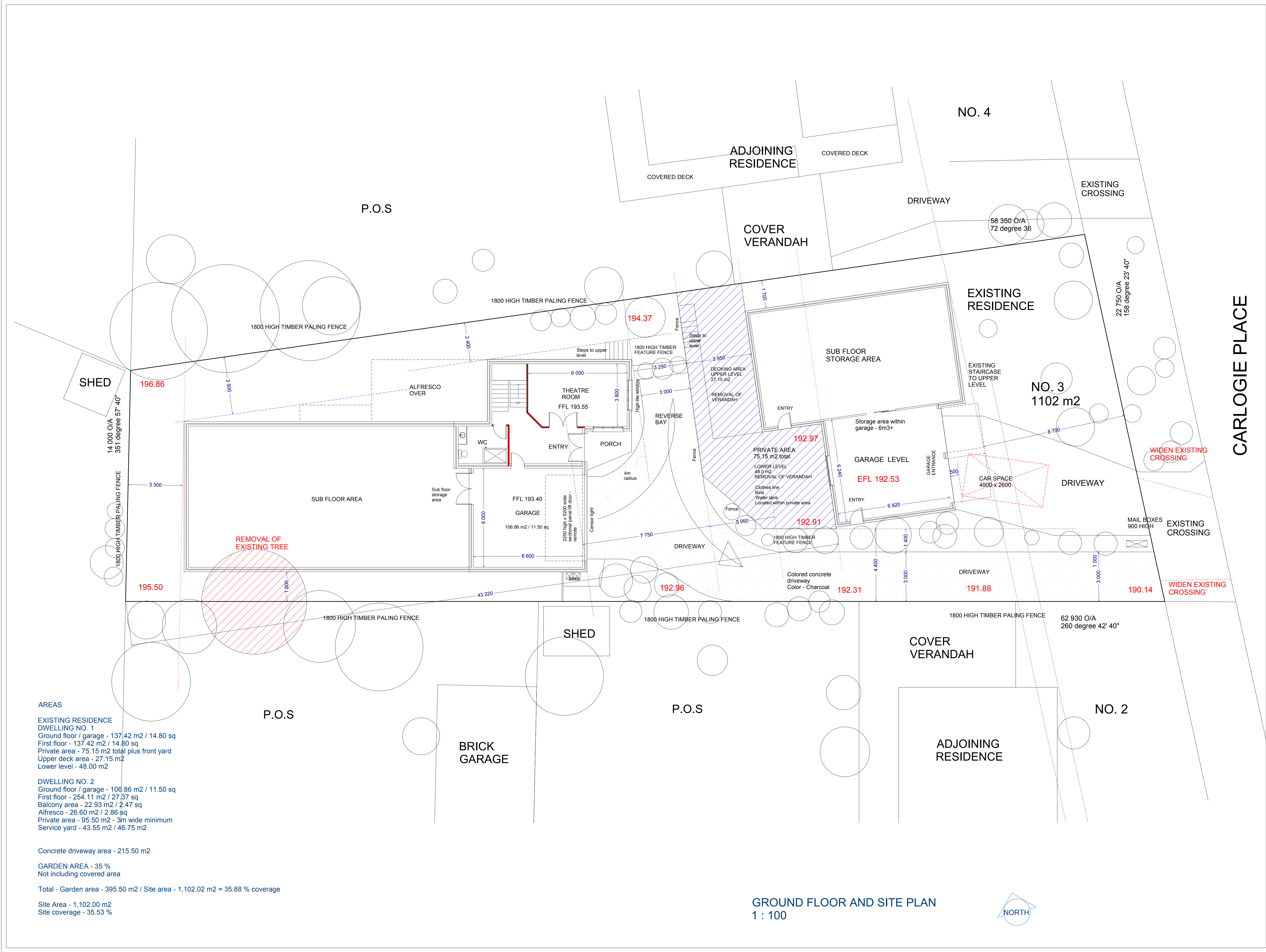
General Manager Growth and Development

Date:

Tuesday, 16 October 2018



Attachment - Item 11.2.4



AREAS

EXISTING RESIDENCE DWELLING NO. 1
 Ground floor / garage - 137.42 m2 / 14.80 sq
 First floor - 137.42 m2 / 14.80 sq
 Private area - 75.15 m2 total plus front yard
 Upper deck area - 27.15 m2
 Lower level - 48.00 m2

DWELLING NO. 2
 Ground floor / garage - 106.86 m2 / 11.50 sq
 First floor - 254.11 m2 / 27.37 sq
 Balcony area - 22.93 m2 / 2.47 sq
 Alfresco - 26.60 m2 / 2.86 sq
 Private area - 95.50 m2 - 3m wide minimum
 Service yard - 43.55 m2 / 46.75 m2

Concrete driveway area - 215.50 m2

GARDEN AREA - 35 %
 Not including covered area

Total - Garden area - 395.50 m2 / Site area - 1,102.02 m2 = 35.88 % coverage

Site Area - 1,102.00 m2
 Site coverage - 35.53 %

GROUND FLOOR AND SITE PLAN
 1 : 100



NO.	DESCRIPTION	BY	DATE
	REVISION A 20 / 6 / 2018		

SHEET TITLE:
PLANS AND ELEVATIONS

PROJECT DESCRIPTION:
 PROPOSED DWELLING WITH GARAGE
 NO 3 CARLOGIE PLACE,
 DARELEY, 3340.

TOM MOTTA
 BUILDING DESIGNER
 92 TENTERFIELD DRIVE,
 BURNSIDE HEIGHTS, 3023
 MOB: 0409 436 706 EMAIL: tm_bdt@hotmail.com

DATE:
 20/6/2018

SCALE:
 1 : 100

SHEET:
A-1



AREAS

EXISTING RESIDENCE DWELLING NO. 1
 Ground floor / garage - 137.42 m² / 14.80 sq
 First floor - 137.42 m² / 14.80 sq
 Private area - 75.15 m² total plus front yard
 Upper deck area - 27.15 m²
 Lower level - 48.00 m²

DWELLING NO. 2
 Ground floor / garage - 106.86 m² / 11.50 sq
 First floor - 254.11 m² / 27.37 sq
 Balcony area - 22.93 m² / 2.47 sq
 Alfresco - 26.60 m² / 2.86 sq
 Private area - 95.50 m² - 3m wide minimum
 Service yard - 43.55 m² / 46.75 m²

Concrete driveway area - 215.50 m²

GARDEN AREA - 35 %
 Not including covered area

Total - Garden area - 395.50 m² / Site area - 1,102.02 m² = 35.88 % coverage

Site Area - 1,102.00 m²
 Site coverage - 35.53 %

FIRST FLOOR OVERLAY PLAN
 1 : 100



NO.	DESCRIPTION	BY	DATE
	REVISION A 20 / 6 / 2018		

SHEET TITLE:
PLANS AND ELEVATIONS

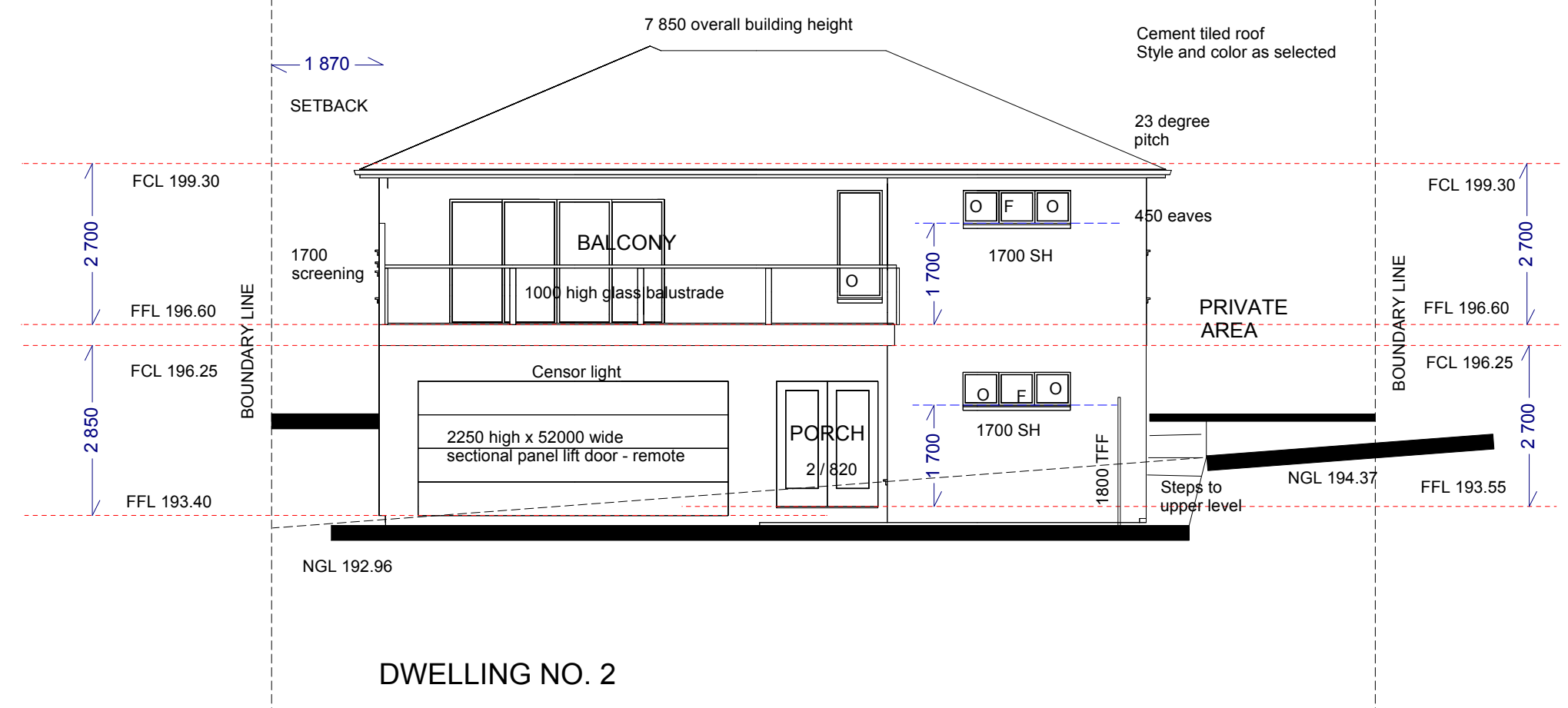
PROJECT DESCRIPTION:
 PROPOSED DWELLING WITH GARAGE
 NO 3 CARLOGIE PLACE,
 DARELEY, 3340.

TOM MOTTA
 BUILDING DESIGNER
 92 TENTERFIELD DRIVE,
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 MOB: 0409 436 706 EMAIL: tm_bdt@hotmail.com

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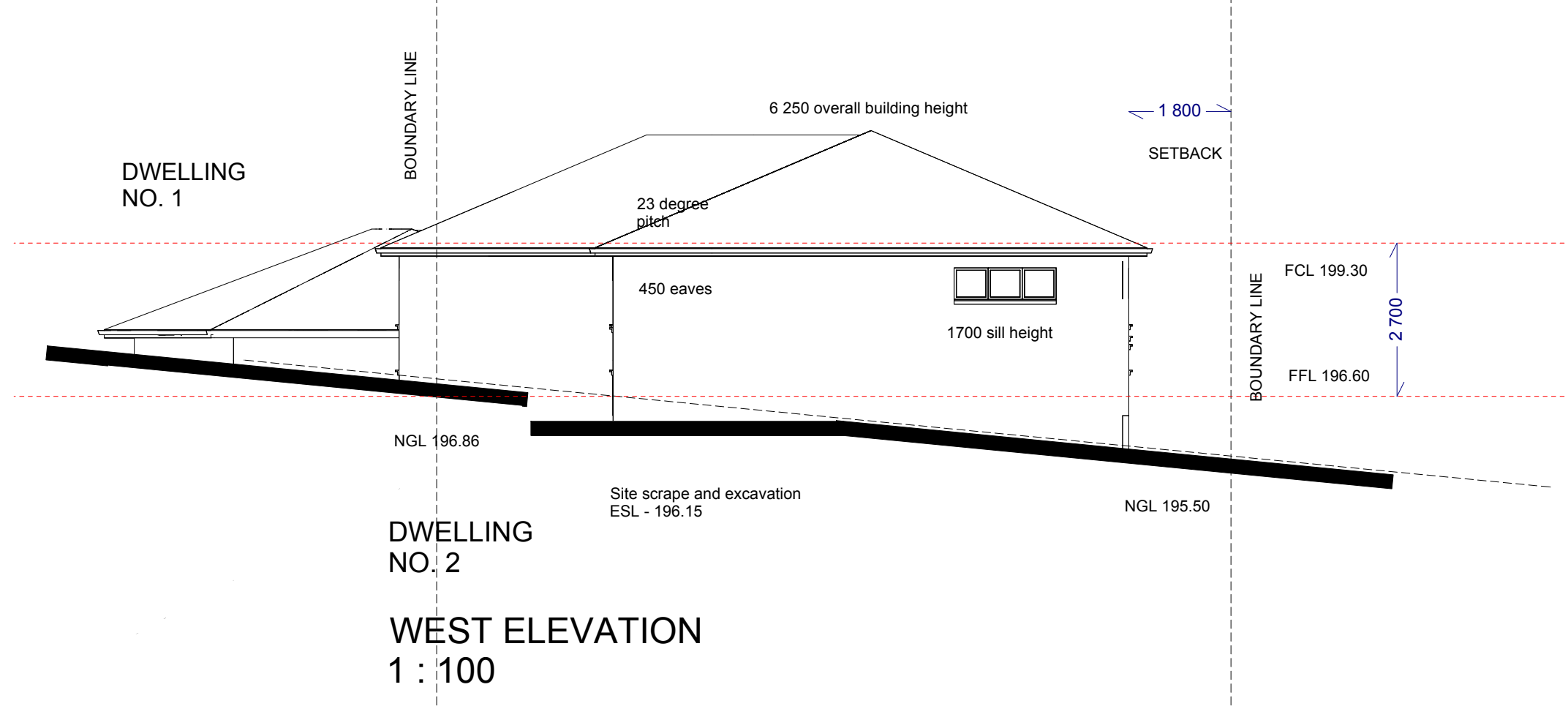
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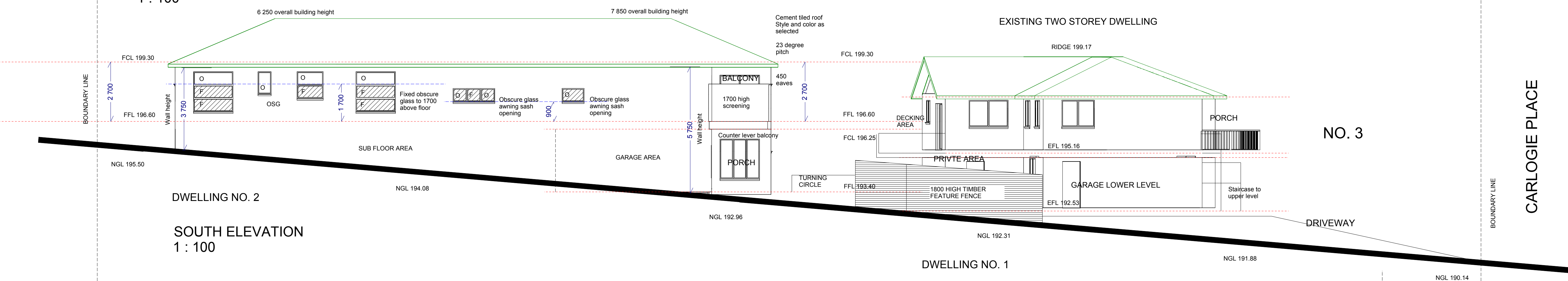


DWELLING NO. 2

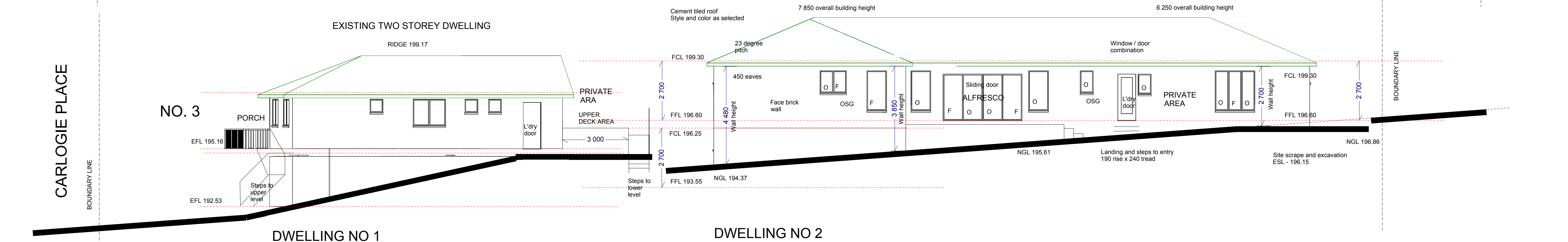
EAST ELEVATION
1 : 100



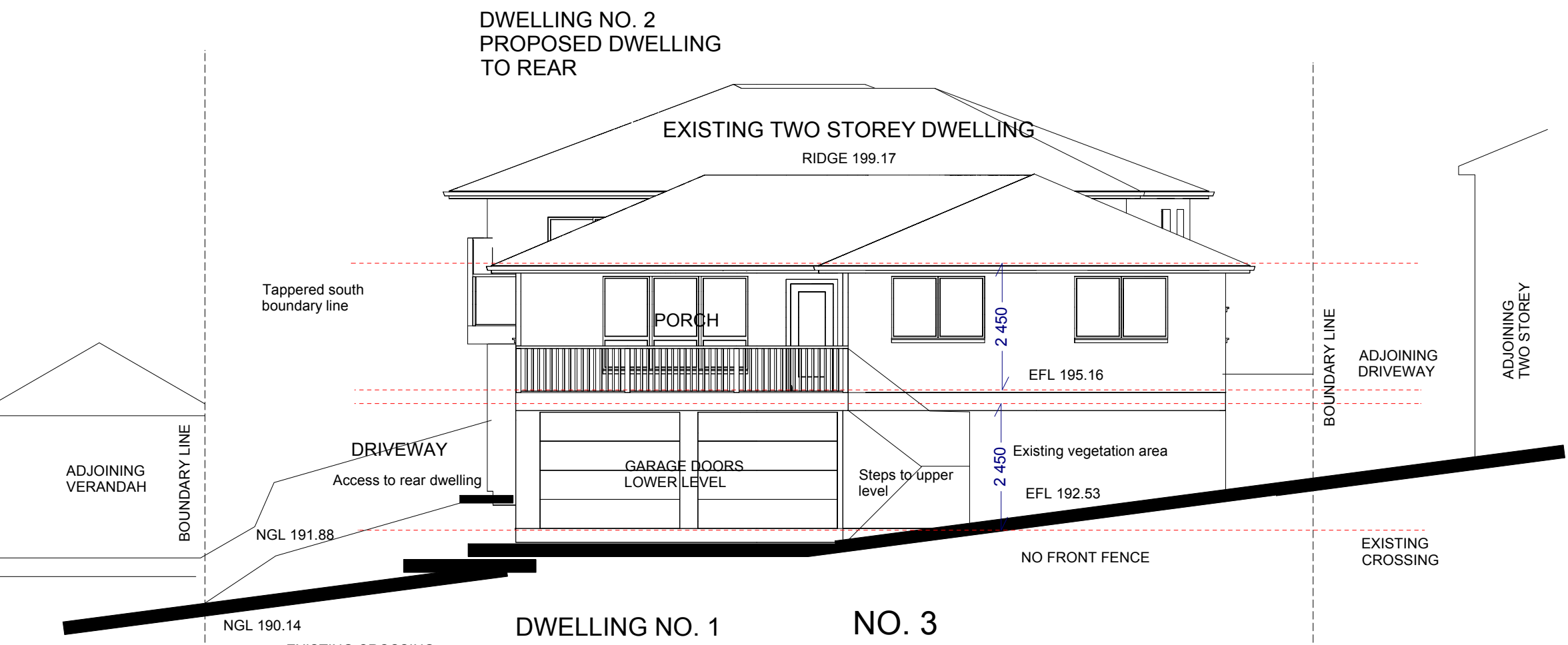
DWELLING NO. 2
WEST ELEVATION
1 : 100



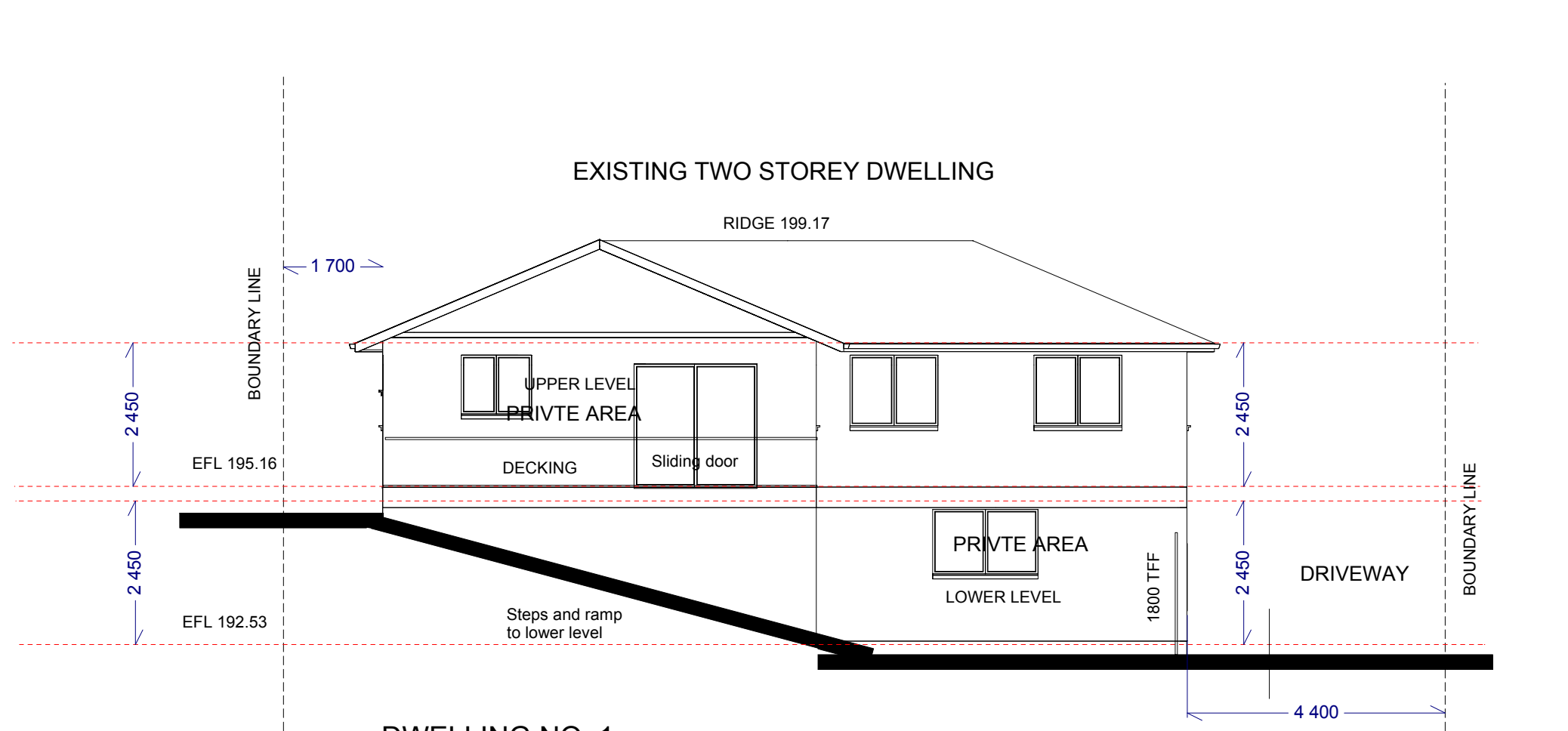
DWELLING NO. 2
SOUTH ELEVATION
1 : 100



DWELLING NO. 2
NORTH ELEVATION
1 : 100



DWELLING NO. 1
EAST ELEVATION
1 : 100



DWELLING NO. 1
WEST ELEVATION
1 : 100

NO.	DESCRIPTION	BY	DATE

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
PLANS AND ELEVATIONS

PROJECT DESCRIPTION:
PROPOSED DWELLING WITH GARAGE
NO 3 CARLOGIE PLACE,
DARELEY, 3340.

TOM MOTTA
BUILDING DESIGNER
92 TENTERFIELD DRIVE,
BURNSIDE HEIGHTS, 3023
MOB: 0409 436 706 EMAIL: tm_bot@hotmail.com

DATE:

20/6/2018

SCALE:

1 : 100

SHEET:

A-3

SHADOW TABLE

9 AM SHADOW

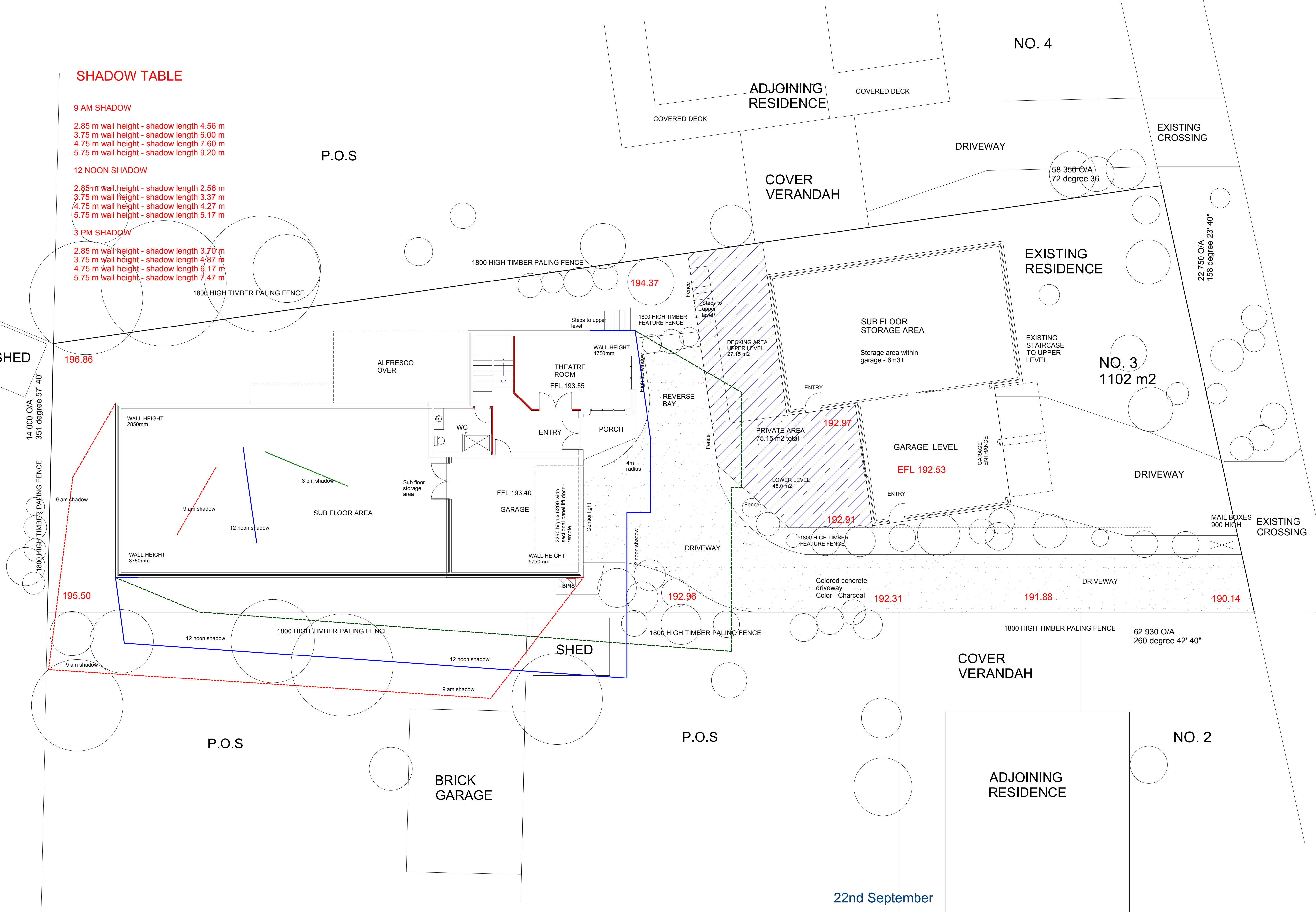
2.85 m wall height - shadow length 4.56 m
 3.75 m wall height - shadow length 6.00 m
 4.75 m wall height - shadow length 7.60 m
 5.75 m wall height - shadow length 9.20 m

12 NOON SHADOW

2.85 m wall height - shadow length 2.56 m
 3.75 m wall height - shadow length 3.37 m
 4.75 m wall height - shadow length 4.27 m
 5.75 m wall height - shadow length 5.17 m

3 PM SHADOW

2.85 m wall height - shadow length 3.70 m
 3.75 m wall height - shadow length 4.87 m
 4.75 m wall height - shadow length 6.17 m
 5.75 m wall height - shadow length 7.47 m



NO.	DESCRIPTION	BY	DATE
	REVISION A		20 / 6 / 2018

SHEET TITLE:
PLANS AND ELEVATIONS

PROJECT DESCRIPTION:
 PROPOSED DWELLING WITH GARAGE
 NO 3 CARLOGIE PLACE,
 DARELEY, 3340.

TOM MOTTA
 BUILDING DESIGNER
 92 TENTERFIELD DRIVE,
 BURNSIDE HEIGHTS, 3023
 MOB: 0409 436 706 EMAIL: tm_bdt@hotmail.com

DATE:
 20/6/2018

SCALE:
 1 : 100

SHEET:
A-4

22nd September
 SHADOW PLAN
 1 : 100



11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

11.3.1 New Tower Site Lease to Telstra Corporation Limited (Telstra) – Western Freeway and Dickson Road, Myrningong

Introduction

File No.: 398980
Author: Ajay Ramdas
General Manager: Danny Colgan

Background

On Wednesday 2 May 2018, the Council resolved to authorise a lease agreement with Telstra Corporation Limited for a telecommunications facility site rental situated on the corner of the Western Highway and Dickson Road, Myrningong.

In July 2018, Telstra requested an expansion to the area of the site under the lease agreement from 4m x 8m to 5.5m to 9.2m. In accordance with section 190 of the *Local Government Act 1989*, a further public notice was placed in the local newspaper to notify the public of this amendment to the original lease agreement and Council's intention to enter into a lease agreement with Telstra Corporation Limited for a telecommunications tower facility. Under Section 223 of the Act, a person has a right to make a submission on the proposed lease. The deadline for submissions was Monday 8 October 2018.

Proposal

At the conclusion of the section 223 public submission period, no submissions to the amended lease agreement between Telstra Corporation Limited and Moorabool Shire Council for a telecommunications tower facility at the Western Highway and Dickson Road Myrningong site were received by Council.

It is therefore recommended that Council resolves to approve the amended lease agreement detailing the increased area of the site with Telstra Corporation Limited for a telecommunications tower facility for [Five (5) year term] based on an annual commencement rental of \$8,554.57 (ex GST) with an annual 3% increment. The lease expiry date would be 26 November, 2022 for the initial term of 5 years.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 3: Stimulating Economic Development

Context 3B: Investment and Employment

The proposal to enter into a lease arrangement with a telecommunications supplier on the site of Western Highway and Dickson Road Myrningong, is consistent with the 2017-2021 Council Plan.

Financial Implications

Council will receive income of \$8,554.57 per annum, indexed at 3% per annum from 2017 to 2037 and will be received as general revenue in the Governance Unit operational budget.

Risk & Occupational Health & Safety Issues

There are no risk and occupational health and safety issues identified in this report.

Communications Strategy

Where Council enters into a lease agreement for a term 10 years or greater then Council must comply with section 190 of the *Local Government Act 1989*. Council complied with section 190 of the Act by placing a further public notice in the local newspaper with the closing date for public submissions being Monday 8 October 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 – Danny Colgan

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

Author – Ajay Ramdas

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

Recommendation:

That Council resolves to authorise the signing and sealing of the Lease Agreement with Telstra Corporation Limited for a site rental of \$8,554.57 per annum situated on the corner of the Western Highway and Dickson Road, Myrning based on the following terms:

- **New Lease Commencement Date – 27 November 2017**
- **Rental Commencement - \$8,554.57 per annum (ex. GST)**
- **Annual Increases – 3.00% increment**
- **Lease Term – Five (5) years with three (3) further terms of five (5) years each**
- **Lease Expiry Date – 26 November 2022 (initial term of 5 years)**
- **Legal Costs – Reimbursement of \$1,500 (+ GST) to Council**

Report Authorisation

Authorised by:

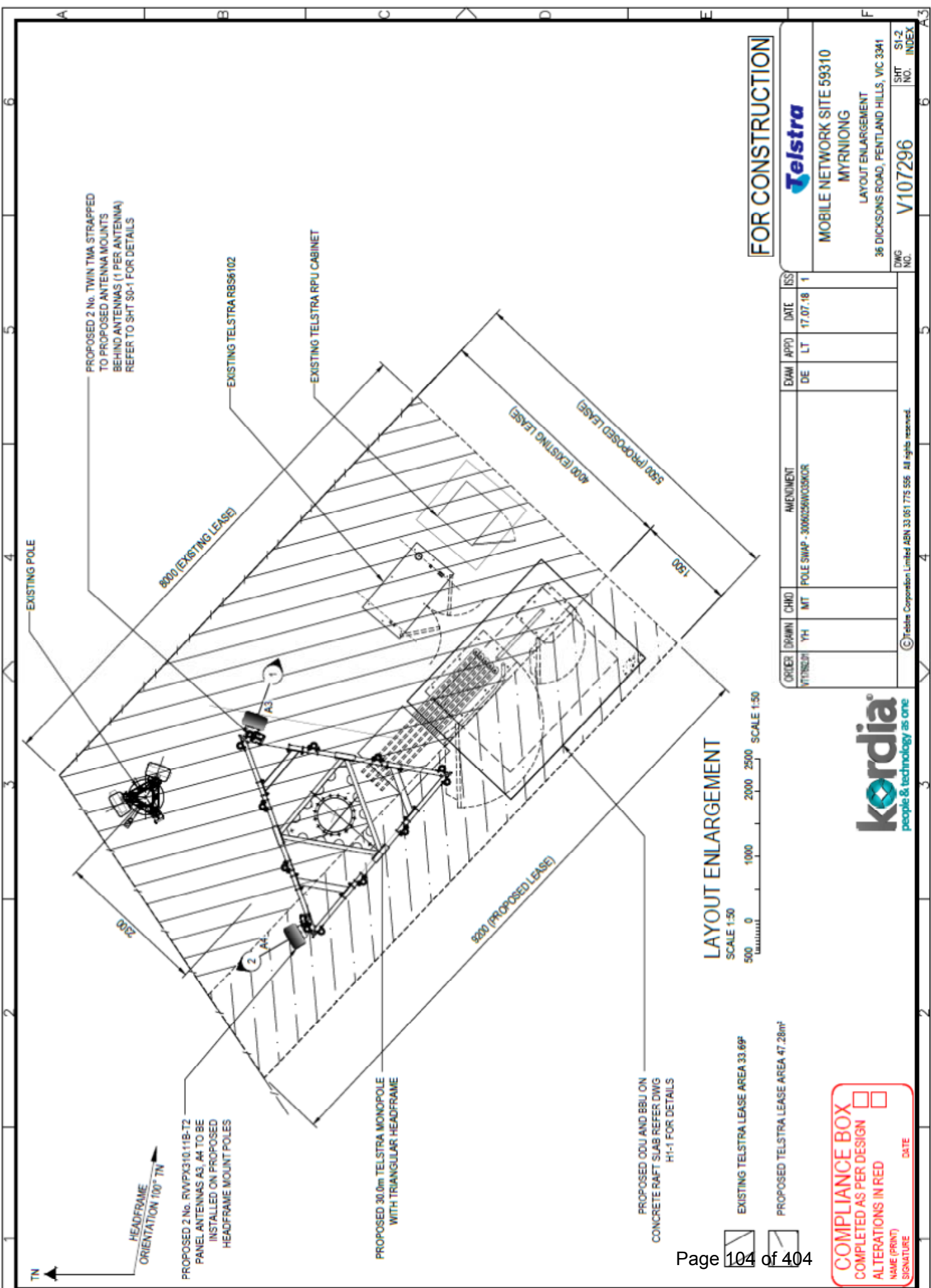


Name: Danny Colgan

Title: General Manager Social & Organisational Development

Date: Thursday, 25 October 2018

Attachment - Item 11.3.1



FOR CONSTRUCTION

Telstra
 MOBILE NETWORK SITE 59310
 MYRNIONG
 LAYOUT ENLARGEMENT
 36 DICKSONS ROAD, PENTLAND HILLS, VIC 3341
 DWG NO. **V107296** SH1 NO. **S1-2** INDEX

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
HTN0204	YH	MT	POLE SHIP - 3006025W0030KOR	DE	LT	17.07.18	1



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 ALTERATIONS IN RED
 NAME (PRINT) _____ DATE _____
 SIGNATURE _____

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11.3.2 Navigators Community Centre – Abutting unalienated land parcel – 344 Navigators Road, Navigators

Introduction

Author: Michelle Morrow
General Manager: Danny Colgan

Background

Council's Navigators Community Centre (Centre) located at 344 Navigators Road, Navigators, is approximately 10 kilometres south-east of Ballarat and comprises a crown land parcel with an assessed area of 2,023m².

It has been brought to Council's attention that part of the Centre's building is sitting across the subject crown land parcel, inclusive of a rotunda building and part of three tennis courts with fencing.

The subject crown land parcel, outlined in red on aerial image below, borders Council's land to the south.



Initially, when officers engaged a surveyor to determine the status of this land parcel, it was considered that part of the Council owned land was on the title for the adjoining land owner to the south and as such, a subdivision was required to rectify the anomaly.

An investigation of the titles, undertaken by a surveyor with Land Use Victoria as to the status of the strip of land measuring 2,023m² that lies between the titles along the southern boundary of Title Plan TP835254X, confirmed that the land is unalienated Crown land.

Land Victoria reviewed the crown grant (011\021) and it grants the southern boundary as 2600 links on 25 March 1863. The parish plan records this granting as 2700 links. The crown grant and parish plan also vary by 20 metres on the eastern and western boundaries and in so confirms the variance of 100 links or approximately 20 metres over the area in question.

The unalienated land will be parcelled up and recorded as unreserved crown land with Department of Environment, Land, Water and Planning (DELWP) as the land administrator.

As a result of these findings it was determined that a re-alignment subdivision was not required and that in order to bring the land into Council's ownership and/or use, the following options may be considered:

- Crown Grant (purchase) – DELWP to Council
- Licence over the Crown land - issued by DELWP
- Reservation of the land with Council as Committee of Management – issued by DELWP

Proposal

The options as listed above are explained in detail as follows:

Crown Grant – Purchase

Should Council determine to purchase the subject crown land, an expression of interest application will be required and submitted to DELWP. On receipt of an application, DELWP will commence consultations including native title and assessment of the land.

The approximate costs associated with purchase of the land include;

- Administration Fee of approximately \$3200
- Valuation and survey report fees of approximately \$2400
- Valuation of the land to be confirmed by Valuer General.

The process to purchase may possibly take 2 or more years.

A recent independent valuation undertaken by Council's valuer has estimated the market value of this crown land parcel to be \$20,000 to purchase.

Licence over the Crown Land

A licence process will involve an application from Council to DELWP to licence this parcel of land under conditions of a set period of time with an annual payment to be made to licence the parcel. It would be requested that the period of time be set at 99 years.

Reservation of the land with Council as Committee of Management

In the event that Council may not be in a position at this point in time to purchase the land, the process of having the land reserved by DELWP and Council appointed as Committee of Management is an option. This process would be quicker and provide Council with the opportunity to have control over the land as the Committee of Management. After being gazetted, the land would remain in this reserve status until such time that Council decides to submit an expression of interest to purchase.

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 to purchase the subject crown land is not provided for in the Council Plan 2017-2021 and may be actioned by drawing upon on the recreational facilities reserve or alternatively, considered as part of the budget review process.

Financial Implications

The cost to purchase the 2,023m² crown land parcel has been estimated at approximately \$25,600. The matter of purchase may require consideration to draw the estimated amount of \$20,000 from the recreational facilities reserve with the remaining \$5,600 to be financed from Council's operating budget. The Reserve, as it currently stands, has sufficient funds to accommodate this purchase.

To Licence this crown land parcel will incur an annual payment to be included in the budget review process for the 2019/20 financial year.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Future of the Navigators Community Centre	Ability to upgrade the facility into the future	Medium	Council decision to secure the land parcel by one of the 3 options presented

Communications and Consultation Strategy

Officers will liaise with the Navigators Community Centre Committee of Management to inform the Committee of Council's decision of determining the future of this land parcel.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Michelle Morrow

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

Conclusion

For the subject crown land situated along the southern boundary of Title Plan TP835254X, to be brought under Council's ownership or alternatively its continued use, the following options may be considered:

- Crown Grant (purchase) – DELWP to Council
- Licence over the Crown land - issued by DELWP
- Reservation of the land with Council as Committee of Management – issued by DELWP

As this matter has not been allocated for in the 2019/20 Budget at this time, it is recommended that Council consider the option to purchase the 2,023m² crown land parcel at the estimated cost of \$20,000 by drawing upon on the recreational facilities reserve with the remaining \$5,600 to be financed from Council's operating budget.

This process would provide Council with ownership over the land parcel and the ability to use the land as fit for purpose.

Recommendation:

1. **That Council resolves to submit an expression of interest application to the Department of Environment, Land, Water and Planning to purchase the 2,023m² crown land parcel abutting the southern boundary of Title Plan TP835254X, Navigators Road, Navigators.**
2. **That the estimated cost of \$20,000, be drawn from Council's recreational facilities reserve with the remaining \$5,600 to be financed from Council's operating budget.**
3. **That all terms and conditions for the purchase of the land be approved by the Chief Executive Officer.**

Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager Social and Organisational Development

Date:

Tuesday, 30 October 2018

11.3.3 Draft Age Well, Live Well Strategy and Disability Access and Inclusion Plan 2018-2021

Introduction

Author: Claire Conlon
General Manager: Danny Colgan

The purpose of the report is to recommend that the Council endorse the draft Age Well Live Well Strategy and Disability Access and Inclusion Plan 2018-2021 for the purposes of public exhibition for a period of four (4) weeks.

Background

The Council's Age Well, Live Well Strategy and Disability Access and Inclusion Plan 2015-2021 represented an integrated approach by Council to plan for the future needs of people aged over 50 years, people with a disability and those with carer responsibilities in the Shire over the six years. While these population groups are diverse in terms of their needs and aspirations, there are a number of common issues with respect to Council's role and interventions that promote both active ageing and access and inclusion.

A mid-point review of the implementation of the *Age Well Live Well Strategy and Disability Access and Inclusion Plan 2015-2021* was undertaken between March and May 2018. The review involved:

- An assessment of progress against each of the actions set out in the Plan (as the majority of actions were due for completion in 2018);
- Analysis of a number of new policies and frameworks, including the Commonwealth Government's Aged Care Diversity Framework (Dec 2017), the WHO's Age-friendly Cities Framework and the *Aged Friendly Cities and Communities Kit* produced by Council of the Aged Victoria and the Municipal Association of Victoria;
- Consideration of the findings of the *Service Review and Planning Report: Provision of Aged and Disability Services* conducted in December 2017;
- A demographic analysis for the Moorabool population, including projections of the ageing population;
- Reflection on the reforms to aged care, including the introduction of My Aged Care, the establishment of the Commonwealth Home Support Program, the Rural Access Worker-Building Inclusive Communities Project and Younger Persons Home and Community Care and changes in the disability sector, in particular the roll-out of the National Disability Insurance Scheme in Moorabool in 2017;
- Two workshops with staff from across Council Departments, which focused on identifying and prioritising practical future actions;
- Consultations with community members facilitated by the Age Friendly Ambassadors, to confirm priority actions.

As a result of the mid-point review, it was decided to:

- Update the *Age Well Live Well Strategy and Disability Access and Inclusion Plan 2015-2021* to reflect the new frameworks and to include practical actions that would be implemented from 2018 onwards;
- Develop an integrated plan that addresses the priorities for the older population, people with a disability and priority 'diverse' population groups, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people who are homeless or at risk of homelessness, people living with a mental illness, people in rural and remote areas, and people who identify as LGBTIQ++;
- Align the actions in the Plan to the eight domains in the WHO's Age-friendly Cities Framework - Respect and Social Inclusion; Communication and Information; Health and Community Support; Housing; Transport; Employment; Social Participation; Outdoor Spaces and Buildings;
- Establish a monitoring process for the Phase 2 Plan to ensure that the actions are implemented in a timely and effective manner.

Proposal

The draft Age Well Live Well Strategy and Disability Access and Inclusion Plan 2018-2021 is contained in **Attachment 11.3.3**. The Plan builds on the work of the previous plan by setting out new actions designed to meet the needs of a diverse and changing population over the coming decades and create an age-friendly Moorabool.

The draft plan is based on the World Health Organisation's Domains for an Age-Friendly Community, which suggests that an age-friendly community promotes:

- a human rights based approach
- an integrated approach to ageing from government and community
- a civil society where people of all ages and all abilities are included and respected
- the social and economic contributions and value that older people make to families and communities
- independence, well-being and quality of life for all people as they age.

The key drivers behind this momentum include:

- population ageing – people are living longer and the proportion of older people in the population is growing
- changing aspirations – older people, regardless of age or ability, want to participate and be included in society, have purpose and stay active in their later years
- an improved understanding of the barriers that inhibit active and healthy ageing and how these barriers can be removed
- increased evidence of individual and community benefits from an active and healthy older population
- the need to reduce the demand on health, care and support services that is anticipated with population ageing
- the need to refocus and reinvest in how older people are supported to live out their lives.

Age-friendly brings together:

- a new and better understanding of ageing and the social and built environments (Council's area of influence) that enable individuals and community to age well
- a greater focus on the ageing population from all levels of government and across government departments
- a whole of population/community response to supporting people as they age.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 4: Improving Social Outcomes

Context 4A: Health and Wellbeing

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

Financial Implications

The draft Plan contains an integrated action plan outlining goals, objectives and actions to be implemented over the next three years. The draft Plan will be reviewed annually and actions amended to reflect budget and resourcing priorities. A number of actions will require Council funding, and will be subject to the annual Council budget process.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Budget	Lack of resources to implement actions.	Medium	Annual review process to determine priorities within existing resource capacity.
Implementation	Delay in implementing actions or some actions not commenced within timeframe.	Medium	As above
Changes to government policy and legislation.	Changes impact Council's role.	High	Quarterly review process to include updates on changes and implications for Council.

Community Engagement Strategy

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

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Extensive consultation has occurred including surveys through the 'Have your say' portal and engagement through community forums as part of the Age Friendly project.	Community Groups and forums; Have your say forum and through Age Friendly Ambassadors.	Meetings with Bungaree, Ballan and Bacchus Marsh older person's community forums.	Bungaree; Ballan and Bacchus Marsh.	January 2018-June 2018	142 surveys completed and three community forums undertaken

Communications and Consultation Strategy

The draft Plan has been developed through a process of research and community engagement to determine the priority areas for action to promote healthy active ageing and access and inclusion for people with a disability.

The extent of the communication that has been carried out leading to the writing of this report is reflected in the table above. A further opportunity for community input will be provided into the draft plan if the draft is endorsed for public exhibition for a period of four (4) weeks. The feedback from this public exhibition period will then help inform the final draft report which will be presented for Council adoption.

Further community consultation will be undertaken in accordance with Council's Community Engagement Framework and will include:

- Community forums;
- The Have Your Say website, Council's online engagement portal;
- Promotion to the community via Council's various communication channels including through the local newspapers, social media, email groups and website;
- Making copies of the draft report available at Council's Customer Service locations, Libraries and Seniors Centres.

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

General Manager – Danny Colgan

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

Author – Claire Conlon

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

Conclusion

The draft Plan will position Council with respect to meeting the challenges posed by changes to Federal and State policy, legislation and funding. This is consistent with Council's strategic objectives to provide services and programs, physical and social infrastructure to meet the needs of a diverse and growing segment of the Shire's population.

Recommendation:**That Council:**

1. **Endorses the draft Age Well Live Well Strategy and Disability Access and Inclusion Plan 2018-2021 for the purpose 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 of the Age Well Live Well Strategy and Disability Access and Inclusion Plan 2018-2021.**

Report Authorisation**Authorised by:****Name:**

Danny Colgan

Title:

General Manager Social & Organisational Development

Date:

Thursday, 18 October, 2018

Attachment - Item 11.3.3

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1. Introduction

This document sets out Moorabool’s *Age Well Live Well Strategy and Disability Access and Inclusion Plan (Phase 2) 2018-2021 – Integrated Action Plan*. The Phase 2 Integrated Action Plan provides an integrated approach by Moorabool Shire Council in planning for the provision of services, programs and infrastructure to meet the needs of a diverse and changing population over the coming decades and create an age-friendly municipality. The World Health Organisation (WHO) identifies the following benefits of this approach:

- Individual benefit - A sense of connectedness, financial independence, and improved health and well-being.
- Economic benefit - Contributions to the workforce, through caring and volunteering and reduced reliance on health services.
- Community benefit - Older people’s participation contributing to increased social capital, and stronger and safer communities.¹

A mid-point review of Moorabool’s progress implementing its *Age Well Live Well Strategy and Disability Access and Inclusion Plan 2015-2021* was undertaken between March and May 2018. The review involved:

- An assessment of progress against each of the actions set out in the Plan (as the majority of actions were due for completion in 2018).
- Analysis of a number of new policies and frameworks, including the Commonwealth Government’s Aged Care Diversity Framework (Dec 2017), the WHO’s Age-friendly Cities Framework and the *Aged Friendly Cities and Communities Kit* produced by COTA Vic and the Municipal Association of Victoria.
- Consideration of the findings of the *Service Review and Planning Report: Provision of Aged and Disability Services* conducted in December 2017.

¹ MAV Vic and COTA. *Age-Friendly Cities and Communities: Information Kit for Local Government Councillors and Senior Management*. Page 10.
Moorabool Shire Council: Age Well Live Well Strategy and Disability Access and Inclusion Plan (Phase 2) 2018-2021 – Integrated Action Plan

- A demographic analysis for the Moorabool population, including projections of the ageing population.
- Reflection on the reforms to aged care, including the introduction of My Aged Care, the establishment of the Commonwealth Home Support Program, the Rural Access Worker-Building Inclusive Communities Project and Younger Persons HACC, and changes in the disability sector, in particular the roll-out of NDIS in Moorabool in 2017.
- Two workshops with staff from across Council Departments, which focused on identifying and prioritising practical future actions.
- Consultations with community members facilitated by the Age Friendly Ambassadors, to confirm priority actions.

As a result of the mid-point review, it was decided to:

- Update the *Age Well Live Well Strategy and Disability Access and Inclusion Plan 2015-2021* to reflect the new frameworks and to include practical actions that would be implemented from 2018 onwards.
- Develop an integrated plan that addresses the priorities for the older population, people with a disability and priority 'diverse' population groups, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people who are homeless or at risk of homelessness, people living with a mental illness, people in rural and remote areas, and people who identify as LGBTIQ+.
- Align the actions in the Plan to the eight domains in the WHO's Age-friendly Cities Framework - Respect and Social Inclusion; Communication and Information; Health and Community Support; Housing; Transport; Employment; Social Participation; Outdoor Spaces and Buildings.
- Establish a monitoring process for the Phase 2 Plan to ensure that the actions are implemented in a timely and effective manner.

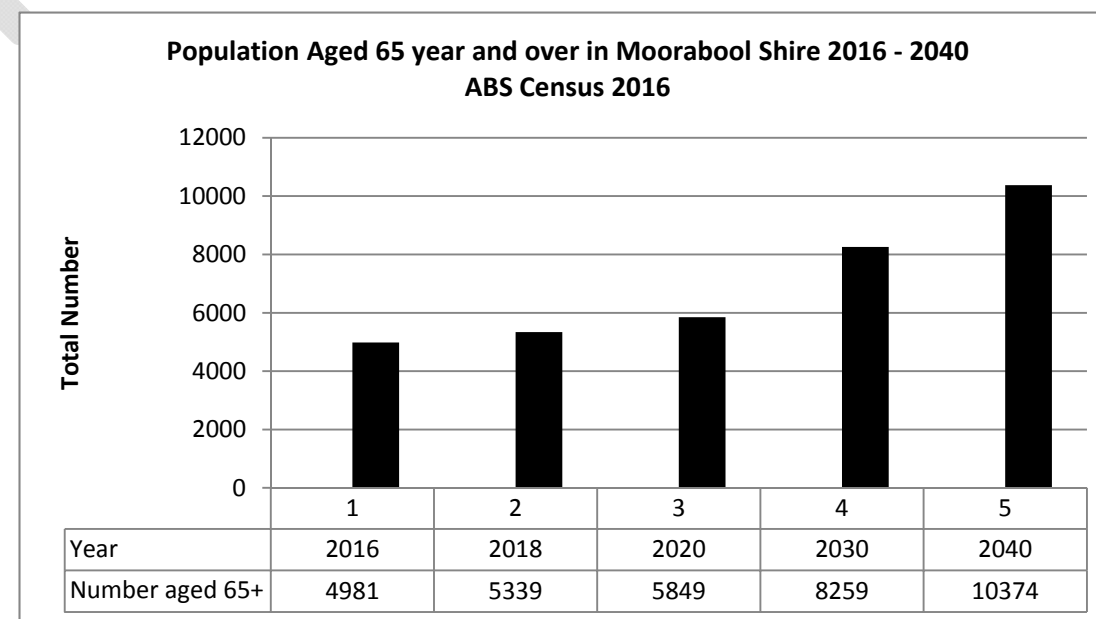
This AWLW Plan builds on the work of the previous plan by setting out new actions designed to meet the needs of a diverse and changing population over the coming decades and create an age-friendly Moorabool.

2. Context

2.1 Demographics

Moorabool Shire is the fast growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque and friendly surrounds with the vibrancy of an active growing community. Moorabool Shire spans more than 2,110 kilometres and is made up of 64 localities, hamlets and towns. Moorabool reflects the national trend with 15.6 per cent of the population aged over 65 years in 2016. Significantly, there will be almost a 17% increase in the population aged 65+ living in Moorabool by 2020, and then this cohort is projected to grow by 65% by 2030 and 108% by 2040. People over 65 years old are becoming a larger proportion of the total population. An ageing population not only presents challenges for government agencies, including Council, to meet demand for services and infrastructure, but also in terms of increased incidence of chronic illness and disease as people live longer. For example, the prevalence of dementia in Moorabool is estimated to increase more than four-fold by 2050.

The population in Moorabool is relatively homogeneous with 80.6% of residents born in Australia (compared to 64.9% across Victoria) and 88.5% having English as a first language (compared to 67.9% in Victoria). Data also shows that the municipality has 5.5% of residents with a severe or profound disability, a relatively high percentage of residents aged 65+ living alone, and 368 residents of Aboriginal and Torres Strait Islander descent.



2.2 Council's Role

Council has a range of roles and functions with respect to supporting healthy active ageing and access, and inclusion for people with a disability and other priority groups. These include the following:

Council is a **provider of services**, in particular the Commonwealth Home Support Program (CHSP) and Younger Persons Home and Community Care (YP-HACC) for frail aged and younger people with a disability, as well as other services and programs including disability, family and children, youth and recreation.

Council is a **strategic planner**, in terms of land use and the provision of physical infrastructure (e.g. roads) and social infrastructure (e.g. community facilities).

Council develops **policies, strategies and plans** to determine priorities and guide allocation of resources for services and infrastructure.

Council is an **asset manager** of a range of buildings and facilities from which it provides services directly (e.g. libraries) or in which community groups manage on behalf of Council (e.g. community halls and recreation reserves).

Council plays an important **community capacity building role**, through programs and activities that support social inclusion and health and wellbeing.

As the level of government closest to the community, Council has an important **leadership and coordination role**, whereby it partners with other levels of government and not for profit sectors to mobilise resources and deliver programs and services. Finally, Council plays an important role in advocating to other levels of government on community needs and aspirations.

2.3 Changing Environment

The aged care, disability and health sectors are experiencing unprecedented reform. While much of the architecture for reforms has been put in place (My Aged Care, Increasing Choices and the NDIS) the commonwealth government has, and continues to, make significant changes in response to funding pressures, exponential growth in demand, market failure and implementation issues.

The Commonwealth Government is currently examining further reforms in aged care, including changes to the service delivery models for in-home care post 2020 (Future Care at Home Reforms). The government has indicated that it believes that it has support to continue reform and any future changes will be informed by its underpinning principles for care at home - consumer driven, market based and nationally consistent. While the Municipal Association of Victoria (MAV) has been advised that no firm decisions have been made as yet and local governments and the MAV will have an opportunity to influence design and service models, we know that further change is coming.

The aged care systems is also facing significant demand pressures with over 100,000 people waiting for a home care package, with an average wait time of over 12 months.

The commonwealth is also considering further changes to the NDIS, particularly in relation to market failure issues related to the unit prices, complications with the inclusion of people with a mental illness, and under-representation of people with complex needs i.e. Culturally and Linguistically Diverse Communities (CALD), Aboriginal and Torres Strait Islander (ASTI), etc. At a recent planning session at Moorabool, Council staff were told by a resident of her personal experience of market failure, where her partner had a NDIS package but they could not find service providers to deliver the care set out in the plan.

The National Disability Insurance Agency (NDIA) is currently implementing changes arising from the recommendations of an Independent Pricing Review (February 2018). Changes being considered by the NDIA relevant to Moorabool include enabling service providers to charge up to 45 minutes of travel time in rural area and allowing cancellation fees to be charged in certain circumstances.

3. The Moorabool Shire Age Well Live Well Strategy and Disability Access and Inclusion Plan (Phase 2) 2018-2021

Moorabool's Phase 2 Age Well Live Well Strategy and Disability Access and Inclusion Plan is set out below. The Plan expands the initial plan by including new actions, responsibilities and timelines. The plan is also based on the World Health Organisation's Domains for an Age-Friendly Community, which suggests that an age-friendly community promotes:

- a human rights based approach
- an integrated approach to ageing from government and community
- a civil society where people of all ages and all abilities are included and respected
- the social and economic contributions and value that older people make to families and communities
- independence, well-being and quality of life for all people as they age.

The key drivers behind this momentum include:

- population ageing – people are living longer and the proportion of older people in the population is growing
- changing aspirations – older people, regardless of age or ability, want to participate and be included in society, have purpose and stay active in their later years
- an improved understanding of the barriers that inhibit active and healthy ageing and how these barriers can be removed
- increased evidence of individual and community benefits from an active and healthy older population
- the need to reduce the demand on health, care and support services that is anticipated with population ageing
- the need to refocus and reinvest in how older people are supported to live out their lives.

Age-friendly brings together:

- a new and better understanding of ageing and the social and built environments (Council's area of influence) that enable individuals and community to age well
- a greater focus on the ageing population from all levels of government and across government departments
- a whole of population/community response to supporting people as they age



- a wealth of knowledge generated internationally on how cities and communities can be friendly for all ages.²

3.1 Respect and Social Inclusion

Goal: To create a municipality where all residents feel respected, included and valued by the community					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
Community members regardless of age, disability and diversity are respected and socially included.	To build cultural awareness and an understanding of diversity across Council staff.	To provide cultural awareness and diversity training to Council staff to gain an understanding of priority groups in the Moorabool Shire area and develop fact sheets for: <ul style="list-style-type: none"> • People with dementia, their families and carers • Peoples of Aboriginal and Torres Strait Islander descent • People from Culturally and Linguistically Diverse backgrounds • People experiencing financial disadvantage (including people who are homeless or at risk of homelessness) • People living in rural and remote areas • People with mental health issues • People who identify as LGBTIQ++ • People with disabilities 	Active Ageing and Community Access (AACA) lead Community and Recreational Development	Improving Councils understanding of the diversity of our community and using this knowledge to inform the work of Council staff Increase in number of people from diverse groups accessing services, feeling connected and participating in civic activities and community life	June 2019
	To increase awareness of Elder Abuse in the community and strengthen response pathways.	The Manager Active Ageing and Community Access is an active partner on the Central Highlands Elder Abuse Prevention Network. Assist Community Support Workers to identify and report suspected cases of Elder Abuse Information about local pathways for when Elder Abuse is suspected/confirmed is available to staff and community.	AACA Manager Central Highlands Elder Abuse Prevention network AACA Unit	Moorabool Shire Council is represented at and actively participates in the Central Highlands Elder Abuse Prevention Network. Local pathways are developed, documented and communicated. Evidence of supported pathways for when staff report suspected abuse	June 2019
	To increase the digital literacy of older people	Organise inter-generational digital literacy classes where younger people teach older people how to maximise their digital experience. Explore ways that younger people can get credit for voluntary work as part of the school curriculum.	Moorabool Shire Council (MSC) Youth Team, Library Team and AACA unit.	No. of young and older people participating in activities that improve digital literacy. Older people benefit through increased digital literacy.	December 2018

² MAV and COTA. *Age-Friendly Cities and Communities: Information Kit for Local Government Councillors and Senior Management*. Moorabool Shire Council: Age Well Live Well Strategy and Disability Access and Inclusion Plan (Phase 2) 2018-2021 – Integrated Action Plan

Goal: To create a municipality where all residents feel respected, included and valued by the community					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
	To ensure that events are organised so that they are accessible to all people in the community, including people with disability.	<p>Convene a meeting with events coordinators at Council and community representatives to discuss guidelines for accessible events and to develop an Accessible Events Strategy.</p> <p>Develop Accessible Events Guidelines and checklists to inform Council event planning, organisation and delivery.</p> <p>Promote the Accessible Events Guidelines and checklists to Council staff and on the MSC website.</p> <p>Monitor events to ensure all events are planned, organised and delivered in accordance with the Accessible Events Guidelines and checklists.</p>	Rural Access Worker to lead	All Council run events are planned, organised and run in accordance with the Accessible Events Guidelines.	March 2019
	To ensure the Council's website is accessible for people with hearing and vision impairment, and health literacy issues.	<p>Implement Read Speaker Technology on the Council's website to ensure the site is accessible for people with vision impairment issues.</p> <p>Undertake a process of review by applying a health literacy lens to information on the Council's website.</p> <p>Ensure the Hearing Loop is available and operational at the Ballan and Darley sites.</p>	Communications Department	Accessible information is available to people who are deaf and/or visually impaired and information is accessible to people of all literacy levels.	December 2018
	To create a communication portal for older people.	<p>Implement a Communication Portal for older residents, which include a quarterly newsletter, Facebook and website information.</p> <p>Work with older people in the community to create a Facebook Page for residents.</p>	AACA lead	No. of website hits to the older persons website pages. No. of followers for the Older persons Facebook page.	January 2019
	To promote accessible dining and mobility options in the shire	<p>Develop a new version of the dining guide and promote its availability widely to community.</p> <p>Review and update the mobility maps, and promote access to the mobility maps via the Council website and Facebook page, and via mail outs.</p>	Rural Access Worker	Increased community awareness of accessible dining and mobility options	Dec 2018
	To promote the economic benefits of being an accessible business and encourage local businesses to improve their accessibility	<p>Develop an Open for Business Booklet.</p> <p>Investigate opportunities and ways of providing advice and assistance to improve the accessibility of local businesses</p> <p>Promote to business the economic benefits of being accessible.</p> <p>Develop information for businesses to assist them to improve their accessibility including access/universal design principles.</p> <p>Make information about accessible businesses available on the MSC website.</p>	Economic Development Unit and Rural Access Worker.	<p>Open for Business Booklet developed and distributed.</p> <p>Increase in the number of businesses in the Shire promoting themselves as accessible</p> <p>Information for businesses is available on the Councils website</p>	June 2019

Goal: To create a municipality where all residents feel respected, included and valued by the community					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
	Promoting inclusion and respect equality for everyone by Council exploring Rainbow tick accreditation.	Council to investigate becoming a Rainbow tick accredited organization and promoting and encouraging sign up by other organisations.	Moorabool Shire Council's Municipal Public Health plan.	Council becomes a Rainbow tick accredited organisation	June 2020.
	Adopt a cultural diversity position statement.	Council develop a position statement around cultural diversity.	Moorabool Council Municipal Public health plan.	Position statement developed and adopted	June 2019
	Improved language around diversity and implement best practice.	To identify or develop an audit tool to assist service providers to develop or revise materials where language is diverse and inclusive	Moorabool Council Municipal Public health plan	Tool utilisation and Community feedback	June 2019

3.2 Communication and Information

Goal: To improve access to information that promotes healthy active ageing, access and inclusion					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
The community is better informed and is able to access information in a variety of forms.	To provide a range of communication mediums that promote healthy active ageing, community connections, and civic engagement, which are accessible to the whole community and easy to understand To know our community and understand the diversity of our residents and use this knowledge to inform leadership, planning, service provision, asset management, and community capacity building	Produce hardcopy Community Service Directory	Community Recreation and Development	Community Service Directory available in hard copy	June 2019
		Collate forecast ID, census data and PCP Health and Wellbeing Profile Data to develop a central repository of information that all staff can access to inform planning and decision making. Develop an information booklet or Fact Sheets that highlight the demographics of our community, including ageing, diversity and disability, that Council staff can use to inform their work	Planning; AACA	An up-to-date Central Repository of demographic and social data is available to Council staff to support planning and decision making.	June 2019
		Produce Council documents in Plain English and in alternative formats as required, e.g. large print, audio, community languages.	Whole of organisation	No. of documents produced in alternative formats Council website has large print functionality Moorabool Matters option for vision impaired-audio or accessible PDF online.	Dec 2019

Goal: To improve access to information that promotes healthy active ageing, access and inclusion					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
				Information about services is available in the main community languages	
		Review all communications to older people, people with a disability and diverse communities, including the Client Handbook, website pages, brochures, newsletter and letters. Develop video clips to promote our services.	Communications consultant	Accessible Client Handbook meets accessibility standards Website meets accessibility standards No. of hits for video clips	June 2019
		Promote Council and community information through local newspapers (Moorabool News) and social media (Facebook and Twitter)	Whole of organisation	Regular articles in Moorabool News Creation of Facebook page	Ongoing
		All Council projects and activities incorporate accessibility principles and guidelines e.g. Community grants, project briefing, council briefings, events, etc.	Rural Access Worker and Access and Inclusion Champions	Accessibility Guidelines developed and used Project Management Checklist includes consideration of accessibility principles	June 2020
		Promote the Deaf Card to assist with communication and request an Auslan interpreter	Rural Access Worker	Deaf card sent to deaf community members. Customer service and other MSC services informed about the Deaf Card and how to access Auslan interpreter.	June 2019

3.3 Health and Community Support

Goal: To provide access to health and community support services and programs that enable healthy active ageing and access and inclusion.					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
A broad range of services and programs are available that meet the needs of older people and people with a disability.	To ensure Moorabool's Social Support and senior citizens programs promote social inclusion, are value for money and are delivered in accordance with the funding bodies requirements	Undertake a review of the Social Support Programs to ensure the program: <ul style="list-style-type: none"> meets the changing needs of older people, offers value for money, reflects reablement and wellness principles, and adheres to the standards set out in the CHSP Guidelines 	AACA unit	Review completed and recommendations implemented	December 2018
		Undertake a review of four Moorabool Senior Citizen programs to ensure the program meets the changing needs of older people and offers value for money	AACA unit	Plan for improvement identified for the four Senior Citizen centres.	December 2018
	To promote opportunities for older people, people with a disability and diversity target groups to access exercise programs, wellness activities and other healthy lifestyle opportunities	Create a Directory of Moorabool Exercise Groups for older people, people with disabilities and target populations	Community services and AACA	Directory of exercise groups developed and promoted throughout the Shire and on Councils website.	June 2019
		Strengthen the links between aged and health service, including partnering with local health services to undertake diversity, reablement and wellness planning	Ballan District Health and Care and Djerriwarrh Health Services	Integrated Diversity and Reablement Plans	June 2018
		Work with community services to establish a new community grant category to support activities related to Positive Ageing.	Community and Recreational Development	Evidence of Positive Ageing Category in the community grants for 2019.	June 2019
		Explore the option of Access and Inclusion champion model across Council.	All MSC service units	Evidence of active Access and Inclusion champions from each unit.	Dec 2018
	To build awareness of the importance of sexual health for older people	Increase awareness of service providers in regards to sexual health of older people.	Municipal Public Health plan	Work with GP's to increase awareness of sexual health in older people	Dec 2018
	Improve food security and access to healthy foods in areas of disadvantage within Moorabool	Promotion of Active Ageing and Community Access bus service to food outlets.	Municipal Public health plan.	No. of clients accessing the bus service.	June 2020.

3.4 Housing

Goal: To improve access to resources that support community wellbeing with a focus on housing					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
Improve access to housing that is affordable, well designed and close to services and facilities.	To ensure people who are risk of homelessness have referral options	Develop a local directory of information about housing options and promote Housing for the Aged Action group pathways. https://www.older tenants.org.au/	AACA Manager	Local directory developed and promoted on website.	
		Engage in a local Homelessness Network to support people at risk.	AACA Manager	Active participation in the Homelessness Network with the view to incorporating strategies from the network to Moorabool Shire.	
	To support access for older people to basic home modifications to maintain or increase their independence through the Commonwealth Home Support Program (CHSP).	Continue to promote the CHSP funded home modifications program so people can continue to live independently in their homes.	AACA unit and OT	Meet Home Modification targets as per funding guidelines.	

3.5 Transport

Goal: To improve access to resources that support community wellbeing with a focus on transport					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
Improve access to public and community transport	To increase accessibility around Moorabool by improving transport services	Explore opportunities to expand and improve community transport services.	AACA unit	Increased patronage on community transport services	March 2019
		Partner with Djerrivarrh Health Services to promote the Volunteer Transport Service.			
		Promote the "Getting around Moorabool" Transport options page on the website through newsletters, Facebook and newspaper.	Community and Rec	No. of hits on website	June 2019
		Update mobility maps for major townships in the Shire	Rural Access Worker	Improved access to information regarding	June 2019

				public transport and services.	
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3.6 Employment

Goal: To improve access to resources that support community wellbeing with a focus on civic participation and employment.					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
Improve access to resources that support community wellbeing with a focus on civic participation and employment.	To improve access to employment and education opportunities for older people, people with a disability and diversity groups	Provide opportunities for inclusion and participation in work for siblings of people living with disabilities through links to Aged Care training providers and the provision of student placement at Council and potential pathways to employment. Establish a program of aged care workplace coaching/buddies/mentors, which can be offered by the AACA Unit.	AACA unit and Rural Access Worker Bacchus Marsh College The Laurels	No. of people with a disability and older people employed as a result of the pathways program. No of coaches, buddies and mentors recruited	Dec 2019
	To increase opportunities for community to engage with Council around positive ageing, access and inclusion	Launch an Expression of Interest process to recruit community members to form a Positive Ageing Advisory Group Establish and support the Moorabool Positive Ageing, Access and Inclusion Reference Group	AACA unit	Advisory group that oversees the implementation of the AACA plan, Seniors week and other activities	Jan 2019
	To build the capacity of community groups to become incorporated community associations	Facilitate community forums and capacity building activities to assist community members to understand the roles and benefits of incorporated community associations	Community and Recreational Development.	No. of community groups that participate in the 'incorporated community member' group forums.	June 2020

3.7 Social Participation

Goal: To maximise opportunities for people of all backgrounds and abilities to fully participate in community life.					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
The community is active, engaged and involved in all aspects of community life.	To assist community groups to become accredited through the Welcoming Communities Project	Network and share information with Councils' who have received Strengthening Seniors Inclusion funding Allocate funding to adopt the Welcoming Communities Program Train Volunteers to become community connectors to connect socially isolated people to community groups.	AACA unit and	4 groups per year to become Welcoming Communities Program.	12 community groups by June 2020.
	To implement the Marveloo project	Engage a contractor to build the Marveloo Establish a Marveloo Working Group to support the implementation and launch of Marveloo Launch the Marveloo	Rural Access Worker and Marveloo Working Group.	Marveloo is available, visible and used at events by people with severe disabilities.	Effective from October 2018
	To continue the successful delivery of the Imagination Magic program	Continue to support the Imagination Magical Respite Program (which is an award winning intergenerational program for people living with dementia interacting with young children).	Health and Wellbeing Team Community Support Workers	Magical Respite Program	Ongoing –bimonthly
	To advocate for significant changes to attitudes and practices which discriminate against people with a disability	Lead initiatives (or actively participate in initiatives of others) that promote the rights of people with disabilities, e.g. International Day of People with Disability.	Rural Access Worker; Community and Recreational Development unit	No. of events held and levels of participation, e.g. quarterly community information forums	Ongoing
	To successfully implement the Age Friendly projects	Recruit Age Friendly Ambassadors. Conduct the community consultation to assist with identifying what makes Moorabool a great place to grow old in. Use the findings of the consultation to inform Age-ility projects which will enhance the age friendliness of Moorabool.	Age Friendly Project Manager AACA team Age Friendly Ambassadors	As per Age friendly evaluation framework	October 2018

3.8 Places and Spaces

Goal: To ensure that the built and natural environments are accessible and support healthy active ageing.					
Outcome: <i>What we hope to achieve</i>	Objective: <i>What is the broad target we are aiming for</i>	Actions: <i>What we will do to achieve our outcome</i>	Responsibility: <i>Who will be responsible</i>	Indicative measures: <i>How we will measure progress</i>	Timeline: <i>When will the action be completed</i>
The community is able to access a wide range of places and spaces in the Shire of Moorabool	To improve footpaths and extend the existing network to areas without footpaths to enable safe and active connectivity	Implement the recommendations of the Council's Hike and Bike Strategy and Bacchus Marsh Integrated Transport Strategy to improve safety and promote active connectivity for residents Implement works that extent the footpath network	Engineering Services	Accessible footpath network extended	Dec 2019
	To improve access to Council facilities, particularly for older people and people living with a disability.	Continue to incorporate universal design principles Undertake fit-for-purpose assessments of Council owned buildings with a focus on improving accessibility. Advocate to local business the requirements of the provision of accessible venues using the Disability Services Commission's Access Information checklists	Engineering Services	Accessibility Improvements to Council buildings Increased understanding by local businesses of the benefits of being accessible	June 2019
	To redevelop the Quamby space into a dementia enabling environment	Undertake an assessment and develop a report outlining recommendations for dementia friendly enhancing alterations to the Quamby space.	AACA Unit Assets Unit	Quamby room is classified as Dementia Friendly space	Dec 2018
	To work with U3A to establish a co-location at the Darley site	Work to establish a U3A co-location agreement at the Darley site Promotion of the U3A to the community	Social and Organisational Development unit	U3A has an established presence at the Darley site and opportunities via the U3A are promoted to the community	June 2019
	To ensure all new building works are accessible to people with disabilities	Apply the Building Code of Australia, Australian Standards on Access (mandatory and recommended) and the Advisory Notes on Access to Premises prepared by the Human Rights and Equal Rights Commission when new work to buildings and facilities is undertaken. Build the abovementioned requirements in to appropriate specifications in tender documents.	Engineering Unit Planning Unit	Increased number of accessible buildings in Moorabool	June 2021
	To ensure playgrounds are accessible to children with disabilities	Develop a policy on playground access to include the construction of accessible and inclusive playgrounds	Engineering Unit Planning Unit, Child, Youth and Family Services and others involved in playground design.	Increased number of accessible playgrounds in Moorabool	June 2019

4. Appendix - AWLW Plan 2018-2021 Achievements

The mid-point review of Moorabool's progress implementing its Age Well Live Well Strategy and Disability Access and Inclusion Plan 2015-2021 undertaken between March and May 2018 found that many actions had been completed and others were well underway. The actions that have been completed are presented in the table below and have not been included in the Phase 2 Plan.

Age Well Live Well Strategy and Disability Access and Inclusion Plan 2015-2021		
Goal	Actions	Outcomes
Goal: To provide access to health and community support services and programs that enable healthy active ageing and access and inclusion.	Seek funding to provide Commonwealth Home Support Program services in transition from HACC funding model.	Transitioning of clients into under 65 and over 65's, implementation of the RAS assessment service and transition under 65 NDIS eligible clients to the NDIA.
	Implement the Lerdie Listeners program, which is a program for isolated older people and people with disabilities to utilise the Lerderderg Library.	Program participants recruited, and program commenced
	Produce a 'Missing Business' booklet	Collaborated with Horsham Rural City Council, Ballarat City Council and private provider to develop online "Open For Business" booklet still to be developed.
	Develop Council service plans that articulate service needs, demand, priorities	Strategic Plans have been developed for each service area which informs the development of annual service plans. The Strategic Plans are: Recreation and Leisure Strategic Plan, Hike and Bike Strategy, Community Development Strategy, Volunteer Strategy, Municipal Early Years Plan, Age Well Live Well & Access and Inclusion Plan, Health and Wellbeing Plan and Youth Strategy Service Plans have been prepared for most service units and will be revised every August for the following 12 months An internal audit of Council's service review methodology has suggested improvements to the service planning framework which are currently being considered for adoption.
	Partner with health and wellbeing providers to provide services and advocate for increased resources to address funding gaps	Moorabool AACA are active participants in the PCP; service provider alliance group and Grampians alliance managers and service provider groups
	Advocate for improvements to existing services for the following groups: <ul style="list-style-type: none"> • children (5-12 years) with a disability • children (0-6) with additional needs • grandparents caring for their grandchildren, especially full time carers 	As part of the Victorian Government funding of the Supported Playgroups and Parents Initiative, playgroups and other supports are provided to grandparents caring for their grandchildren. In 2018, an advocacy and partnership plan will be prepared. The Council Plan 2017-2021 identifies an action item within the strategic objective of 'Improving Social Outcomes' under 'Health & Wellbeing' to 'prepare and implement an advocacy and partnership plan to attract investment in government and non-government services in the municipality (2017-2021)'. Key priority areas for advocacy are: <ul style="list-style-type: none"> • Family Violence – Support Services & Men's Behaviour Changes programs • Affordable housing • Integrated transport • Health services • Drug and Alcohol Services • Mental health services

Age Well Live Well Strategy and Disability Access and Inclusion Plan 2015-2021		
Goal	Actions	Outcomes
		<ul style="list-style-type: none"> • Employment and economic development • Provision of education facilities and improvements in Year 12 or equivalent completion rates • Managing urban consolidation • Climate change and environmental sustainability
	Support local health services to promote bowel screening services in the Shire	Bowel screening poster displayed in public toilets throughout the Shire, in partnership with DJHS - 2016
	Establish a cross-agency working group to undertake an audit of services across all age cohorts and map the potential for integration of services.	<p>Completed 2015 - Audit of services completed. The group focused on 5 priority areas, Drugs and Alcohol, Family Support, Family Violence, Mental Health and Obesity as a disease. A spreadsheet of the service available in the 5 key areas was created which listed information on the different service providers including: contact information, services available, availability, eligibility and cost.</p> <p>Workshop completed with key stakeholders to identify gaps and advocacy opportunities. Information gathered from the workshop was used to identify gaps and determine areas for advocacy.</p> <p>This has been completed as part of the implementation of the previous Health and Wellbeing Plan. Check with Nichole Knight</p> <p>Final report completed</p>
Goal: To improve access to resources that support community wellbeing, including housing, transport, education and employment.	Develop a promotion campaign for media, Moorabool Matters.	A draft Plan has been developed
	Produce mobility maps for major townships in the Shire.	Mobility Maps redeveloped and produced in 2017 which incorporated location of Recharge Program PowerPoints.
Goal: To maximise opportunities for people of all backgrounds and abilities to fully participate in community life.	Develop a Volunteer strategy that recognises, encourages and supports volunteering in the community.	<p>Volunteer Strategy and Policy development completed October 2015.</p> <p>Volunteer opportunities advertised when available</p> <p>Volunteer profiles in progress</p> <p>Volunteer week celebration completed 2017</p> <p>Volunteer induction sessions organised for all Council Volunteers. First session attended by 35 people. Volunteer Inductions organised for 2016 at Ballan, Bacchus Marsh and online</p> <p>Volunteer thankyou afternoon tea during Volunteer Week.</p>
	Lead initiatives that promote the rights of people with disabilities, e.g. International Day of People with Disability.	Screening of "Defiant Lives" at Lerderderg Library on December 9 for IDPwD
	Use Community Leadership Program to engage with local community leaders on the importance of access and inclusion	Funding successful, Community Leadership program Coordinator appointed, Project completed 2016
	Further promote walking, cycling and running groups operating in the Shire.	Completed – advertisements in local newspapers and Moorabool Matters
	Develop a Social Outings Guide for Moorabool Shire.	Accessible Dining Guide produced in 2014.
	Promote existing physical activity programs in the community i.e. community sporting clubs	Recreation and Leisure Strategy adopted by the Council 2015. Opportunities through clubs promoted when required.

11.3.4 Positive Ageing Advisory Committee

Introduction

Author: Claire Conlon
General Manager: Danny Colgan

Background

Moorabool's Age Friendly Project 2018 focused on the development of capacity building foundations using co-design principles, and included the recruitment of Age Friendly Ambassadors to undertake extensive community consultation. An outcome of the community consultation was the proposed establishment of a Positive Ageing Advisory Committee.

The community consultation highlighted the need to provide a vehicle for community members to provide advice to ensure that decisions are aligned to local older person's experiences and expectations. In addition, Moorabool Shire Council's Age Friendly Ambassadors felt that a Committee would provide a solid foundation for effective community engagement to implement and enhance the Age Friendly projects and the Council's Age Well, Live Well and Access and Inclusion plan.

Proposal

The Positive Ageing Advisory Committee ("advisory committee") will provide an opportunity for informed discussion on issues impacting upon older members of the Shire, and increase community awareness of the particular needs and aspirations of older members of the community through collaboration and consultation.

The Advisory Committee will assist in shaping and creating inclusive communities for older people in the Shire by utilising the experience and expertise of older members in bringing new perspectives to both existing and emerging issues. This process will reinforce the regard Council has for the contribution of older members of the community, and will raise awareness of the valued role that older people play.

The Advisory Committee will review and make recommendations for the on-going implementation process of the Shire's Age Well, Live Well and Disability Access and Inclusion Strategy.

In addition the Committee will aim to:

- Identify issues affecting older people within Moorabool Shire;
- Participate in community consultation;
- Contribute to discussions and activities within meetings;
- Assist and provide feedback on the positive profile of older people through Council publications, media and social media;
- Assist in Council becoming a signatory to the Age Friendly Victoria declaration;
- Advocate for improvements to access, services, social and built infrastructure;
- Participate in forums or events;

Nominations will be invited through public advertisement and direct contact with community groups, organisations and agencies. Appointment to the Advisory Committee will be made by a resolution of the Council and reviewed annually at the Statutory Appointments Meeting if not earlier.

Selection criteria

- Community involvement/connections;
- Understanding of local issues;
- The ability to work co-operatively and as part of a team;
- The ability to contribute to meetings and provide unbiased and diverse perspectives.

Nominees will be interviewed with a report presented to the Council recommending appointment of members to the Committee.

The draft Terms of Reference for the Positive Ageing Advisory Committee is contained in **Attachment 11.3.4.**

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 4: Improving Social Outcomes

Context 4A: Health and Wellbeing

The proposal is consistent with the Council Plan 2017-2021, Council's Community Engagement Framework and Age Well Live Well Strategy and Access and Inclusion Plan.

Financial Implications

The committee would be established using existing resources. The Moorabool Shire Age Friendly project has attracted Age Friendly State funding and would be utilised in the recruitment of committee members as well as other start-up costs for the 2018-2019 year. Any ongoing financial needs would be considered as part of future Council budgetary applications.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Vacant committee positions	Position remains vacant	Low	Appoint committee members to committee using a range of media forums.
Financial – Inadequate funds to implement the Age Well, Live Well and Access and Inclusion plan	Inadequate financial management	Medium	2018-2019 funding has been secured to support the establishment of the committee.
Breach of confidentiality	Breach of confidentiality by Committee members	Medium	Each committee member to undertake an induction program that includes a confidentiality clause.

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Extensive consultation has occurred including surveys through the Have your say portal and engagement through community forums as part of the Age Friendly project.	Community Groups and forums; Have your say forum and through Age Friendly Ambassadors.	Meetings with Bungaree, Ballan and Bacchus Marsh older person's community forums.	Bungaree; Ballan and Bacchus Marsh.	January 2018-June 2018	142 surveys completed and three community forums undertaken

Communications and Consultation Strategy

The extent of the communication that has been carried out leading to the writing of this report is reflected in the table above. The consultation identified a need for the establishment of a committee that would oversee the Age Well, Live Well and Access and Inclusion plan implementation and the Age Friendly projects.

The community consultation to establish the Positive Ageing Advisory committee will be in accordance with Council's Community Engagement Framework and will include a comprehensive recruitment process.

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

General Manager – Danny Colgan

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

Author – Claire Conlon

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

Conclusion

The establishment of a Positive Ageing Advisory Committee would recognise the integral role of older people in achieving an Age Friendly Victoria and a commitment to the ongoing involvement of older people making Moorabool a great place to grow old in.

Recommendation:**That Council:**

1. **Establish a Positive Ageing Advisory Committee.**
 2. **Adopt the Terms of Reference for the Positive Ageing Advisory Committee (November 2018).**
 3. **Seek nominations for membership of the Positive Ageing Advisory Committee through public advertisement.**
 4. **Receive a further report with recommendations for appointment of community members to the Positive Ageing Advisory Committee.**
-

Report Authorisation**Authorised by:**

Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Thursday, 18 October 2018

Attachment - Item 11.3.4

TERMS OF REFERENCE



POSITIVE AGEING ADVISORY COMMITTEE

The Positive Ageing Advisory Committee has been established to provide expert advice to the Council concerning strategic or policy issues, enhance communication between Council and the community and complement other elements of community engagement.

Membership

The membership of the Advisory Committee will comprise:

- A Councillor as Chairperson
- Community representatives
- Representatives from relevant providers, agencies and community organisations

Council staff members will attend to resource the Advisory Committee with administrative support and technical expertise.

The membership on the Advisory Committee is voluntary. Councillors on an Advisory Committee will form part of the Councillor statutory appointments each year.

The process for membership of the Advisory Committee is by Public notice calling for Expressions of interest and a nomination form to be completed by interested people who wish to nominate.

Appointment of Chairperson

The Chairperson will be appointed by Council and reviewed each year at the Statutory and Annual Appointments Meeting of Council.

Where an appointed Chairperson is vacant for a meeting the Committee will appoint a replacement Chairperson for that meeting.

Quorum

A quorum for the meeting will be 50% of the membership of the committee.

Should the Councillor be unable to attend the meeting, the Councillor can nominate a proxy to attend on their behalf.

Frequency and Location of Meetings

Meetings of the Positive Ageing Advisory Committee will be held on the second Tuesday of every second month at a time to be determined.

Meetings will alternate between the Council Chamber in Ballan and the James Young Room, Lerderderg Library, Bacchus Marsh.

Additional meetings can be called by the Chairperson or two members of the Committee.

Committee Functions

The Positive Ageing Advisory Committee will provide an opportunity for informed discussion on issues impacting upon older members of the Shire and increase Council and community awareness of the particular needs and aspirations of older members of the community through collaboration and consultation.

The Advisory Committee will assist in shaping and creating inclusive communities for older people in the Moorabool Shire by utilising the experience and expertise of older persons in bringing new perspectives to both existing and emerging issues. This process will reinforce the regard Council has for the contribution of older members of the community, and will raise awareness of the valued role that older people play.

The Positive Ageing Advisory Committee will review and make recommendations for the on-going implementation process of the Shire's Age Well, Live Well Strategy.

Objectives:

- Identifying issues affecting older people within Moorabool Shire;
- Providing a voice for older people on Council strategies and plans and their impact on older people;
- Participating in community consultation;
- Contributing to discussions and activities within meetings;
- Assisting and providing feedback on the positive profile of older people through Council publications, media and social media;
- Advocating for improvements to access, services, social and built infrastructure;
- Participating in forums or events.

Committee Delegations

The Advisory Committee does not have any formal delegated powers to act on the Council's behalf.

Advisory Committee recommendations or decisions have no legal standing unless they are adopted by the Council at a formal Council meeting.

Council is also not bound to accept the recommendation of the Advisory Committee.

The Advisory Committee will make recommendations to Council in line with its functions outlined above.

Review of Terms of Reference

The Terms of Reference of the Positive Ageing Advisory Committee will be reviewed by the Committee and Council annually.

11.3.5 Bacchus Marsh Harness Racing Club Lease Agreement- Fee Reduction

Introduction

Author: Ian Waugh
 General Manager: Danny Colgan

The purpose of this report is to provide a recommendation in response to the Bacchus Marsh Harness Racing Club's request for their lease agreement fee for the designated area at the Bacchus Marsh Racecourse & Recreation Reserve to be waived for 2018/19 and reviewed for future years.

Background

At the Ordinary Meeting of Council on the 7 September 2016, the Council resolved to enter into a lease agreement with the Bacchus Marsh Harness Racing Club (BMHRC) for the lease of an area at the Bacchus Marsh Racecourse and Recreation Reserve (BMRRR). Following this resolution of Council, the Club signed a lease agreement on the 6 April 2017.

The lease provides the club with exclusive management and usage of the buildings and land commonly known as the "Harness Racing Club" as outlined in **Attachment 11.3.5a**, in return for the Club undertaking the majority of maintenance required at the facilities. The initial term of the lease is seven years with two additional seven year options. The original lease fee was \$3,434 GST Inc which increases annually in line with the Consumer Price Index (CPI); the club's current 2018/19 lease fee is \$3,847.74 GST Inc. The lease fee was originally set to remain consistent with the previous licence agreement to continue to contribute toward the management and maintenance of the common areas around the facilities that provide access to their facilities.

Whilst the lease fee was not due to be reviewed until the end of the initial seven year term in April 2024, the BMHRC has submitted a letter to Council contained in **Attachment 11.3.5b** requesting that the Council consider waiving the Club's 2018-19 lease fee and also consider reviewing the Club's annual lease fee to reflect parity with other existing user groups on the BMRRR. The request is also based on the club's planned upgrades to the harness racing track and the funding contributions required from the club. The project is proposed to redevelop the harness racing track to an industry standard 900 metre track with cambered turns and transitions to allow it to reinstate itself as a functioning racing and training centre.

The Club have applied for a grant from the Community Development Fund through Council for the project; if successful the club has outlined that it will need all of its financial resources to match the grant requirements on a dollar for dollar basis and continue to operate for the financial year.

The proposed funding mix for the harness track upgrade project is as follows:

• Bacchus Marsh Harness Racing Club (cash):	\$31,141
• Bacchus Marsh Harness Racing Club (in-kind)	\$68,297
• Victorian Racing Industry Funds	\$199,438
• Moorabool Shire Community Development Fund	\$100,000
• PROJECT TOTAL COST:	\$398,876

Council officers have viewed the club's financial statements as part of the Community Development Fund application process; as such, it is acknowledged that the club is dedicating the majority of its financial resources and demonstrating its commitment to the project. It is proposed that the Council supports the club through this process enabling the club to continue to operate in a sustainable manner if the project is funded to be delivered. The application regarding the Community Development Fund has been assessed with a recommendation to be considered by the Council at the November 2018 Ordinary Meeting of Council.

Below are the current 2018/19 lease fees charged (GST inc) for the other BMRRR user groups:

• Bacchus Marsh Pony Club	\$1,266.76
• Bacchus Marsh Camp Drafting Club	\$652.16
• Bacchus Marsh & Melton Poultry Club	\$273.54
• Footscray & District Poultry Club	\$273.54
• Bacchus Marsh West Golf Club	\$1.00

The above figures outline that there is currently no parity between the lease fees for user groups at the BMRRR, however it does demonstrate that the BMHRC do pay the highest lease fee. The seasonal user groups which will also utilise facilities at the BMRRR include the Bacchus Marsh Soccer Club, Bacchus Marsh Cricket Club and Bacchus Marsh BMX Club which will likely operate under non-exclusive seasonal or annual user agreements. In this case the fee structure will be set as a percentage of ground maintenance and building insurance costs in accordance with the Council's Recreation Reserve Fees & Charges Policy under the Recreation Reserve Management Framework and as such shouldn't be compared to the exclusive lease agreements.

Whilst the club's significant contribution towards the proposed capital works is acknowledged and recognised, it is not recommended that the lease fee be completely waived in 2018/19 given the exclusive management and usage rights which will remain with the Club. It is recommended that, subject to the harness racing track upgrade being funded and confirmed, the lease fee for 2018/19 be reduced to \$2,000 (GST inc) providing a \$1,847.74 (GST inc) saving to the Club to assist in contributing towards the project. Furthermore, it is recommended that this \$2,000 (GST inc) lease fee then increase annually in line with Consumer Price Index through until the end of the initial seven year lease term in April 2024, at which point it then be reviewed. This will provide the club with an approximate net saving of over \$11,000 over this period which will also assist in their operational sustainability once the harness track upgrade is completed.

Proposal

It is proposed that, subject to the harness racing track upgrade being funded and confirmed, Council endorse the reduction of the Bacchus Marsh Harness Racing Club's lease agreement rent amount to \$2,000 GST inc for the 2018-19 financial year, and for this amount to increase annually by CPI until the end of the initial seven year lease period in April 2024. The annual rent fee will then be reviewed at this stage in line with the lease agreement schedule.

Policy Implications

The 2017– 2021 Council Plan provides as follows:

Strategic Objective 4 Improving Social Outcomes

Context 4a Health & Wellbeing

Actions Implement the Reserve Management Framework

The proposed fee reduction for the Bacchus Marsh Harness Racing Club lease agreement is consistent with the 2017-2021 Council Plan.

Financial Implications

The lease fee reduction for the Bacchus Marsh Harness Racing Club at the Bacchus Marsh Racecourse & Recreation Reserve will result in a reduction of \$1,847.74 (GST inc) in user fee revenue to Council in the 2018-19 financial year. Based on a fixed annual CPI increase of 2.2% through until the end of the initial seven year lease term in April 2024, this will result in a net reduction of approximately \$11,714 in user fee revenue from the Club.

It is proposed that this reduction in revenue to Council is offset by the benefit of the Club directing their funds towards the proposed capital works at the Bacchus Marsh Racecourse & Recreation Reserve harness track and the associated benefits that this will provide the community with greater access and quality of facilities for harness racing in the municipality.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Governance	Ensuring that the lease agreement is adjusted accordingly to ensure it is up to date and continues to reflect the roles and responsibilities of Council and the club at the facility	Low - Medium	Amend the lease agreement with DELWP to reflect the update lease fee
Financial	Ability for the Bacchus Marsh Harness Racing Club to financially contribute to the harness track upgrade project	Medium	Reduction in lease fee to assist the club increase their financial capacity to contribute towards the project as part of the funding model

Communications and Consultation Strategy

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

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Bacchus Marsh Harness Racing Club	Respond to their formal request regarding their lease fee status	Advise on the outcome of their request and communicate the formal process through DELWP and Council to amend their lease agreement
Consult	Department of Environment, Land, Water & Planning (DELWP)	Request information on the requirements of formally amended a 17D lease agreement to reflect an updated lease fee	Advised of the formal process required to amend a 17D lease agreement for execution with the club and DELWP

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Conclusion

The Bacchus Marsh Harness Racing Club have a current lease agreement for the designated 'harness club' area of the Bacchus Marsh Racecourse and Recreation Reserve. Whilst the lease fee is not due for review until the end of the initial seven year term in April 2024, the Club has formally requested that Council waive their 2018/19 lease fee and review this fee into the future. Whilst it is acknowledged that this would assist with their financial contribution to the proposed harness track upgrade project, given the current lack of parity between the user groups and the exclusive nature of the lease agreement it is recommended that the lease fee be reduced to \$2,000 (GST inc) for 2018/19 and that this fee amount is increased annually by CPI until the end of the initial seven year term in April 2024. The lease fee will then be reviewed at this point.

Recommendation:**That Council:**

- 1. Endorses the reduction of the lease fee for the Bacchus Marsh Harness Racing Club to \$2,000 (GST inc) for the 2018/19 financial year, increasing annually by CPI until the end of the initial seven year lease term in April 2024, subject to the harness track upgrade project being fully funded and confirmed.**
- 2. Authorises Council officers to advise the Bacchus Marsh Harness Racing Club of the lease fee reduction, and engage in the formal process with the Club and the Department of Environment, Land, Water and Planning (DELWP) to amend the lease agreement as required**



Report Authorisation**Authorised by:**

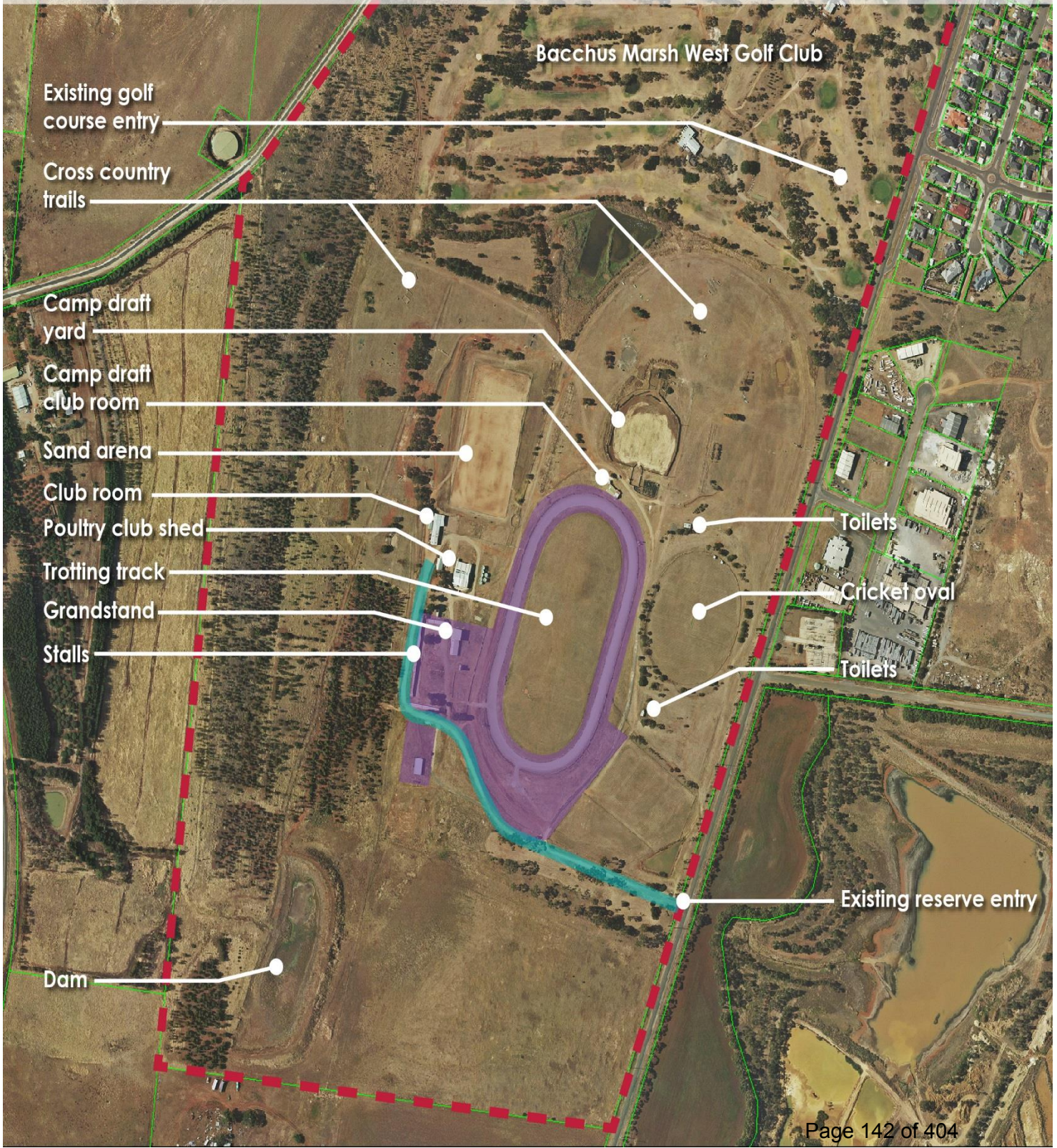
Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Thursday, 18 October 2018



Attachment - Item 11.3.5a

Bacchus Marsh Harness Racing Club Lease Map

-  BMHRC Lease Area
-  MSC Access Road



Attachment - Item 11.3.5b

Bacchus Marsh Harness Racing Club.^{INC}

Track Address: Bacchus Marsh Balliang Rd BACCHUS MARSH VIC 3340

Secretary: Sean Portelli
PO Box 470, BACCHUS MARSH, 3340
Phone: 0490817569

President: Robert Young
PO Box 470, BACCHUS MARSH, 3340
Phone: 0417398408
Email: rrobertyoung@gmail.com

Mr. Ian Waugh

Moorabool Shire Council Council

PO Box 18

Ballan 3342

MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

17 SEP 2018

File No. 061031004

Dear Ian,

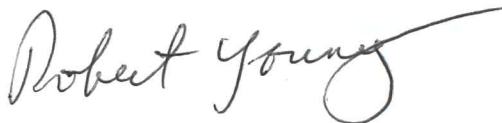
The Bacchus Marsh Harness Racing Club have applied for a Community Grant to upgrade the Harness Racing Track and surrounding area. If our club is successful in gaining the Community Grant our Club will need all its Financial Resources to match the Grant requirements on a Dollar for Dollar basis .

The Bacchus Marsh Harness Racing Club request the Council to consider waivering the Clubs 2018--19 Ground Usage Fee and also consider reviewing the Club's Annual Ground Fee to reflect parity with other existing User Groups on the Bacchus Marsh Racecourse and Recreation Reserve.

Bacchus Marsh Harness Racing Club has always made available our facility for recreational use by other community groups whenever the clubs facilities are available.

Our Club appreciates the opportunity to bring this to Council's attention for consideration.

Regards



President

0417398408

11.3.6 First Quarter (July – September) 2018/19 Council Plan Actions Progress Report

Introduction

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 communities of Moorabool.

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 out strategic actions to be undertaken over the planned four 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 2018/19 Council Plan Actions First Quarter Progress Report contained in **Attachment 11.3.6** shows each of the actions and their progress comments for the 2018/19 Financial Year. Overall there are 70 actions being reported in quarter 1, with 50 actions having reached 90% or greater of their target for the period, and 7 actions having achieved between 60 and 90% of their target. 13 actions remain at less than 60% of their target.

The following table summarises the status of the 2018/19 Council Plan Actions for this quarter:

Strategic Objective	Not Started	In Progress	Deferred	Completed	Total
1. Providing Good Governance and Leadership	1	29	0	1	31
2. Minimising Environmental Impact	1	10	0	2	13
3. Stimulating Economic Development	0	10	1	2	13
4. Improving Social Outcomes		12			12
2017/18 actions carried over from the previous Council Plan		1			1
Totals	3	61	1	5	70

Proposal

This report is to inform Council and the communities of Moorabool on the progress of Council Plan actions for the 2018/19 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 first quarter. Overall, there are 70 actions being reported in quarter 1, with 50 actions having reached 90% or greater of their target for the period, and 7 actions having achieved between 60 and 90% of target. The 13 remaining actions are sitting below 60% of target, as the majority of work to be undertaken on these actions will be performed in subsequent quarters.

Recommendation:

That Council receives the First Quarter (July – September) 2018/19 Council Plan Actions Progress Report.

Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Social and Organisational Development

Thursday, 18 October 2018

Attachment - Item 11.3.6



Moorabool Shire Council

PREMIUM Action and Task Progress Report

July 2018 - September 2018

Report Filters:

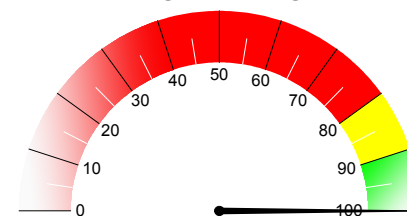
Date From :01-07-2018

Date To :30-09-2018

Display Task : No

Action Filter :Council Plan

Action Progress Against Targets




- 70 Actions reported on
- 50 At least 90% of action target achieved
- 8 Between 60 and 90% of action target achieved
- 12 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: 1.1.2 Review Asset Management Plans

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.2.1 Review Asset Management Plan - Transport	In Progress	1/07/2018	30/06/2019	5%	25%	 RED


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

Action Progress Comments
 Officers are investigating the option for a collaborative approach with neighbouring Councils, if collaboration is not possible the review of the plan will be completed by 30/6/19.
 Last Updated - 26/09/2018


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.2.2 Review Asset Management Plan - Buildings	In Progress	1/07/2018	30/06/2019	5%	25%	 RED


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

Action Progress Comments
 Officers are investigating the option for a collaborative approach with neighbouring Councils, if collaboration is not possible the review of the plan will be completed by 30/6/19.
 Last Updated - 26/09/2018


Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.2.3 Review Asset Management Plan - Water	John Miller - Manager Asset Management	In Progress	1/07/2018	30/06/2019	5%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Asset Management	Recurrent						
Action Progress Comments							
Officers are investigating the option for a collaborative approach with neighbouring Councils, if collaboration is not possible the review of the plan will be completed by 30/6/19.							
Last Updated - 26/09/2018							

STRATEGIC ACTION: 1.1.3 Produce State of the Assets reports


Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.3.1 Review Asset Management Plan - Open Space	John Miller - Manager Asset Management	In Progress	1/07/2018	30/06/2019	5%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Asset Management	Recurrent						
Action Progress Comments							
Officers are investigating the option for a collaborative approach with neighbouring Councils, if collaboration is not possible the review of the plan will be completed by 30/6/19.							
Last Updated - 26/09/2018							

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.3.2 Produce State of the Assets Reports	John Miller - Manager Asset Management	In Progress	1/07/2018	30/06/2019	50%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Asset Management	Recurrent						
Action Progress Comments							
The State of the Assets report was presented to the Place Making Advisory Committee in May 2017 where it was recommended that future reports will be circulated internally via a Briefing Note to Councillors, due to it being considered an internal working document.							
Last Updated - 26/09/2018							


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) - Year 2 Progress	John Miller - Manager Asset Management	In Progress	1/07/2018	30/06/2019	20%	25%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Asset Management	Recurrent						
Action Progress Comments							
Officers have commenced developing the renewal program and letters will be sent to Committees Of Management to seek feedback on priorities.							
Last Updated - 26/09/2018							


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) - Year 2 Progress	Tristan May - Capital Works Coordinator	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Project Management	Recurrent						
Action Progress Comments							
The Capital Improvement Program is progressing well for 2018/19. The Capital Improvement Programs first quarterly progress report to Council at the November Ordinary Meeting of Council, will provide further detail on each individual project.							
Last Updated - 09/10/2018							

STRATEGIC ACTION: 1.1.7 Finalise the Community Infrastructure Framework


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.7.1 Finalise the Community Infrastructure Framework	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Action Progress Comments							
Fitness for Purpose Assessments of pavilions, community venues, library, kindergartens and Maternal & Child Health Services is now complete and now incorporating feedback from Managers.							
2018 Community Needs Findings report is 30% complete.							
Community Infrastructure Improvement plan for community venues and meeting rooms is 20% complete.							
An update to CIP evaluation matrix commenced with Infrastructure Services.							
The next step is to present this to Councillors at an Assembly of Councillors (AOC) to provide an update on methodology, planning standards, draft findings and priorities.							
Last Updated - 12/10/2018							

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) - Year 2 Progress	John Miller - Manager Asset Management	Completed	1/07/2018	30/06/2019	100%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Asset Management	Recurrent						
Action Progress Comments							
The Traffic Calming Policy was adopted at the Ordinary Meeting of Council in July 2018.							
Last Updated - 14/09/2018							

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) - Year 2 Progress	Rob Croxford - Chief Executive Officer	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
CEO's Office	Recurrent						
Action Progress Comments							
Ongoing support and training opportunities are available to Councillors as required. Council passed a resolution at the Ordinary Meeting of Council on 5 September 2017 in relation to this issue.							
Last Updated - 12/10/2018							




STRATEGIC ACTION: 1.2.2 Organisational Development (consistent with Business Excellence)



Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.2.2.10 Prepare an Organisational Development Strategy	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Business Excellence	Recurrent						
Action Progress Comments							
Research has been undertaken which has supported the development of a draft framework forming the basis of the strategy. The next stage of the project will be consultation with staff across the organisation in relation to this draft.							
Last Updated - 26/09/2018							

STRATEGIC ACTION: 1.2.5 Customer Service

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.2.5.2 Review the Customer Service Policy & Strategy	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2018	30/06/2019	5%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Customer Service	Recurrent						
Action Progress Comments							
Project scoping will commence in October 2018. A full project plan will be completed for roll out in early 2019.							
Last Updated - 18/09/2018							


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	30/06/2019	75%	62%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Human Resources	Recurrent						
Action Progress Comments							
An Occupational Health and Safety Strategy has been drafted with implementation of the Strategy to occur in the second half of the 2018/19 financial year. This implementation will be dependent on sufficient resourcing being allocated to address actions outlined in the strategy .							
Last Updated - 17/10/2018							
Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.6.2 Enhance OHS systems and procedures (2017-2021) - Year 2 Progress	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2018	30/06/2019	20%	25%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Human Resources	Recurrent						
Action Progress Comments							
An Occupational Health and Safety system and safe working procedures have been developed based on the work undertaken in the Infrastructure directorate. Consultation with staff across the organisation will commence in 2018/19 to form the next stage of this project.							
Last Updated - 17/09/2018							
Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.6.3 Review identified corporate, strategic and operational risks (2017-2021) - Year 2 Progress	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2018	30/06/2019	60%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Corporate Services Governance	Recurrent						
Action Progress Comments							
Council's Strategic Risk Profile was formally reviewed in August 2018 with a report on the revised Strategic Risk Profile be tabled at Audit & Risk Committee meeting in November this year. A report in relation to corporate risks is being developed with any high or extreme risks reported to Council in the second half of 2018. Operational risks are reviewed annually by service units and are reported on at the Risk Management steering Committee.							
Last Updated - 17/09/2018							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.2.6.4 Implement child safety standards across the organisation	Sharon McArthur - Manager Child, Youth & Family,	In Progress	1/07/2018	30/06/2019	17%	25%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						
Action Progress Comments							
The child safety standards and reportable conduct scheme policies were adopted by Council at its meeting in May 2018. An action plan has been developed and this is currently being implemented across the organisation. A presentation was made to the Management Team in August 2018 outlining how these policies relate to all areas of Council. A child safety statement is now listed on job advertisements for Council and all new or updated staff position descriptions reflect Council's commitment to child safety.							
Last Updated - 13/09/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.2.6.5 Review the Risk Management Strategy and Framework	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2018	30/06/2019	75%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Risk Management & OHS	Recurrent						
Action Progress Comments							
The Risk Management Framework has been reviewed and redrafted following consultation with staff. The next step is for the draft Risk Management Framework to be tabled at the Executive Management team meeting in October 2018.							
Last Updated - 26/09/2018							

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	30/06/2019	62%	62%	 GREEN

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

Action Progress Comments

The draft Local Law was presented to the Ordinary Meeting of Council in June 2018 for consideration to commence public consultation. Formal public consultation commenced on 22 June, 2018 for a minimum of 45 days. The review of the Local Law was scheduled for completion within this financial year however competing priorities and resources have led to the project being extended. The draft report was presented to Councillors at an Assembly of Council in September 2018. A final report will be presented at the December Ordinary Meeting of Council for consideration.

Last Updated - 12/10/2018


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	30/06/2019	62%	62%	 GREEN

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

Action Progress Comments

Delivery of the MSS Review will be facilitated and the project finalised in 2018/19. Consultants have been appointed and initial phases of the work programme are currently underway.


Last Updated - 19/09/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.1.57 Develop and Enforcement Policy	Robert Fillisch - Manager Statutory Planning & Community Safety	Not Started	1/07/2018	30/06/2019	0%	25%	 RED

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Statutory Planning	Recurrent				

Last Updated - 05/09/2018

STRATEGIC ACTION: 1.3.2 ICT


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.2.1 Implement Phase 2 (Intranet) of the Digital Strategy (2017-2019)	Lalitha Koya - Manager ICT In Progress	1/07/2018	30/06/2019	40%	25%	 GREEN

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

Action Progress Comments

Submissions for the Intranet tender closed at the end of March for evaluation by the project control group. After review of the submissions, it was decided that scope required to be redefined.

Last Updated - 18/10/2018


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.2.2 Streamline integrated corporate reporting systems and methods	Danny Colgan - GM Social and Organisational Development In Progress	1/01/2018	30/06/2019	50%	55%	 GREEN

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

Action Progress Comments

A review of the corporate reporting systems and methods has been undertaken. Actions have been identified including the better use of electronic systems to report on performance against agreed actions.

Last Updated - 10/10/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.2.3 Implement Phase 3 (GIS replacement) of the Digital Strategy (2017-2019)	Lalitha Koya - Manager ICT In Progress	1/07/2018	30/06/2019	20%	25%	 YELLOW





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

Action Progress Comments


We are implementing the current vendors replacement application for Geographical Information System (GIS) which is currently being tested with pilot group in Council

Last Updated - 18/10/2018

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) - Year 2 Progress	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2018	30/06/2019	33%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						
Action Progress Comments							
Service Plans are being developed for each service unit for 2018/2019.							
Last Updated - 13/09/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.3.2 Governance: Undertake service review in accordance with the policy and framework and as determined by Council	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						
Action Progress Comments							
The scope and methodology for the Governance Unit along with a project plan have been prepared. A workshop has been held to identify the key inputs into the review which be captured in the draft report.							
Last Updated - 10/10/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.3.5 Cleaning of Public Toilets: Undertake service review in accordance with the policy and framework and as determined by Council	Daniel Smith - Manager Operations	In Progress	30/08/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Parks and Gardens	Recurrent						
Action Progress Comments							
Parks and Gardens Unit staff are currently completing a draft service review document for review . It is anticipated that the service review and report will be submitted to Council by the end of the 2018/19 financial year.							
Last Updated - 17/09/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.3.6 Visitor Information Centre: Undertake service review in accordance with the policy and framework and as determined by Council	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Tourism	Recurrent						
Action Progress Comments							
Research Draft Report underway. To be tabled in closed session at the November Ordinary Meeting of Council 2018.							
Last Updated - 12/10/2018							

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) - Year 2 Progress	Steven Ivelja - Manager Finance	In Progress	1/07/2018	30/06/2019	15%	25%	 YELLOW


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

Action Progress Comments

A base model has been prepared for the commencement of the 2019/20 Annual Plan & Budget. The model will be used to facilitate high level discussions with Council in ongoing budget discussions and in reviewing the need to make a rate cap variation. The Long Term Financial Plan forms a critical component of the overall budget process.

This process is not scheduled to commence until the latter part of the 2nd quarter

Last Updated - 18/09/2018


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) - Year 2 Progress	Steven Ivelja - Manager Finance	In Progress	1/07/2018	30/06/2019	10%	25%	 RED

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

Action Progress Comments

This is not scheduled to occur until the latter part of the 2nd quarter

Last Updated - 18/09/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.4.3 Identify and develop shared services with other LGs, community and private sector organisations (2017-2021) - Year 2 Progress	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN

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

Action Progress Comments

The project is being undertaken in phases over the four-year life of the Council Plan 2017-2021. Phase one was the preparation of a report to the Executive Management Team; phase 2 is the preparation of scoping/business plans for new or expanded shared service opportunities including the determination of charge out rates and preparation of marketing materials including capability statements; phase three is the implementation of the new or expanded shared service opportunities.

Opportunities for shared services with Hepburn Shire Council and Ballarat City Council are progressing in relation to waste, recycling and building surveying services. The Central Highlands Group of Councils are exploring the development of a incorporated association that would engage resources to facilitate the establishment of shared services in the region. Discussions are currently taking place with a number of Councils in relation to a joint road asset condition collection project.

Discussions are currently taking place with the regional waste and resource recovery group in relation to joint procurement opportunities for waste services.

Last Updated - 10/10/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.4.4 Seek funding for new, upgrade and renewed community facilities (2017-2021) - Year 2 Progress	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2018	30/06/2019	25%	25%

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



Action Progress Comments


Applications for funding under the Country Football Netball Program have been submitted and were successful for the Ballan Recreation Reserve Netball Courts & Lighting Upgrade (\$50,000) and Darley Parks Oval Lighting Upgrade Projects (\$50,000).

Applications for the Bacchus Marsh Racecourse & Recreation Reserve Stage 1 A Pavilion, Elaine Recreation Reserve Irrigation Project and Bald Hill Activation Plan have also been submitted for funding.

Staff have assisted Community groups with applications to the State Government "Pick My Project" fund.

Last Updated - 13/09/2018

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) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN

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

Action Progress Comments

Council is presently delivering township improvement plans for a range of small towns (Elaine, Gordon). Council has the Ballan Structure Plan on exhibition and will provide a further report to Council once the submissions are received and assessed. The exhibition and submission close on Thursday 11 October, 2018.


The Tree Strategy was adopted May 2018.

Once Council has reviewed the Destination Management Plan (due 30 June 2019), work will commence an update of the Gateways strategy.

Bacchus Marsh Urban Growth Framework was adopted September 2018.

Last Updated - 11/10/2018

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) - Year 2 Progress	Ewan Nevett - Manager Engineering Services	In Progress	1/07/2018	30/06/2019	17%	25%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Infrastructure Subdivision Development	Recurrent				


Action Progress Comments

The Gordon Infrastructure Plan involves upgrading the Russell Street & Main Street intersection, bus stop relocation, car parking improvements, the development of high amenity/place making locations, drainage improvements, footpath connection improvements and landscape improvements between the Gordon Public Hall and Lyndhurst St .

Following a community engagement process in November and December 2017 and a subsequent session in March 2018, plans were adopted for the project and detailed design is now is 80% complete.

Council will be advertising for tenders in October with the appointment of a contractor anticipated around November and construction to commence by early 2019.

Last Updated - 13/09/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.2.2 Implement the Gordon Structure Plan. (2017-2019) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN


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

Action Progress Comments

A report was presented to the Rural Growth Strategy Committee in February 2018 as a way forward on the potential scope for further refining the plan. The Committee resolved to defer the matter. Council has resolved to receive a further report on the plan.

Last Updated - 12/10/2018

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) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN

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

Action Progress Comments

A peer review of Melbourne Water's modelling has now been completed. A report was tabled at an Assembly of Councillors on 21 February 2018 concerning the outcomes of the review and the next steps in addressing flood risk within the planning scheme. Melbourne Water is the initiator of the Amendment and timing for the Amendment requests is at Melbourne Water's discretion.

Last Updated - 09/10/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.4.2 Review Bushfire Management Overlays (BMO) (2017-2021) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	Completed	1/07/2018	30/06/2019	100%	25%	 GREEN


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

Action Progress Comments


The Department of Environment, Land, Water and Planning (DELWP) has undertaken mapping and finalised a planning scheme amendment to include the Bushfire Management Overlay. Council officers notified residents of the State Government driven amendment in October 2017.

Last Updated - 13/09/2018


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	30/04/2019	60%	68%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Roads Management	Recurrent						
Action Progress Comments							
A group has been established to review and update the existing draft of the Bacchus Marsh Avenue of Honour Management Plan . It is anticipated that a revised Management Plan and a report will be submitted to Council by 30 June 2019.							
Last Updated - 26/09/2018							

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) - Year 2 Progress	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Recreation Development	Recurrent						
Action Progress Comments							
The rolling cycle continues in 2018-19 with the Greendale Reserve Master Plan to be presented to Council in November 2018.							
Last Updated - 01/10/2018							

STRATEGIC ACTION: 2.1.9 Complete Bald Hill Activation Plan Feasibility Study



Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.9.1 Complete Bald Hill Activation Plan Feasibility Study	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Action Progress Comments							
An updated status report was tabled at S86 Growth Management Committee Meeting on 12 September, 2018. Officer are now waiting on Grant Funding application with Sport Recreation Victoria before proceeding with this study.							
Last Updated - 11/10/2018							

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) - Year 2 Progress	Justin Horne - Co-Ord Environmental Planning	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Sustainability	Recurrent						
Action Progress Comments							
<p>This is a multi year project across the period 2017 to 2021.</p> <p>Within 2018/19 the following identified actions have commenced:</p> <ul style="list-style-type: none"> - Undertake ecological assessments on Council managed reserves. - Support the delivery of actions by the relevant water authorities. - Support existing Landcare and other community-based environment groups. - Provide new residents with information packs related to their local environment and how to access Natural Resource Management Groups. - Commence photovoltaic energy installation for council buildings. - Improve access to and connectivity between residents and natural open space. 							
Last Updated - 11/09/2018							

STRATEGIC ACTION: 2.2.2 Waste Management

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.2.1 Complete a trial and undertake a review of the green waste service	Daniel Smith - Manager Operations	Completed	1/07/2018	30/06/2019	100%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Waste Collection & Disposal	Recurrent						
Action Progress Comments							
<p>A report was provided to Council at the August 2018 meeting, where Council resolved to permanently implement the non-compulsory kerbside greenwaste collection service within residential and low density residential zoned (urban) areas of the municipality. This action is now complete.</p>							
Last Updated - 26/09/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.2.2 Undertake an audit of closed landfills	Daniel Smith - Manager Operations	Not Started	1/07/2018	30/06/2019	0%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Waste Collection & Disposal	Recurrent						
Action Progress Comments							
<p>It is anticipated that an audit of closed landfills will commence in early October 2018, with a report being prepared and submitted to Council by the end of the 2018/19 financial year.</p>							
Last Updated - 17/09/2018							

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 - Senior Project Engineer	In Progress	1/07/2017	31/03/2019	80%	70%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Project Management	Recurrent						

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 draft strategy has been completed and is currently being reviewed. The strategy is scheduled to be presented to an Ordinary Meeting of Council in February 2019.

Last Updated - 27/09/2018

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	Corinne Jacobson - Senior Project Engineer	In Progress	1/07/2017	31/03/2019	70%	70%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Project Management	Recurrent						

Action Progress Comments

A Water Allocation, Use and Trading policy is currently being developed, alongside the Open Space Integrated Water Management strategy. It is anticipated that both documents will be presented to an Ordinary Meeting of Council in February 2019.

Last Updated - 27/09/2018

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) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN

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

Action Progress Comments

Council presently has the Ballan Structure Plan on exhibition and will provide a further report to Council once the submissions are received and assessed. The exhibition and submission close on Thursday 11 October, 2018.

Last Updated - 11/10/2018


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) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	Completed	1/07/2018	30/06/2019	100%	25%	 GREEN

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

Action Progress Comments

Amendment C79 is currently with the Department of Planning for approval.

Last Updated - 13/09/2018

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) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	50%	25%	 GREEN


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

Action Progress Comments


Planning Scheme Amendment C85 to implement the Heritage Study will be tabled at an Ordinary Meeting of Council in November 2018. This report will seek a recommendation to request authorisation from the Department of Environment, Land, Water and Planning and to publically exhibit the amendment.

Last Updated - 13/09/2018


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	30/06/2019	1%	60%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Growth & Development Governance	Recurrent						
Action Progress Comments							
Based on the Small Town Strategy, a key common infrastructure plan will be developed. Elaine completed for 2017/18. Gordon is scheduled for 2018/19.							
Last Updated - 04/07/2018							


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	30/06/2019	62%	62%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Action Progress Comments							
The Municipal Strategic Statement C82 will implement a number of strategic actions relating to the adopted Retail Strategy, the adopted Industrial Strategy and the Bulky Goods Strategy for Bacchus Marsh, amongst other matters. Incorporating the findings for the Bulky Goods investigation will ensure that Bacchus Marsh can provide bulky goods development opportunities in appropriate locations consistent with the broader strategic planning being undertaken for the town of Bacchus Marsh.							
Last Updated - 19/09/2018							

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	Completed	1/07/2017	30/09/2018	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Action Progress Comments							
Bacchus Marsh Urban Growth Framework was adopted at a Special Meeting of Council 19 September 2018.							
Last Updated - 09/10/2018							

STRATEGIC ACTION: 3.1.5 Develop a long term strategy for the Bacchus Marsh Civic Precinct

<i>Action</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
3.1.5.1 Develop a long term strategy for the Bacchus Marsh Civic Precinct	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN


<i>Activity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Strategic Land Use Planning	Recurrent				

Action Progress Comments
 Preliminary work has been undertaken. A report to be presented at the next available S86 Moorabool Growth Management Committee Meeting.
 Last Updated - 11/10/2018




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) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	50%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Sustainability	Recurrent						
Action Progress Comments							
The implementation of the action plan associated with the Economic Development Strategy will continue throughout the 2018-2021 period as scheduled. A report will be tabled at the Ordinary Meeting of Council in December 2018 to assess the various models which could be implemented for the establishment of a trader/retailer group in Bacchus Marsh.							
Last Updated - 13/09/2018							


STRATEGIC ACTION: 3.2.3 Plan for the Bacchus Marsh town centre revitalisation in partnership with the Victorian Planning Authority

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.3.1 Scope and develop a plan for the Bacchus Marsh Town Centre Revitalisation	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Action Progress Comments							
Preliminary work has been undertaken. A report to be presented at the next available S86 Moorabool Growth Management Committee Meeting.							
Last Updated - 11/10/2018							

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) - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
Action Progress Comments							
Council was successful in obtaining funding from the Victorian Planning Authority under Streamlining for Growth. This funding will assist with final background studies and further work on a Precinct Structure Plan.							
Last Updated - 13/09/2018							

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 Refer Council's BMITS infrastructure actions to the long term capital program (2017-2021) - Year 2 Progress	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						

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. Currently working with VicRoads on further capacity improvement projects along Gisborne Road and Grant Street. Council is also involved in the Eastern Link Road planning study that is currently in progress.

Last Updated - 14/09/2018

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 - Year 2 Progress	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Tourism	Recurrent						

Action Progress Comments

The project is a multi year project with the majority of work to be delivered in 2018/19. The Draft Destination Management Plan will be comprehensively reviewed in July 2018 with a presentation to the Ordinary Meeting of Council in November 2018, on findings with an Action Plan for delivery.

Last Updated - 13/09/2018

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) - Year 2 Progress	Rob Croxford - Chief Executive Officer	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
CEO's Office	Recurrent						

Action Progress Comments

Strong advocacy is being made to the State Government on Ballarat Rail Line Action Committee issues in the lead up to the State election.

Last Updated - 09/10/2018

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	
4.1.1.1 Prepare and implement an advocacy and partnership plan to attract investment in government and non-government services in the municipality. (2017-2021) - Year 2 Progress	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						


Action Progress Comments

Council endorsed advocacy material at the Ordinary Meeting of Council held on the 6 June 2018. The material forms a key part of the Council's advocacy strategy. The aim of the advocacy efforts is to attract investment in government and non-government services in the municipality. The purpose of the advocacy is to ensure that the Shire's current and future residents have access to a range of community services needed to maximise their health, safety and wellbeing. The advocacy is being undertaken over the life of the Council Plan 2017-2021.

Discussions are being held with representatives of the Grampians Sports Central in relation to a worker being based at Council to provide club development programs and assist with the implementation of initiatives in the Council's Health & Wellbeing Plan to increase physical activity.

Discussions have been held with Group Training Organisations and the Highlands Local Learning and Employment Network on expanding the provision of work experience and pre-employment programs for jobseekers in Moorabool.

Last Updated - 13/09/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.1.2 Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality. (2017-2021) - Year 2 Progress	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						


Action Progress Comments

The Bacchus Marsh Arts Council is utilising workshop space 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.

The Council's draft youth strategy outlines the development of a new arts program for young people with a focus on improved mental health of young people by using arts as a medium.

Last Updated - 10/10/2018

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) - Year 2 Progress	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2018	30/06/2019	25%	25%	 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				

Action Progress Comments

The Council Fees and charges have been issued as per the adopted Recreation Reserve User Fees and Charges Policy and 2018-19 Budget. User agreements have been completed for summer season tenants (Oct - March). 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.

Last Updated - 18/09/2018


<i>Action</i>	<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>	
4.1.3.2 Plan and construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve (2017-2019) - Year 2 Progress	Corinne Jacobson - Senior Project Engineer	In Progress	1/07/2018	30/06/2019	15%	25%	 YELLOW

<i>Activity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Project Management	Recurrent				

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. The bulk earthworks contract is complete on site including, equestrian facilities, sports oval, and BMX formation. Tenders for the oval and equestrian cross country course have closed with construction of the oval awarded. Construction is anticipated to commence in October 2018 with completion in February 2019. Evaluation of the cross country tender is underway and is likely to be awarded early in October 2018. Detailed design and documentation for servicing of the site is continuing with completion anticipated for October 2018.

Last Updated - 27/09/2018

<i>Action</i>	<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>	
4.1.3.3 Develop a plan to improve, update and beautify our neighbourhood, passive, recreation and other open spaces (2017-2019) - Year 2 Progress	Justin Horne - Co-Ord Environmental Planning	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN

<i>Activity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Environmental Management	Recurrent				

Action Progress Comments


A report on development of an Open Space Framework was tabled at the S86 Growth Management Meeting on 12 September 2018.

A Moorabool Open Space Framework Project Control Group has been established comprising various departments in Council .

A Community Survey is currently being developed.

Last Updated - 09/10/2018

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	1/07/2018	30/06/2019	25%	25%	 GREEN

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


Action Progress Comments

The Commonwealth is currently consulting with the aged care sector as to what the funding reforms will look like post 2020. In the interim, a directions paper will guide Council's investment and delivery of aged services for the period 2018-2020.

The directions paper will be presented to Council early in 2019.

Last Updated - 12/10/2018

STRATEGIC ACTION: 4.1.6 Youth Strategy

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.6.1 Advocate and support the development of programs and services to increase employment opportunities for young people (2017-2019) - Year 2 Progress	Sharon McArthur - Manager Child, Youth & Family,	In Progress	1/07/2018	30/06/2019	25%	25%	 GREEN

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

Action Progress Comments

Advocacy material has been prepared and forms part of the Council's advocacy strategy. The aim of the project is to increase employment opportunities for young people in Moorabool. The objectives are: increase investment in educational opportunities to improve the educational attainment levels of young people; increase investment in programs and services to support young people experiencing multiple barriers to employment; and develop the capacity and diversity of the Moorabool workforce by developing the skill set of the young people of Moorabool.

The Council allocated funds in its 2018/2019 budget to provide opportunities for jobseekers including young people to be employed through traineeships and structured work experience programs at Council. This builds on Council's existing commitment to engaging apprentices at Council depots.


A Lifeguard Scholarship program has been introduced to assist local young people undertake Lifeguard qualifications and gain employment at Council's outdoor pools.

Work is being undertaken in conjunction with group training and other providers to boost the opportunities for young people.

The Council's draft youth strategy 2018-2021 outlines actions relating to increasing employment opportunities for young people aged under 25 years.

The advocacy is being undertaken over the life of the Council Plan 2017-2021.

Last Updated - 13/09/2018

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	30/11/2018	98%	80%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Youth Services	Recurrent				

Action Progress Comments

The Youth Services team has completed the community engagement plan and consultation with the community was completed between December 2017- February 2018. The draft Strategy was presented to the Ordinary Meeting of Council in August 2018 for the purpose of public consultation on the draft youth strategy document and action plan. Public consultation closed on the 31 August 2018, with the final strategy being presented to the Ordinary Meeting of Council in October 2018.

Last Updated - 12/09/2018

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	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/06/2019	90%	60%	 GREEN


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

Action Progress Comments

A draft strategy and action plan has been prepared and is being reviewed by the Executive Team prior to presentation to Council..

Last Updated - 01/10/2018

Context: 4.2 (4B) Community Connectedness and Capacity**STRATEGIC ACTION: 4.2.1 Community Development and Volunteer Strategies**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.2.1.1 Develop and deliver a community group capacity building and sustainability program	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2018	30/06/2019	10%	25%	 RED


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

Action Progress Comments

Project scoping has commenced. The focus will be on improving the capacity of Councils section 86 Committee's through the development of a Committee Resource Manual. Following completion of the manual and report to Council, a series of information workshops will be held with Committees.

Last Updated - 01/10/2018

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) - Year 2 Progress	Cherie Graham - Chief Emergency Officer	In Progress	1/07/2018	30/06/2019	1%	25%	 RED

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

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 progressed with the 2nd Anniversary Event held on the 15 December 2017 and the Leadership Program focussed on the fire game project. The Fire Mitigation inspection process is well underway and second round of inspections will commence in the new year. The Scotsburn Recovery Book was launched at the Scotsburn Hall on 30 May 2018 and the Scotsburn Fire Game was launched at the Scotsburn Primary School on 15 June 2018.

Last Updated - 09/10/2018

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	
5.1.1.42 Review & implement the after hours response system as approved by Council.	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2016	30/06/2019	65%	68%	 GREEN

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

Action Progress Comments

This action has only been progressed for some departments in the Organisation and was incomplete at 30 June, 2018. Further discussion with internal departments are to be arranged for. This action will be completed by December 2018.

Last Updated - 09/10/2018

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	30/06/2019	40%	82%	 RED

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Health Investigation, Inspection & Education	Recurrent				

Action Progress Comments

Investigations have been undertaken and the option of a Local law as a cost recovery mechanism is not possible. Other mechanisms including a service rate per property are now being investigated. A further meeting with internal staff will be arranged early in 2018/19 to discuss the option of a service rate per property with a septic tank prior to a report being presented to Council.

Last Updated - 12/10/2018

11.3.7 Greendale Reserves Committee of Management – Draft Egans Reserve Master Plan

Introduction

Author: Ian Waugh
General Manager: Danny Colgan

The purpose of this report is to recommend that Council endorse the draft Egans Reserve Master Plan for the purposes of public exhibition for a period of four (4) weeks.

Background

The preparation of the draft Egans Reserve Master Plan (draft plan) has been developed by the Greendale Reserves Committee of Management (The Committee) and submitted to Council for consideration. Egans Reserve is on Council owned land on the corner of the Ballan-Greendale Road and Bradys Lane in Greendale and is one of the five (5) designated reserves in the Greendale and Dales Creek area, for which the Greendale Reserves Section 86 Committee of Management assumes responsibility. It is the only developed public reserve in the Greendale/Dales Creek area and is in a highly visible and prominent position in the township, however it does not have a current master plan in place.

The draft plan aims to provide a strategic basis to guide future planning and development of the public park over the next five (5) years. The priorities outlined within the master plan have been identified to ensure that the reserve continues to meet the needs of the Greendale community in the future and follows initial community consultation conducted by the Committee to assist in developing the document.

The reserve is utilised as a central meeting place for the community which includes facilities such as:

- Rotunda
- BBQ Facilities
- Children's playground
- Tennis/Netball/Basketball Court
- Football/cricket oval
- Toilet block
- Fitness circuit/walking track

The reserve does not have a user group which regularly uses the facility, however the reserve is utilised by a wide variety of users for passive recreation purposes and for events such as markets, parties, weddings, social club fun days and music festivals.

The local community has contributed significantly to the provision of these public facilities through fundraising, in-kind contributions and grants received from Council and Melbourne Water over time.

Key themes and directions identified within the draft plan include:

Improve/replace existing structures and facilities

- Feasibility study into the viability of a community centre/bushfire shelter including consideration of:
 - Public toilet block needing replacing to cater for growing use of the reserve;
 - Secure storage facility;
- Water reticulation system for the oval and garden beds;
- Basketball/tennis court facilities upgrade;
- Cricket pitch completion;
- Additional exercise equipment to complete the exercise circuit;
- Notice board relocation;

Vehicle and Pedestrian Management

- Investigation of dedicated formal parking areas around the reserve.

Increased passive recreation opportunities

- A new shaded area with an electric BBQ and seating;
- Shading over children's playground area;
- Complete fitness circuit;

Whilst the Committee of Management have conducted community consultation regarding the development of the reserve, this was completed in 2016 and received limited responses. As such, in accordance with Council's Community Engagement Framework, it is recommended that the draft master plan be placed on public exhibition for a period of four (4) weeks to ensure that the community has another opportunity to consider the recommendations to ensure they are current and to provide the opportunity for any new residents to provide feedback.

The feedback from this public exhibition period will then help inform the final master plan which will be refined in partnership with the Committee of Management and presented for Council endorsement.

It is proposed that the Egan's Reserve Master Plan, once endorsed, will then be referred to upcoming Council strategic documents including the Greendale Township Improvement Plan and the Open Space Framework to assist and inform them. This will ensure that the future of the reserve, and any community infrastructure proposed to be developed on it, will be considered in the planning context for the broader catchment area.

Proposal

It is proposed that the Council endorse the draft Egans Reserve Master Plan for the purposes of public exhibition for a period of four weeks.

Following the exhibition period and consideration of feedback, the final master plan will then be presented to Council in February 2019 for endorsement.

The draft Egans Reserve Master Plan is contained in **Attachment 11.3.7**.

Policy Implications

The 2017– 2021 Council Plan provides as follows:

Strategic Objective 2 Minimising Environmental Impact

Context 2a Built Environment

Actions Prepare and revise a rolling cycle of Reserve Master Plans

The proposed draft *Egans Reserve Master Plan* is consistent with the 2017-2021 Council Plan.

Financial Implications

The draft master plan has identified a range of priorities for development at the reserve over the next five years. These priorities will require the need for financial investment in infrastructure at the reserve, however it is noted that several priorities identified are relatively low cost items which may be able to be progressively implemented in partnership between the Committee of Management and Council. The proposed improvements have cost estimates provided against each priority item which will be required to be refined prior to delivery. Multiple priorities identified could be addressed as part of the feasibility study into the viability of the proposed community centre/bushfire shelter at the reserve which will align with the upcoming Township Improvement Plan.

A strategic approach towards project funding will be required in partnership with the Greendale Reserve Committee of Management who have driven this planning process on behalf of the community. The priority projects will need to be considered in Council's Strategic Financial Plan, Capital Improvement Program and operational plans as part of discussions with the Committee around their own fundraising initiatives and project delivery methods. This will also allow for external grant funding programs and opportunities to be identified and applications prepared to help plan and deliver projects.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	As the main developed reserve in the township, it needs to be ensured that the site infrastructure is planned to meet the needs of the community to provide access to recreation opportunities	Medium	Council to endorse a master plan for the reserve with priorities outlined that provide strategic direction to meet the communities long term needs for the reserve. Council to assist in investigating the feasibility of the community centre/bushfire shelter as part of the Greendale Township Improvement Plan.
Financial	Funding required to implement any of the infrastructure priorities outlined within the master plan	Medium	Council to partner with the Committee of Management to outline which priority items identified are within the capabilities

			of the CoM to fund and deliver and which items require Council financial resources (Capital Improvement Program or operational budgets) to deliver and/or require planning expertise and support (community centre/bushfire shelter feasibility).
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Communications and Consultation Strategy

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

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Community members	Committee of Management placed the initial draft master plan out for public comment in 2016	One (1) submission was received
Collaborate	Reserve Committee of Management	Committee of Management provided the initial draft master plan to Council for review and comment	Input has been provided by Council officers on the draft master plan which has since been refined ready for public exhibition
Consult	Council service units	Council staff workshop held to provide feedback to the Committee of Management	Feedback from various service units compiled and provided to the Committee of Management and further work completed to refine the draft master plan

The draft master plan will be placed on public exhibition for four (4) weeks. The exhibition of the draft plan will involve:

- The Have Your Say website, Council's on-line engagement portal;
- Promotion to the community via Council's various communication channels including through the local newspapers, social media, email groups and website;
- Promotion to the community via the Greendale Reserves Committee of Management and their local communication channels including websites, social media and local community networks;

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Conclusion

The draft Egans Reserve Master Plan will provide a framework and strategic approach for the future provision, development and usage of the reserve to meet the long term needs of the community. The draft plan has been developed by the Greendale Reserves Committee of Management and is proposed to go on public exhibition for a four week period. The feedback received from the exhibition period will inform the final draft master plan which will go back to Council for adoption.

Recommendation:

That Council:

- 1. Endorses the draft Egans Reserve Master Plan 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 of the Egans Reserve Master Plan.**

Report Authorisation

Authorised by:


Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Thursday, 25 October 2018

Attachment - Item 11.3.7

Egans Reserve Greendale

DRAFT MASTER PLAN 2018-2023



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DRAFT

EXECUTIVE SUMMARY

The Egans Reserve Master Plan has been developed by the Greendale Reserves Committee of Management with support from the Moorabool Shire Council and the local Greendale community. The Master Plan aims to provide a strategic basis to guide future planning and development of the public park over the next 3-5 years.

Egans Reserve is one of five (5) designated reserves in the Greendale and Dales Creek area which the Greendale Reserves Committee of Management assumes responsibility for. Over recent years the Greendale community has enthusiastically contributed towards developing Egans Reserve through participating in fundraising activities and volunteering their tools/equipment and manpower during working bees. The Committee has also received considerable grants from the Moorabool Shire Council and Melbourne Water. This cooperation has resulted in Egans Reserve having great public facilities such as:

- Rotunda
- BBQ facilities
- children's playground
- tennis /netball/basketball court
- football/cricket oval (with goal posts and cricket pitch)
- toilet block
- fitness circuit / walking track

Currently the Reserve does not have a user group which regularly uses the facility. Instead, it is frequented by a range of users for different purposes. It provides a great meeting place for family and friends, especially children. Its facilities have been used for a variety of events including weddings and parties, markets, drive-in theatre, social club fun days, miniature horse clubs and blue grass music festival. The reserve is also a designated Neighbourhood Safe Place (NSP).

To ensure the Reserve can continue to meet the needs and expectations of the Greendale community and other visitors, a number of projects need to be completed. The Committee has conducted community consultations to identify and prioritize projects which will ensure Egans Reserve continues to improve on current facilities ensuring the reserve is appropriate to meet these needs now and into the future.

The Master Plan is a key resource tool to support the Greendale Reserves Committee of Management to manage and develop the Reserve into the future and act as a key resource tool to assist in the identification of funding sources to support development.

Key Directions identified for the Development of Egans Reserve:

1) Improve/replace existing structures and facilities

- i. Feasibility study into the viability of a Community Centre which considers the following:
 - a. Public toilets to replace existing block
 - b. Secure storage area
 - c. Design considerations related to the reserve being a designated Neighbourhood Safe Place
 - d. Environmentally Sustainable Design (ESD) Principles
 - e. BBQ and shelter facilities
 - f. Water storage including location of CFA tanks
- ii. A water reticulation system for the oval and garden beds to assist in fire prevention
- iii. Basketball/Tennis Court facilities upgrade including line marking, new rings and landscaping and drainage
- iv. Solar panels and battery storage for the existing rotunda
- v. Additional exercise equipment to complete the exercise circuit
- vi. Notice board relocation

2) Vehicle and Pedestrian Management

- i. Review of existing parking arrangements around the reserve, and investigation of dedicated formal parking areas

3) Increased passive recreation opportunities

- i. Shading over children's playground area
- ii. Complete fitness circuit

INTRODUCTION AND BACKGROUND

1.1. INTRODUCTION

The Egans Reserve, Greendale Master Plan has been developed to strategically guide future development at the Reserve consistent with existing infrastructures. The reserve does not have a user group which regularly uses the facility, however the reserve is utilised by a wide variety of users and visitors for passive recreation purposes, and for events such as markets, parties, weddings, social club fun days and music festivals.

1.2 PURPOSE OF THE PROJECT

To develop the Master Plan for the Greendale Reserves Committee of Management to guide planning and decision-making in relation to the future management, development and use of the Reserve over the next 3-5 years. The Master Plan is an important resource for the support of Egans Reserve and through which the Committee can manage and develop the Reserve in the future to source funding opportunities.

1.3 PROJECT OBJECTIVES & SCOPE

The project objective is to provide a clear, comprehensive and logical plan for the future development of all community facilities (active and passive) provided at Egans Reserve including capital improvement requirements and opportunities.

The scope of the project includes:

- Incorporate the views of the community gathered through consultation undertaken.
- Review the site to identify potential opportunities and constraints.
- To develop concept plan options, based upon objective data analysis and consultation, identifying the potential future use of the site.
- To identify and assess the capacity of the site to meet the identified recreation and sporting facility needs, now and into the near future.
- To develop a Master Plan for the reserve for which implementation is achievable with recommended developments.

1.4 PROJECT METHODOLOGY

Preparation of the Master Plan has been supported by the following project methodology tasks detailed below:

- Project Clarification
- Community Engagement
- Detailed site assessment

- Draft Master Plan
- Community feedback to Draft Master Plan
- Final Master Plan and Report

1.5 STUDY AREA

Egans Reserve is owned by the Moorabool Shire Council and managed by the Greendale Reserves Committee of Management. The Reserve is located on the corner of the Ballan-Greendale Road and Bradys Lane in Greendale. It is in a prominent position and highly visible to traffic traveling to or through the township of Greendale.

1.5.1. Current Reserve Components and Facilities

The following provides a summary of existing infrastructure at the Egans Reserve

2 x Asphalt Tennis Courts (also netball and basketball rings and backboards)	Rotunda
2 x Playground, plus sandpit	Barbeque
Outdoor Toilet Block	Football/Cricket Oval
Fitness circuit	Sensory Garden
Walking trail	

1.6 PROJECTED NEED

Egans Reserve is the only developed public reserve in the Greendale/Dales Creek area. In recent years there has been a marked increase in the use of the Reserve.

Greendale is continuing to grow as a population centre and tourist attraction. This has resulted in the increased popularity of the Reserve and the types of users frequenting it facilities.

It has proven to be a well-regarded location for a wide range of events. The Reserve has hosted music festivals, special interest group gatherings, markets, birthday parties, wedding ceremonies, and even drive-in movie nights to name a few. The CFA also uses the Reserve for brigade training activities and community awareness programs. These events have proven to be quite successful, well attended and received.

Similar events will continue to be hosted at the Reserve, however current infrastructure is limited as to how many people can comfortably and safely attend these events.

MARKET RESEARCH & CONSULTATION

2.1 INTRODUCTION

A summary of the consultation methods undertaken included the following:

- Demographic analysis
- User group survey
- Greendale Reserves Committee of Management workshops

2.2 DEMOGRAPHIC REVIEW

The following section summarises the key population and demographic characteristics and trends likely to impact future participation in sport and recreation in the area and public open space requirements. The population and demographic profiles are based on the 2016 ABS Census data.

Age Profile

In the 2016 Census, there were approximately 1,000 people living in Greendale, Dales Creek and the closely surrounding area, an increase of approximately 55 people since the 2011 Census. Of the 1,000 residents 52% were male and 48% were female.

The median age of people in Greendale/Dales Creek is around 42 years. There were approximately 200 Children aged 0-14 years representing one fifth of the population. Moreover, there were 415 people aged 45-74 representing 42% of the population.

2.3 COMMUNITY CONSULTATION

The Greendale Reserves Committee of Management, and community members, were consulted in 2016 to determine current usage patterns and priority infrastructure needs. Consultation undertaken included:

- Completion of a survey seeking feedback for proposed improvements
- Committee of Management Master Plan workshop(s)

Key proposals of the consultation process include:

1. Upgrade of basketball rings and line marking to support same.
2. Vehicle Management and parking facilities
3. Additional BBQ facilities and seating
4. New toilet block and storage facility
5. Completion of Fitness Circuit
6. Replace Fencing and gate

7. Upgrade to existing Playground and glazing for the rotunda, including a shaded area over the children's' playground.
8. Cricket pitch needs to be properly line marked and repaired
9. Installation of oval and garden water reticulation system
10. Installation of a fire shelter
11. Construction of Community Centre –
 - a. Stage 1: Feasibility study into the viability of a Community Centre on the boundary of the reserve to cater for local groups in a formal or informal capacity. Conduct public consultation to establish need of the community, user groups etc. to work out capacity and facilities.
 - b. Stage 2: Seek quotes etc
 - c. Stage 3: Seek funding and choose builder etc

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OPPORTUNITIES AND CONSTRAINTS

3.1 INTRODUCTION

The following provides a summary of the opportunities and constraints identified for the ongoing redevelopment of Egans Reserve.

3.2 OPPORTUNITIES

Improve/replace existing structures and facilities

1. Feasibility study into the viability of a Community Centre which considers the following:
 - a. Public toilets to replace existing block
 - b. Secure storage area
 - c. Design considerations related to the reserve being a designated Neighbourhood Safe Place
 - d. Environmentally Sustainable Design (ESD) Principles
 - e. BBQ and shelter facilities
 - f. Water storage including location of CFA tanks
2. A water reticulation system for the oval and garden beds to assist in fire prevention
3. Basketball/Tennis Court facilities upgrade including line marking, new rings and landscaping and drainage
4. Solar panels and battery storage for the existing rotunda
5. Additional exercise equipment to complete the exercise circuit
6. Notice board relocation

Vehicle and Pedestrian Management

1. Review of existing parking arrangements around the reserve, and investigation of dedicated formal parking areas

Increased passive recreation opportunities

1. Shading over children's playground area
2. Complete fitness circuit

3.3 CONSTRAINTS

- Ongoing funding opportunities and support from the Shire
- Community involvement for in kind contributions
- Potential introduction of certain user groups may alter community perceptions about whether the Reserve's facilities should be passive or active.

- Competing community priorities within the Shire
- Environmental, bushfire and cultural heritage impacts, particularly relating to the proximity of Dales Creek and Wombat State Forest.

KEY RECOMMENDATIONS

5.1 INTRODUCTION

The vision for the Egans Reserve is to continue being a community hub for the township of Greendale (incorporating Dales Creek). With the provision of active and passive recreation opportunities and improved infrastructure, the Reserve can cater for a variety of sporting events and the growing community groups that will utilise the facility as the town develops.

5.2 DRAFT MASTER PLAN DESIGN

The following outlines the key elements of the recommended draft Master Plan. The recommendations will ensure the provision of active and passive recreation infrastructure.

1. Improve/replace existing structures and facilities

- i. Feasibility study into the viability of a Community Centre. Properly designed and constructed to consider community and fire safety needs, this will provide a meeting place for both formal and informal groups, servicing the community's needs well into the future. Community Centre feasibility to consider the following:
 - a. Public toilets to replace existing block: The current toilet block, which comprises of one men's, one women's and one disabled toilet, is considered no longer adequate to meet current and expected usage especially when considering larger events
 - b. Secure storage area: A secure storage facility needs to be incorporated in the design of this or a future structure to store items of community equipment that are currently stored at the homes of Committee members
 - c. Design considerations related to the reserve being a designated Neighbourhood Safe Place
 - d. Environmentally Sustainable Design (ESD) Principles
 - e. BBQ and shelter facilities
 - f. Water storage including location of CFA tanks

- ii. A water reticulation system for the oval and garden beds to assist in fire prevention: Currently a bore and pump have been installed which pumps water into a storage tank but there are no reticulation facilities to water the oval and garden beds
- iii. Basketball/Tennis Court facilities upgrade including line marking, new rings and landscaping and drainage
- iv. Solar panels and battery storage for the existing rotunda
- v. Additional exercise equipment to complete the exercise circuit
- vi. Notice board relocation

2 Vehicle and Pedestrian Management

- i. Review of existing parking arrangements around the reserve, and investigation of dedicated formal parking areas. Formalised parking areas are required to manage a predicted increasing level of use.

There are no dedicated formal parking areas around the reserve. This will need to be considered in the context of a proposed new community centre as well as access points to and from the reserve. The parking assessment should consider access/egress to private properties on Bradys Lane.

Current uses include school buses which park in front of the main gate on Bradys Lane in close proximity to the existing bus shelter during the school days. These buses obstruct the main entrance to the reserve and detract from the overall vista of the reserve. There are also safety issues as pedestrians exiting from the main gate of the reserve have to go between parked buses and may not see oncoming traffic. There has also been an increase in usage of the parking space by recreational trail bike ride's utilising the reserve as a meeting point prior to accessing the Wombat State Forest.

3) Increased passive recreation opportunities

- i. Shading over children's playground area: Children using the playground facilities need to be protected from the elements, particularly from the harsh summer sun. In this respect, shading over the playground area is considered necessary. A new shaded area with an electric BBQ and seating separate from the existing rotunda is necessary to cater for the increased popularity of the park during the warmer months. This should be considered in the feasibility study for a community centre.
- ii. Complete fitness circuit: It is noted that a section of the walking path circuit transitions from granitic sand to a blue metal material serving as an access road to the existing CFA tanks located near the western boundary of the reserve. The location of these water tanks, the need for this access road and the completion of a full granitic sand walking circuit within the reserve should be

considered in the context of the feasibility study into a community centre onsite as this will influence this associated site infrastructure.

The Reserve caters for passive range of recreational users. Infrastructure is required to support and facilitate the increased usage of the Reserve.

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Table of Works

Recommendation	Priority	Cost (approx.)	Lead	Partner
Community Centre feasibility study and preliminary concept design incorporating public toilet facilities, storage, BBQ and shelter and ESD principles	High	\$50,000	MSC	CoM
Water reticulation system to assist with fire prevention and watering of garden beds	High	\$50,000	CoM	MSC
Solar panels and battery storage located on existing rotunda	High	\$5,000	CoM	MSC
Tennis/Basketball court works including line marking, new basketball rings, landscaping and drainage	Medium	\$5,000	CoM	MSC
Review and plan improved vehicle parking facilities and pedestrian access	Medium	\$10,000	MSC	CoM
Extra outdoor exercise equipment	Medium	\$2,000	CoM	MSC
Re-laying and marking of cricket pitch (subject to need)	Low	\$1,000	CoM	MSC
Installation of shade structure over playground	Medium	\$15,000	CoM	MSC

- All projects listed require the development of a business case which includes investigating cost estimates.

➤ Appendix A

Egans Reserve Existing Layout

Egans Reserve, Greendale -
Existing conditions map



Appendix B

Community Consultation Results

Representatives from the community and Committee of Management were consulted in 2016 for the development of the Egans Reserve Master Plan. The analysis of their feedback is detailed below:

In general the community is happy with the facilities the reserve currently offers as an informal gathering place, although there is a strong consensus that the reserve does not provide any encouragement for more formal pursuits such as a sporting club or other type of user group. Nor in times of unpleasant weather does the facility provide cover and warmth.

Respondents indicated that they would both drive and walk to the reserve, demonstrating a requirement for more formalised parking as well as safe footpath access.

Respondents supported the proposals for the reserve detailed in the body of this master plan on the basis of the following key benefits:

- provision of alternative recreational options,
- supporting healthy lifestyles within the community,
- contributing towards a more vibrant community,
- providing a refuge in times of natural environmental concerns, i.e. bushfire.

Photos of Reserve













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11.3.8 Community Grants Program Round 2, 2018

Author: Ian Waugh
General Manager: Danny Colgan

Background

The purpose of this report is to present Council with an assessment of applications received for the 2018 Round 2 Community Grants, which total \$270,400 per annum. Round 2 of the Community Grants Program opened on August 1 and closed on September 7 2018 (extended deadline). The submission deadline was extended due to technical issues with the Community Grants submission portal.

At the Ordinary Meeting of Council held on Wednesday 4 October 2017, the Council adopted a revised Community Grants Policy incorporating the Community Development Fund, introducing a Sustainability and Environmental Engagement funding stream, a funding round change from February to March and funding round title changes. This is the second round of community grants under the new adopted policy.

At the Ordinary Meeting of the Council held on Wednesday 6 June 2018, the Council resolved: "That the balances of the Development Works Reserve excluding the Industrial Estate component be transferred to the next round of the Community Grants (Development stream) Fund process". An additional \$113,226 was allocated to the Community Development Fund resulting in a total of \$213,226 for this stream.

The total funding amount for the 2018/2019 Community Grants Program is \$484,431 with the allocation of \$354,028 for Round 2 Community Grants Program as detailed in the table below.

Community Grants Funding – 2018/19

Income Stream	2018/19 Annual Allocated Amount	Round 2* Allocation (August)	Explanation for Round 2* (August) Amounts
Community Development Fund	\$100,000	\$100,000	As per policy. Allocated to Round 2
Community Strengthening Grants	\$120,000	\$60,000	As per policy. Total amount split over 2 rounds
Community Arts and Culture Grants	\$20,000	\$10,000	As per policy. Total amount split over 2 rounds
Community Events Grants	\$20,000	\$10,000	As per policy. Total amount split over 2 rounds
Sustainability and Environmental Engagement Grants	\$10,400	\$10,400	As per policy. Allocated to Round 2
Carry over funds from 2017/18	\$100,805	\$50,402	Total amount split over 2 rounds
Reserve Funds	\$113,226	\$113,226	Funds have been added to Community Development Fund, which is allocated to Round 2 as per policy.
Totals	\$484,431	\$354,028	\$191,903 allocated to Round 1* (2019)

*Grant round number is based on calendar year not financial year

More information regarding the funding streams are detailed in Council's *Community Grants Policy*.

Policy Assessment Criteria:

- Project Description and why the applicant wants to do the project – 10%
- What will this project achieve? – 20%
- Why is this project needed in your community? – 20%
- Who will be involved in the project? 15%
- How will you carry out your project? (including risk management) – 15%
- Project budget and explanation of how the group arrived at the costs? 20%

Each criterion is assessed out of 10 and weighted according to the criteria percentage. The maximum possible score for any application is 100.

Number of applications and amount requested

In total, 28 applications were received across the five program categories: Community Strengthening Grants (14), Community Events Grants (6), Arts and Culture Grants (3), Development Fund Grant (4) and Sustainability and Environmental Engagement Grant (1). A total of \$254,852 was requested with \$354,028 available.

Category	Applications Received	Amount Requested	Amount Recommended	Amount Available
Community Strengthening Grant	14	\$36,365	\$23,850	\$60,000
Community Events Grant	6	\$19,000	\$4,000	\$10,000
Community Arts and Culture Grant	3	\$7,600	\$7,600	\$10,000
Community Development Fund Grant	4	\$188,887	\$138,887	\$213,226
Sustainability and Environmental Engagement Grant	1	\$3,000	\$3,000	\$10,400
2017/18 Carry over				\$50,402
Total	28	\$254,852	\$177,337	\$354,028

Assessment

Assessment of applications was conducted by a panel of council officers and ranked according to the extent to which the application addressed Council's policy assessment criteria. Groups demonstrating a score of 70 or above may be provided with funding if Council so determine.

Proposal

Based on the assessment process and funding criteria, it is proposed that the Council allocates grants for the *2018 Round 2* of Community Grants as follows

Community Arts and Culture Grants

Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
'WinterKnits' Group	'WinterKnit' will see trader's veranda poles, large established trees and other appropriate items covered in colourful knitting in the Main Street to showcase yarn art in Ballan.	\$3,000	75.94
Gordon Community Fair	To establish an arts showcase for the Gordon Community Fair.	\$3,000	72.75
Bacchus Marsh & Melton District Community Theatre Incorporated	To purchase a portable stage.	\$1,600	70.68
		\$7,600	

Community Strengthening Grants

Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
Moorabool Catchment Landcare Group	To organise a workshop on cultural indigenous heritage, cultural land management and how to protect any sensitive sites.	\$4,300	84.55
Darley Neighbourhood House and Learning Centre	To upgrade facilities and equipment.	\$3,000	82.25
Conservation Volunteers Australia	To provide signage for nature walks.	\$4,800	80.08
Bacchus Marsh Netball Association	To provide equipment and coaching accreditation for a netball squad.	\$1,000	79.43
Ballan Tennis Club	To provide a coaching program for the junior tennis club.	\$3,060	78.25
Elaine Mechanics Institute Committee of Management	To purchase a generator and install external power points.	\$5,000	75.58
Bacchus March Friendship Quilters Inc.	To purchase materials to make patchwork quilts for local charities.	\$950	74.33
Ballan Brumbies Basketball Club	To install three practice backboards at the Ballan Gymnasium.	\$840	74.23
Moorabool Makers (Charity Craft Group)	To make garments and rugs for vulnerable people.	\$900	71.08
Totals		\$23,850	

Not Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
Elaine Cricket Club Inc.	To purchase uniforms for the cricket club.	\$1,000	67.63
Elaine Tennis Club Inc.	To purchase new shirts and skirts for the junior tennis players.	\$978	65.70
Clarendon Recreation Reserve	To purchase new equipment for the hall.	\$4,807	62.20
Ballan Bowling Club	To purchase new uniforms for the bowling club.	\$5,000	61.75
Bacchus Marsh Little Athletics Centre	To purchase a small high jump mat.	\$1,000	59.38

Community Events Grants

Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
Bacchus Marsh Little Athletics Centre	To celebrate the Bacchus Marsh Little Athletics Centre's 50th season.	\$3,000	79.20
Run Ballan	To install permanent signage to create community awareness of our event.	\$1,000	71.03
Totals		\$4,000	

Not Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
Djerriwarrh Health Services	To raise funds for medical equipment.	\$3,000	66.70

Community Development Fund Grants

Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
Bacchus Marsh Harness Racing Club	To redevelop the Harness Racing Track to an industry standard 900 metre track with cambered turns and transitions.	100,000	80.93
Elaine Mechanics Institute Hall	To replace floor and cladding at the Elaine Town Hall.	\$25,000	80.50
Mount Wallace Hall and Reserve	To provide playground fencing and lighting upgrade at Mount Wallace Hall.	\$13,887	75.03
Totals		\$138,887	

Not Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
Australian Working Dog Rescue LTD	To finish upgrading stockyards for dog training.	\$50,000	58.98

Sustainability and Environmental Engagement Grants

Recommended:

Group Name	Project Description	Community Grant Requested	Policy Score
Dunnstown Cricket Club	To replace internal fluorescent lighting at the Dunnstown Community Centre with more environmentally friendly LED lighting.	\$3,000	80.98
Totals		\$3,000	

Ineligible Grant Applications:

Group Name	Stream	Project Description	Community Grant Requested	Rationale
Monster Mash	Community Events	To provide a Halloween event for youth	\$3,000	Incomplete
BM Aquatic Community Consortium	Community Events	To raise funds for indoor aquatic centre	\$3,000	Incomplete
Webb Events Group & B3 Community	Community Events	To provide a Christmas festival with carols	\$3,000	This event was granted a permit through Economic Development. The event was changed from a festival and carols to a movie night on the village green.

Policy Implications

The 2017 - 2021 Council Plan provides as follows:

Strategic objective 4 **Improving social outcomes**

Context 4b Community connectedness and capacity

Actions Community Development and Volunteer Strategies
Develop and deliver a community group capacity building and sustainability program

The proposed allocation of grants under the 2018 Round 2 Community Grants Program is consistent with the 2017-2021 Council Plan.

Financial Implications

Consistent with the Community Grants Policy and 2018/19 budget allocation, a total of \$354,028 is available for allocation in *Round 2 Community Grants Program*.

The total grant funding being recommended for allocation this round is \$177,337.

Risk & Occupational Health & Safety Issues

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

Community Engagement Strategy:

Level of Engagement	Stakeholder	Activities	Location	Outcome
Consult	Unsuccessful former applicants	<ul style="list-style-type: none"> • Direct phone calls • Direct emails • Face to face meetings 		MSC provided guidance and advice. Former applicants resubmitted improved grants
Consult	Community Groups	<ul style="list-style-type: none"> • Meetings with applicant groups • Community Grant Writing Workshop • Direct email to Moorabool community/not for profit groups 	Various	MSC provided guidance and advice. Applicants supported to submit applications
	Moorabool residents	<ul style="list-style-type: none"> • Flyers in library books and displayed through the Moorabool libraries 	Various	Broader community reach and awareness of the Community Grants Program. Steer people to the website, which contains all required information to plan for as well as make their application.

Level of Engagement	Stakeholder	Activities	Location	Outcome
		<ul style="list-style-type: none"> • Promotional Flyers displayed on all noticeboards throughout shire 	<ul style="list-style-type: none"> • Darley Early Years Hub • Community Noticeboards: <ul style="list-style-type: none"> ➢ Mt Egerton ➢ Gordon ➢ Lal Lal ➢ Bungaree ➢ Blackwood ➢ Yendon ➢ Greendale ➢ Dunnstown ➢ Wallace • Local Businesses: <ul style="list-style-type: none"> ➢ Main St BM ➢ Darley ➢ Supermarkets BM and Ballan • Darley Neighbourhood House • Ballan & District Community House • BM Leisure Centre • Visitors Centre 	
		<ul style="list-style-type: none"> • Promotional posts on MSC Facebook pages • Promotional and informative posts on MSC website • Community Facebook Page 	<ul style="list-style-type: none"> • Website events page • Website community page • Corporate Facebook page • Leisure Centre Facebook page • Youth Facebook Page 	<p>Broader community reach and awareness of the Community Grants Program.</p> <p>Steer people to the website, which contains all required information to plan for as well as make their application.</p>

Level of Engagement	Stakeholder	Activities	Location	Outcome
		<ul style="list-style-type: none"> • Promotional articles published in the following MSC publications 	<ul style="list-style-type: none"> • Moorabool Matters • Moorabool News - What's on Section • AACA Newsletter • Library Newsletter • Enews - Economic Development • Internal Newsletters 	Broader community reach and awareness of the Community Grants Program. Steer people to the website, which contains all required information to plan for as well as make their application.
	Rural/ Isolated Moorabool residents	Promotional visits to isolated and rural areas, accompanying the Moorabool Shire Library Van to library van stops	<ul style="list-style-type: none"> • Gordon • Elaine • Ballan • Bungaree • Mount Egerton • Dunnstown • Lal Lal • Blackwood 	Broader community reach and awareness of the Community Grants Program. Steer people to the website, which contains all required information to plan for as well as make their application.

By engaging the community through various channels there has been a considerable increase in activity on the Community Grants Program website page. In comparison to Round 2 Community Grants Program 2017, page views for Round 2 Community Grants Program 2018 has increased by 41.05% while individual users accessing the Community Grants Program website page has increased by 32.68%.

Communications and Consultation Strategy

Applicants for the *2018 Round 2* of Community Grants program have been advised that they will be notified of the outcomes of their grant applications in November 2018.

Community Development and Recreation Officers will formally notify groups of the outcome of their applications and provide opportunity for feedback to unsuccessful applicant groups.

Feedback will include:

- Advice to applicant groups of the relative strengths and areas for improvement in their application.
- Options for alternative funding (if applicable).
- Supporting a group to amend and re-lodge their application in the next appropriate round of the Community Grants program.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Conclusion

Applications received under the *2018 Round 2* of Community Grants are reflective of the diverse range of activities that community groups are engaged in and the areas in need of financial support from Council. In total, 28 applications were received across the five program categories: Community Strengthening Grants (14), Community Events Grants (6), Arts and Culture Grants (3), Development Fund Grant (4) and Sustainability and Environmental Engagement Grant (1).

Recommendation:

1. That Council allocates the following grants in the Community Arts and Culture Grant category:

Organisation Name	Project name	Amount
'WinterKnits' Group	Festival of WinterKnits	\$3,000
Gordon Community Fair	Arts Showcase	\$3,000
Bacchus Marsh & Melton District Community Theatre Incorporated	Moonlite Theatre	\$1,600
	Total	\$7,600

2. That Council allocates the following grants in the Community Strengthening Grant category:

Organisation Name	Project name	Amount
Moorabool Catchment Landcare Group	Cultural Indigenous Heritage Workshop and Educational awareness activities	\$4,300
Darley Neighbourhood House and Learning Centre	Attractive Versatile Learning Spaces at DNH	\$3,000
Conservation Volunteers Australia	James Whyte Island Reserve Walking Track	\$4,800
Bacchus Marsh Netball Association	Junior Development Program	\$1,000
Ballan Tennis Club	Junior Coaching Program	\$3,060
Elaine Mechanics Institute Committee of Management	Community Engagement	\$5,000
Bacchus March Friendship Quilters Inc.	Charity Quilts	\$950
Ballan Brumbies Basketball Club	Practice backboards	\$840
	Total	\$23,850

3. That Council allocates the following grants in the Community Events Grant category:

Organisation Name	Project name	Amount
Bacchus Marsh Little Athletics Centre	50th Celebrations	\$3,000
Run Ballan	Run Ballan Signage	\$1,000
	Total	\$4,000

4. That Council allocates the following grants in the Community Development Fund Grant category:

Organisation Name	Project name	Amount
Bacchus Marsh Harness Racing Club	Harness Racing Track Redevelopment	100,000
Elaine Mechanics Institute Hall	Floorboard and external cladding	\$25,000
Mount Wallace Hall and Reserve	Power and Fencing Project	\$13,887
	Total	\$138,887

5. That Council allocates the following grants in the Sustainability and Environmental Engagement Grant category:

Organisation Name	Project name	Amount
Dunnstown Cricket Club	Hall lights	\$3,000.00
	Total	\$3,000.00

- 6. That all applicants be notified in writing of the outcome of their application.**
- 7. That Council Staff provide feedback to unsuccessful groups and provide suggestions for alternative funding (if applicable) or how the group may choose to improve and re-develop their application for submission to the next appropriate round of the Community Grants program.**

Report Authorisation

Authorised by:

Name: Danny Colgan 
Title: General Manager Social & Organisational Development
Date: Tuesday, 30 October 2018

11.3.9 Instrument of Appointment and Authorisation of Council Officers under Section 147(4) of the Planning and Environment Act 1987

Introduction

Author: Renee Hodgson
General Manager: Danny Colgan

Under section 147(4) of the *Planning and Environment Act 1987* (the Act), Council must appoint authorised officers for the purposes and regulations made under the Act.

Background

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

Proposal

In order to comply with the *Planning and Environment Act 1987* and the *Local Government Act 1989*, an Instrument of Appointment and Authorisation is now presented to the Council, as **Attachment 11.3.9**, requesting that the officers named in that Instrument be hereby appointed for the purposes of section 147(4) of the *Planning and Environment Act 1987* and the regulations made under that Act and section 232 of the *Local Government Act 1989* for the purpose generally to institute proceedings for offences against the Acts and regulations described in the instrument.

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

Departure of Andrew Goodsell	Manager Strategic Planning and Development
Departure of Geoff Alexander	Strategic Planner
Commencement of Simon Glenister	Contract Statutory Planning Enforcement Officer/ Community Safety Officer

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing good governance and leadership

Context 1C: Our business and systems

The preparation of this Instrument of Appointment and Authorisation of Council Officers under section 147(4) of the *Planning and Environment Act 1987* is consistent with the 2017 - 2021 Council Plan.

Financial Implications

No financial implications to Council.

Risk & Occupational Health & Safety Issues

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Renee Hodgson

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

Conclusion

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

Recommendation:

That Council approves, under the common seal of Council, the attached Instrument of Appointment and Authorisation of Council officers under section 147(4) of the *Planning and Environment Act 1987*.

Report Authorisation

Authorised by:



Name:

Danny Colgan

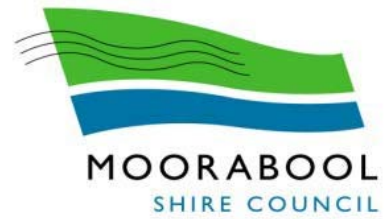
Title:

General Manager Social and Organisational Development

Date:

Friday, 26 October 2018

Attachment - Item 11.3.9



Moorabool Shire Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

November 2018

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

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

Officer	Position	Position Abbreviation
Allan Leslie May	Environmental Health Technical Officer	[EHTO]
Andy Gaze	Coordinator Community Health and Safety	[CCHS]
Bronwyn Southee	Coordinator Statutory Planning.	[CSP]
Debbie Anne Frappa	Statutory Planning Enforcement Officer	[SPEO]
Faye Laskaris	Senior Environmental Health Officer	[SEHO]
Glenn Burns	Senior Community Safety Officer	[SCSO]
Julie Menzies	Senior Environmental Health Officer	[SEHO]
Justin Horne	Coordinator Environmental Planning	[CEP]
Lisa Handley	Community Safety Officer	[CSO]
Mark Lovell	Senior Statutory Planner	[SSP]
Robert Fillisch	Manager Statutory Planning & Community Safety	[MSPCS]
Rod Davison	Senior Strategic Planning Officer	[SSTPO]
Samuel Duff	Statutory Planner	[SP]
Sara Douglas	Community Safety Officer	[CSO]
Sarah Kernohan	Coordinator Strategic Planning	[CSTP]
Satwinder Sandhu	General Manager Growth and Development	[GMGD]
Shannon Walsh	Community Safety Officer	[CSO]
Simon Glenister	Statutory Planning Enforcement Officer	[SPEO]
Thomas Tonkin	Statutory Planner	[SP]
Vanessa Osborn	Statutory Planning Project Officer	[SPPO]
Victoria Mack	Statutory Planner	[SP]

By this instrument of appointment and authorisation Moorabool Shire Council –

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

It is declared that this instrument –

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

This instrument is authorised by a resolution of the Moorabool Shire Council on Wednesday 7 November 2018.

The **COMMON SEAL** of the
MOORABOOL SHIRE COUNCIL
was affixed this Wednesday 7 November 2018
in the presence of –

.....Mayor

11.4 INFRASTRUCTURE

11.4.1 Capital Improvement Program Quarterly Report – September 2018

Introduction

Author: Ewen Nevett
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 2018/2019 Capital Improvement Program to 30 September 2018.

Implementation of the 2018/2019 Capital Improvement Program

The 2018/2019 Capital Improvement Program currently consists of 45 projects, of which only 1 is inactive and cannot commence. Therefore the table below reports on the 44 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 2017/2018 program
- 2018/2019 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 30 September 2018:

CIP Program Delivery Stage	Actual as of 30 September 2018	
	No. of Projects	%
Not Commenced (inactive/on hold)	1	-
Not Commenced	0	0.0
Documentation/Design Preparation	14	31.8
Tender/Quote Stage	6	13.6
Project Awarded – Waiting Commencement	10	22.7
In Progress/Under Construction	13	29.5
Complete	1	2.3
TOTAL	44	100.00

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

Program Status

At this stage of the financial year the program is generally tracking well. Although only one project is complete, there are several projects awarded and waiting for commencement along with a number of projects under construction and almost complete.

Project Inactive or On-Hold

Public Transport Victoria (PTV) – Bus Shelter Program

Following the successful upgrade of 12 bus stop throughout Bacchus Marsh through the 2017/18 Capital Improvement Program, PTV have given Council the opportunity to apply for further funding to continue the program. Council officers have identified further high priority sites across Bacchus Marsh and are now awaiting PTV approval.

Reallocation of funds

Station Street, Maddingley & Duncan Street, Ballan – Asphalt Overlay

The 2018/19 Capital Improvement Program includes \$90,000 for asphalt overlay works in Station Street, Maddingley. These works were designed to complement the road upgrade works completed in early 2018.

The Bacchus Marsh Station upgrade project being delivered by Melbourne Metro Rail Authority (MMRA), recently provided detailed design drawings to Council outlining the extent of proposed works. It's apparent that the works will conflict with Council's proposed Asphalt Overlay works due to the reconfiguration of the car park fronting the station. MMRA current construction program has their works commencing in November 2018 with an anticipated completion date in August 2019.

Council has recently concluded kerb and channel replacement and associated road works in Duncan Street, Ballan. The project has been constructed to incorporate an asphalt overlay to finalise the works. Council generally construct similar projects and budget for an asphalt overlay the following year. As this project has been constructed early within the 2018/19 program, it is proposed to re-allocate the \$90,000 from Station Street and bring forward the asphalt overlay for Duncan Street. This will then finalise this segment of Duncan Street with the asphalt overlay in Station Street be budgeted for in the 2019/20 Capital Improvement Program following completion of the Bacchus Marsh Station upgrade.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective	Providing Good Governance and Leadership
Context	Our Assets and Infrastructure
Action	Deliver Annual Capital Improvement Programs

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

Financial Implications

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

Risk & Occupational Health & Safety Issues

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

Communications Strategy

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 – Ewen Nevett

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 first quarter of the 2018/2019 period for the information of Councillors.

Recommendation:

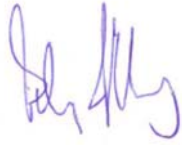
That Council:

1. **Receives the Capital Improvement Program quarterly report to 30 September 2018.**
2. **Reallocates \$90,000 from the Station Street asphalt project to Duncan Street kerb project for an asphalt overlay.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday, 18 October 2018



Attachment - Item 11.4.1

SEALED ROADS PROGRAM

Ballan Meredith Road, Morrisons – Pavement Widening

Ch 4.83 - 5.07km
North of Grants Ln

Task	Start Date	End Date	% Complete	Budget	Budget Status
Shoulder Sealing – Construction	01/10/2018	12/10/2018	0	\$75,000	

Project will be carried out by the Operations Department and is scheduled to commence in October 2018.

Clarkes Road, Glen Park– Road Rehabilitation

Ch 1.26 – 2.6km
From Mannings Rd to Madderns Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation and Widening	14/01/2019	22/02/2019	0	\$500,000	

Project will be carried out by the Operations Department and is scheduled to commence in January 2018.

Franklin Street, Maddingley - Road Rehabilitation

Ch 0.05 – 0.22km
From Griffith St to Labilliere St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	05/11/2018	21/12/2018	0	\$400,000	

Tender evaluation is currently underway with commencement anticipated for November 2018.

Woolpack Road, Maddingley - Stage 2– Road Rehabilitation

Ch 0.62 – 1.98km
From Werribee River to Geelong Bacchus Marsh Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	21/01/2019	15/03/2019	0	\$1,390,000	

Document preparation is currently underway with project commencement scheduled for January 2019.

Old Melbourne Road, Millbrook - Road Rehabilitation

Ch 17.285 – 18.361km
From Ryans Rd to Railway Line

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	22/10/2018	21/12/2018	0	\$380,000	

Project has been awarded to Bitu-Mill (Civil) Pty Ltd, with commencement anticipated for October 2018.

Werribee Vale Road, Maddingley - Road Rehabilitation

Ch 1.57 – 3.26km
West of Halletts Way

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	28/01/2019	22/03/2019	0	\$487,500	

Document preparation is currently underway with project commencement scheduled for January 2019.

Ormond Road, Wallace – Road Rehabilitation

Ch 3.97 – 5.72km
North of Old Western Hwy

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation & Widening	28/01/2019	08/03/2019	0	\$591,303	

Contract documentation is currently out for tender with construction anticipated for January 2019.

Myrniong Korobeit Road, Myrniong – Road Rehabilitation

Ch 0.00 – 0.29km
North of Old Western Fwy

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation and Widening	16/10/2018	29/11/2018	0	\$164,000	

Project will be carried out by the Operations Department and is scheduled to commence in October 2018.

Wittick Street, Darley - Road RehabilitationCh 0.49 – 1.37km
From Halletts Way to Nicholson St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	26/11/2018	21/12/2018	0	\$642,000	

Tender evaluation is currently underway with commencement anticipated for November 2019.

Ormond Rd / Barkstead Rd, Mollonghip – Pavement RehabilitationCh 8.20 – 8.98km
From Barkstead Rd to

Task	Start Date	End Date	% Complete	Budget	Budget Status
Pavement Rehabilitation and widening	02/07/2018	23/11/2018	75	\$350,000	

Project has been awarded to Bitu-Mill (Civil) Pty Ltd. Construction commenced in June 2018 with construction works suspended over the winter period. Works have now resumed with completion scheduled for November 2018.

Griffith Street, Maddingley – Roundabout Construction

Intersection of Griffith St & McCormacks Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Roundabout Construction	11/03/2019	14/06/2019	0	\$1,500,000	

Document preparation is currently underway with project commencement scheduled for March 2019.

Haddon Drive, Ballan – Road ConstructionCh 0.0 – 1.7km
South of Gillespies Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Construction	18/02/2019	12/04/2019	0	\$627,142	

Design works are currently underway with the tender period anticipated for November 2018. Construction works are scheduled to take place in February 2019.

Ballan Greendale Road, Ballan – PreplanningCh 0.91 – 1.27km
From Myrtle Grove Rd to Bridge over Western Fwy

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2018	18/01/2019	25	\$20,000	

Project has been awarded to TAC Design Pty Ltd. Design works are currently in progress with completion anticipated for January 2019.

Blackwood Street, Ballan – PreplanningCh 0.07 – 0.91km
From Mill Park St to Myrtle Grove Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2018	18/01/2019	25	\$20,000	

Project has been awarded to TAC Design Pty Ltd. Design works are currently in progress with completion anticipated for January 2019.

Franklin Street, Maddingley – PreplanningCh 0.29 – 0.48km
From Labilliere St to Meikle St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2018	18/01/2019	25	\$25,000	


Project has been awarded to CRE Consulting Engineers Pty Ltd. Design works are currently in progress with completion anticipated for January 2019.

Old Melbourne Road, Dunnstown – PreplanningCh 28.35– 30.36km
From Forbes Rd to Dunnstown Rec Reserve Entrance

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2018	18/01/2019	25	\$35,000	

Project has been awarded to TAC Design Pty Ltd. Design works are currently in progress with completion anticipated for January 2019.


Werribee Vale Road, Maddingley – PreplanningCh 0.00 – 0.70km
From Meikle St to Halletts Way

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2018	18/01/2019	25	\$40,000	

Project has been awarded to CRE Consulting Engineers Pty Ltd. Design works are currently in progress with completion anticipated for January 2019.

Fisken Street, Bacchus Marsh – Preplanning

Intersection of Main St, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Intersection Rehabilitation	26/03/2018	30/03/2018	25	\$50,000	

Project has been awarded to Meinhardt Group Pty Ltd. Design works are currently in progress with completion anticipated for March 2018.

RESEAL PROGRAM

Reseal Contract

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reseal works on various roads	15/10/2018	03/11/2018	0	\$500,670	

Project has been awarded to VSA Group Pty Ltd, with commencement anticipated for late October 2018.

Final Seals

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Final Sealing of various roads	15/10/2018	03/11/2018	0	\$295,526	

Project has been awarded to VSA Group Pty Ltd, with commencement anticipated for late October 2018.

SHOULDER RESHEETING PROGRAM

Shoulder Resheeting Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resheeting of road shoulders throughout the Shire	07/12/2018	01/04/2019	0	\$428,400	

Project will be carried out by the Operations Department with completion anticipated in April 2019. The program consists of 4 roads covering 7.14km of the sealed road network.

- Bacchus Marsh – Balliang Road, Rowsley Not commenced
- Bacchus Marsh – Balliang Road, Maddingley Not commenced
- Glenmore Road, Rowsley Not commenced
- Glenmore Road, Maddingley 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	10/10/2018	12/04/2019	0	\$1,050,628	

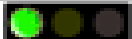
Project will be carried out by the Operations Department with completion anticipated in April 2019. The program consists of 5 roads covering 9.536km of the unsealed road network.

- Coalmine Road, Lal Lal Not commenced
- Ironbark Road, Ingliston Not commenced
- Ingliston Road, Ingliston Not commenced
- Edols street, Ballan Not commenced
- Haywood Road, Ballan Not commenced

BRIDGES AND CULVERTS PROGRAM

Dog Trap Gully Road, Rowsley – Superstructure Replacement


North of Glenmore Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of superstructure	05/11/2018	21/12/2018	0	\$291,270	

Project has been awarded to Axis Infrastructure Pty Ltd with commencement anticipated in November 2018.

Mount Doran Road, Elaine - Preplanning

West Moorabool


Task	Start Date	End Date	% Complete	Budget	Budget Status
Bridge Renewal - Preplanning Allocation	19/11/2018	29/03/2019	0	\$35,000	

Design services are currently being sourced with a successful consultant expected to be confirmed in November. Design works will follow with completion anticipated for March 2019.

PATHWAYS PROGRAM

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	30/06/2018	0	\$20,000	

Document preparation is currently underway with project commencement scheduled for April 2019.

Inglis Street, Ballan– Streetscape Improvements


Southern side
Cowie St to Fiskin St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Streetscape Improvements	14/01/2019	26/04/2019	0	\$600,000	

Tender evaluation is currently underway with commencement anticipated for January 2019.

Old Melbourne, Gordon– Footpath Renewal

From Gordon Recreation Reserve
to Cemetery Lane


Task	Start Date	End Date	% Complete	Budget	Budget Status
Rehabilitation of a gravel footpath.	18/02/2019	08/03/2019	0	\$38,000	

Document preparation is currently underway with project commencement scheduled for February 2019.

KERB AND CHANNEL PROGRAM

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	02/07/2018	10/10/2018	95	\$150,263.68	

Project is being carried out by the Operations Department with completion anticipated in October 2018.

Main Street, Gordon – Kerb and Channel Replacement


Russel St Intersection

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement including drainage improvements and pavement rehabilitation works.	21/01/2019	05/04/2019	0	\$350,000	

Document preparation is currently underway with project commencement scheduled for January 2019.

Sydney Street, Bacchus Marsh – Kerb and Channel Replacement


From Stanfield St to Graham St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Partial replacement of substandard kerb and channel segments.	14/01/2019	15/02/2019	0	\$71,644	

This project is currently awaiting pricing from the Operations Department. This project is scheduled to commence on site in January 2019.

Duncan Street, Ballan – Preplanning


From Inglis St to Steiglitz St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement – Preplanning Allocation	06/08/2018	18/01/2019	10	\$20,000	

Project has been awarded to Driscoll Engineering Services Pty Ltd. Design works are currently in progress with completion anticipated for January 2019

Grey Street, Darley – Preplanning

From Gisborne Rd to Halletts Way

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement – Preplanning Allocation	20/08/2018	22/02/2019	10	\$15,000	

Design services are currently being sourced with a successful consultant expected to be confirmed in late October. Design works will follow with completion anticipated for February 2019.

COMMUNITY LAND PROGRAM

Bacchus Marsh Racecourse Recreation Reserve, Active Sports Precinct

Task	Start Date	End Date	% Complete	Budget	Budget Status
BMRRR – Provision of Active sporting facilities	12/03/2018	30/06/2019	25	\$3,200,000	

The design consultancy services has been awarded to Group GSA Pty Ltd. Bulk earthworks commenced on site in March 2018 and were completed in July 2018. The Sports Oval contract was awarded to Hume Turf and Machinery with works scheduled to commence in November 2018. The Cross Country Course tender will be awarded to Boonoona Design Pty Ltd with construction anticipated to commence in February 2019. The construction package for the Electrical Services contract has been tendered and is currently being evaluated. Design works for other components are currently in progress.

Maddingley Park, Tennis Club

Maddingley Park

Task	Start Date	End Date	% Complete	Budget	Budget Status
Court surfacing and lighting	11/02/2019	29/03/2019	0	\$405,000	

Document preparation is currently underway with project commencement scheduled for February 2019.

Dunnstown Recreation Reserve, Dunnstown

Dunnstown Recreation Reserve

Task	Start Date	End Date	% Complete	Budget	Budget Status
Netball/tennis court resurfacing	18/11/2018	01/12/2018	0	\$25,000	

Project has been awarded to Matchpoint Systems Pty Ltd, with commencement anticipated for November 2018.

Darley Park, Oval Lighting

Darley Park

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting upgrade to main oval	18/03/2019	14/06/2019	0	\$250,000	

Document preparation & Powercor discussions are currently underway with construction commencement scheduled for March 2019.

Darley Hub, Coaches Boxes and Scoreboard

Darley Hub Oval

Task	Start Date	End Date	% Complete	Budget	Budget Status
Installation of coaches boxes and scoreboard	21/01/2019	08/02/2019	0	\$30,000	

Document preparation is currently underway with project commencement scheduled for January 2019.

Lidgett Street Recreation Reserve, Bacchus Marsh

Lidgett Street Recreation Reserve


Task	Start Date	End Date	% Complete	Budget	Budget Status
Play equipment renewal – includes master planning and paths	11/03/2019	10/05/2019	0	\$105,000	

The Masterplan development process is currently underway with playground renewal works scheduled for March 2019.

COMMUNITY BUILDINGS PROGRAM

Ballan Swimming Pool, Fence Upgrade Works

Ballan Swimming Pool


Task	Start Date	End Date	% Complete	Budget	Budget Status
New perimeter fence	22/10/2018	09/11/2018	0	\$46,500	

Project has been awarded to Fence Works Pty Ltd, with commencement anticipated for October 2018.

CORPORATE BUILDINGS PROGRAM

Council Offices


Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Solar panels and lighting upgrade to LED	04/03/2019	26/04/2019	0	\$250,000	

Document preparation is currently underway with project commencement scheduled for March 2019.


NON COUNCIL LAND/BUILDINGS PROGRAM

Ballan Recreation Reserve, Netball/Tennis Court Reconstruction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reconstruction of Netball/Tennis courts and drainage improvements	18/02/2019	29/03/2019	0	\$380,000	

Document preparation is currently underway with project commencement scheduled for February 2019.

Clarendon Recreation Reserve, Community Hub


Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of a new Community Hub	12/03/2018	30/11/2018	80	\$180,896	

The Clarendon Recreation Reserve Committee of Management in conjunction with council officers are delivering this project. Construction commenced in March 2018 with works progressing slowly due to contractor issues. Final fit out works are continuing with completion expected to be finalised in November 2018.

PROJECTS TO BE DELIVERED BY OTHERS

Maddingley Park, Sport Lighting

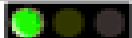
Junior Oval and Main Oval at Maddingley Park

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting upgrade to main oval and new lighting to junior oval	17/09/2018	30/11/2018	20	\$295,909	

This project is being delivered by specific user groups of Maddingley Park in association with Council Staff. Preliminary construction works commenced in September 2018 with final completion expected in November 2018.

Ballan Recreation Reserve, Playground Renewal

Ballan Recreation Reserve


Task	Start Date	End Date	% Complete	Budget	Budget Status
Playground renewal	10/12/2018	21/12/2018	0	\$17,820	

This project is being delivered by the Ballan Recreation Reserve Committee of Management in association with the Ballan Recreation Reserve Playground Committee. Installation works are set to commence in early December and final completion expected in late December 2018.

PROJECTS ON HOLD

Bus Stop Upgrade Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade of high priority bus stop locations throughout Bacchus Marsh	25/03/2019	26/04/2018	0	\$110,000	

Funding via Public Transport Victoria is expected in November 2018. Preliminary documentation is currently underway in anticipation of the funding announcement with construction of bus pads and installation of shelters expected to commence in March 2019.

11.4.2 Quarterly Financial Report September 2018

Introduction

File No.: 07/01/004
Author: Steve Ivelja
General Manager: Phil Jeffrey

This Quarterly Report covers the period of 1 July 2018 to 30 September 2018. 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 \$1.692m. 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 – September 2018.

Policy Implications

The adoption of the Quarterly Report – September 2018 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	Providing Good Governance and Leadership
Context	Our Business and Systems
Action	Financial Sustainability

The proposal to adopt the Quarterly Report – September 2018 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 2017/18 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 \$3.147m 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	\$1.314m
Net Actual CIP Carry Forwards	\$4.365m
Less Net Estimated CIP Carry Forwards	<u>(\$2.532m)</u>
Total cash required	\$3.147m

As at the 30 June 2018, Council held \$16.578m 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 \$1.572m.

Net Operating Surplus in the Adopted 2018/19 Budget	\$11.902m
Net New Initiatives / Grant Funded Projects	(\$1.314m)
Less Estimated Capital Grants (Budget Doc)	(\$0.895m)
Add Actual Carry Forward Capital Grants	<u>\$0.637m</u>
Amended Operating Budget Surplus	\$10.330m

Capital Budget

The effect on the capital budget is an increase in expenditure of \$1.575m.

2018/19 Adopted Budget for Capital Expenditure	\$19.051m
Less Estimated Carry Forward Capital Projects	(\$3.427m)
Add Actual Carry Forward Capital Projects	<u>\$5.002m</u>
Amended Capital Budget	\$20.626m

The attached Quarterly Financial Report, **Attachment 11.4.2**, 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 “Grants - Operating” (\$0.495m) which relates to new or additional funding received since the adoption of the budget. The largest being Parwan Precinct Structure Plan (\$0.233m).
- Favourable in “Grants – Capital” (\$1.694m) due to new funding received since the adoption of the budget. The more significant projects include; Woolpack Road, Maddingley (\$0.718m) and Maddingley Park Tennis Club (\$0.255m).
- Favourable in “Other Income” (\$1.143m) primarily due to the Blackwood Localised Septic Program. This amount represent the total value of expenditure claims that Council is expected to lodge in the 2018/19 financial year.
- Increase in “Materials and Services” (\$1.911m). The bulk of the expected overspend relates to costs associated with the Blackwood Localised Septic Program and new grants received.

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$1.692m to \$12.022m.

Cash

The forecast cash balance at 30 June 2019 has decreased slightly by \$0.002m to \$18.106m in comparison to the amended budget.

Capital Improvement Program (CIP)

The total cash expenditure forecast for the CIP at this stage has increased by \$1.694m to \$22.320m. This is 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 November 2018, and to the Audit and Risk Committee meeting on 14 November 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 – September 2018 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:

1. **Receives the Quarterly Financial Report – September 2018.**
2. **Notes the carried forward amounts into the 2018/19 year for the purpose of budget reporting as the Amended Budget.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey
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Date: Thursday, 18 October 2018



Attachment - Item 11.4.2

MOORABOOL SHIRE COUNCIL

*Out in the Country...
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2018/19 Quarterly Financial Report - September 2018

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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 2017/18 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 \$3.147m 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	\$1.314m
Net Actual CIP Carry Forwards	\$4.365m
Less Net Estimated CIP Carry Forwards in Budget	(\$2.532m)

Total Cash Required to Complete Carry Forwards **\$3.147m**

As at the 30 June 2018, Council held \$16.578m 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 \$1.572m.

Net Operating Surplus in the Adopted 2018/19 Budget	\$11.902m
Net New Initiatives / Grant Funded Projects	(\$1.314m)
Less Estimated Capital Grants in 2018/19 Budget	(\$0.895m)
Add Actual Carry Forward Capital Grants	\$0.637m

Amended Operating Budget Surplus **\$10.330m**

1.3 Capital Budget

The effect on the capital budget is an increase in expenditure of \$1.575m.

2018/19 Adopted Budget for Capital Expenditure	\$19.051m
Less Estimated Carry Forwards in 2018/19 Budget	(\$3.427m)
Add Actual Carry Forward Capital Projects	\$5.002m

Amended Capital Budget **\$20.626m**

2 Operating Performance

Year to Date Operating Performance 30 September 2018

2.1 Overall:

For the three months to 30 September, the Net Result is a Surplus of \$26.855m with a favourable variance of \$1.104m compared to the year to date amended budget.

2.2 Operating Income [\$0.890m favourable]:

Statutory fees and fines – Favourable variance of \$55,000 compared to the Amended Budget. This is mainly due to increases in Infringements for Parking (\$28,000), Local Laws (\$8,900), Litter Abatement (\$4,600), and Animal Control (\$3,400). There is also a small increase in Statutory Planning Fees (\$6,500).

User fees – Favourable variance of \$100,000 overall mainly due to increases in Subdivision Supervision/Checking fees (\$37,400), and Active Ageing and Community Access Brokerage Services (\$33,000). Other increases are; Septic Tanks (\$17,250), Ballan Transfer Station (\$9,000), and Animal Registrations (\$7,750).

Contributions - monetary – Favourable by \$57,000 due to an increase in Public Open Space Contributions. These funds will be transferred to Council Reserves at the end of the financial year to be used for future recreational facilities.

Other income – Favourable variance of \$563,000 primarily due to the continuation of the Blackwood Localised Septic Program. This project will continue for the remainder of the 2018/19 financial year. This income relates to reimbursements for costs incurred by Moorabool Shire. Reimbursements received till the end of September total \$500,000.

Other favourable variances relate to timing issues with Lease Income on Communication Towers (\$36,800) and Workcover Reimbursements (\$24,500).

2.3 Operating Expenses [\$0.216m favourable]:

Employee costs – Favourable variance of \$338,000 which mainly relates to vacancies in various departments across Council (including; Works, Strategic Planning, Statutory Planning, Maternal and Child Health, Building Maintenance, Human Resources, Building, and Parks and Gardens). 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 \$134,000 which mainly relates to the continuation of costs for the Blackwood Localised Septic Program (\$279,000). The costs incurred by Council for this project will be fully reimbursed and the project is expected to be completed this financial year.

Offsetting this are favourable variances for various Council contracts and services. The larger variances include Bacchus Marsh Transfer Station (\$92,000) and Lerderberg Library (\$66,000). These are only timing issues at this stage and there have been no major savings identified, therefore no adjustments to the forecast have been made.

Forecast Results for Year Ending 30 June 2019

As at 30 September, the Forecast Surplus for the year has increased by \$1.692m. The Forecast is now expected to be a surplus of \$12.022m. Major variances are the following:

2.4 Operating Revenues [\$3.383m favourable]:

Grants – operating – Favourable by \$495,000 due to new or increased funding received since the adoption of the budget. This includes;

- Parwan Precinct Structure Plan - \$233,000
- Maternal & Child Health - \$67,000
- Free From Violence Project - \$57,930
- Active Ageing and Community Access - \$49,000
- Roadside Weeds and Pest Management - \$35,710
- Victorian Recycling Temporary Relief Funding - \$31,616
- Kindergarten Central Enrolments - \$25,000

Grants – capital – Forecast to be favourable by \$1.694m due to new funding received since the adoption of the budget. These projects include;

- Woolpack Road, Maddingley - Stage 2 - \$717,500
- Maddingley Park Tennis Club (Court Surfacing & Lighting) - \$255,000
- Clarkes Road, Glen Park - Reconstruction - \$250,000
- SES Storage & Training Facility - \$190,000
- E-Waste Sheds (Ballan & Bacchus Marsh Transfer Stations) - \$161,277
- Masons Lane Playground and Seating - \$120,000

Other income – Expected to be favourable at year end primarily due to reimbursements for Blackwood Localised Septic Program. Council is expected to receive a further \$1.100m in 2018/19, of which \$0.500m has already been received. This project is full funded externally and is expected to be completed by the end of the financial year. There is also unbudgeted rebates received under Councils Recycling contract (\$47,000 – no more income to be received from Visy in 2018/19).

2.5 Operating Expenses [\$1.691m unfavourable]:

Employee costs – Expected to be \$154,000 favourable at year end mainly due to forecast savings in salaries due to vacancies in various departments. These include; Strategic Planning, Building/Asset Management, and Statutory Planning.

Materials and services – Materials and services are forecast to be \$1.911m over budget at year end mainly due to costs associated with the Blackwood Localised Septic Program (\$1.100m).

Other significant increases relate to new funding received since the adoption of the budget. These include;

- Parwan Precinct Structure Plan - \$233,000
- Maternal and Child Health - \$59,600
- Free From Violence Project - \$57,930
- Roadside Weeds and Pest Management - \$35,710

There are numerous other small variances relating to the use of agency staff and contractors funded from vacancies across a number of Council departments. Some of these include Strategic Planning (\$93,000) and Building/Asset Management (\$45,000).

3 Balance Sheet

Forecast as at 30 June 2019

The Balance Sheet shows the movements from the Budget to the Forecast, as well as the current year to date balance (30 September 2018) compared to the same time last year (30 September 2017).

3.1 Assets

Cash assets – The year to date cash balance is \$4.936m greater than the same time last year. This is mainly as a result of Council receiving significant reimbursements for Flood Recovery costs and the Blackwood Localised Septic Program since September last year. There is also an increase in cash reserves relating to the future repayment of borrowings for interest only loans (Local Government Funding Vehicle issuance of 2014/15 and 2015/16).

Current receivables – The balance is \$1.222m greater than the same time last year and relates primarily to increases in rates debtors (\$1.514m increase from September 2017). This is due to a substantial increase (mainly growth in property numbers) in Councils rates base over the past 12 months.

Other assets – The actual is \$1.645m less than September 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 \$10.208m more than last year primarily due to the completion of the Capital Improvement Program in the 2017/18 financial year. It is also the net result of assets disposed, revaluations and depreciation.

3.2 Liabilities

Payables – The balance as at September is \$264,000 less than the same time last year. This is mainly due to the timing of the final creditor payment run in September.

Trust funds – The actual is \$384,000 more than September last year due to an increase in Refundable Building Deposits.

Interest-bearing liabilities – The net balance is less by \$1.032m overall (current and non-current) compared to the same time last year. This relates to the net impact of debt redemption in 2017/18, and the first quarter of 2018/19. The deferral of new borrowings in 2016/17 and 2017/18 has also reduced the current level of debt.

3.3 Equity

Accumulated surplus – The increase of \$11.146m since September last year reflects Council's operating result during the 2017/18 financial year and the first three months of 2018/19.

Asset revaluation reserve – Overall increase of \$3.479m relates to the net revaluation increment in the 2017/18 financial year. Assets revalued included Land and Buildings, and Recreation, Leisure and Community Facilities.

Statutory and other reserves – The increase of \$1.018m relates to the net movement of transfers to and from Reserves at the end of the 2017/18 financial year.

4 Forecast Cash Flows

4.1 Overall

The overall cash forecast for 30 June 2019 is \$18.106m and \$0.002m less 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 [\$1.620m favourable]:

Operating grants – Favourable by \$495,000 which relates to new funding received since the adoption of the budget. These items are detailed in section 2.4.

Capital grants and contributions – Favourable by \$1.694m which relates to new funding received since the adoption of the budget. These projects are detailed in section 2.4.

Other revenue – Forecast to be favourable by \$1.163m at year end primarily due to reimbursements for Blackwood Localised Septic Program (\$1.100m).

Materials and services – Unfavourable by \$1.911m mainly due to costs associated with the Blackwood Localised Septic Program (\$1.100m). There has also been new/additional funding received since the adoption of the budget. This totals \$495,000 and the more significant increases are detailed earlier in section 2.5. There are also a number of savings identified in “Employee costs” due to vacancies that will be used to fund contractors/agency staff.

4.3 Investing Cash Flows [\$1.621m unfavourable]:

Payments for property, plant and equipment, infrastructure – Increased by \$1.694m overall due new funding received/new projects approved since the adoption of the budget. These include;

- Woolpack Road, Maddingley - Stage 2 - \$717,500
- Maddingley Park Tennis Club (Court Surfacing & Lighting) - \$255,000
- Clarkes Road, Glen Park - Reconstruction - \$250,000
- SES Storage & Training Facility - \$190,000
- E-Waste Sheds (Ballan & Bacchus Marsh Transfer Stations) - \$161,277
- Masons Lane Playground and Seating - \$120,000

The current forecast assumes that all of the Capital Improvement Program will be completed by the end of the financial year.

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 Council Funded New Initiatives

In the 2018/19 Budget there was a total of 37 New Initiatives approved totalling \$888,000. These projects contained new staff, recurrent expenditure, and one off project based initiatives. The table below summarises the one off projects that were approved. It shows that \$25,967 has been spent as at September out of \$521,020 that was approved.

COST CENTRE		YTD AMENDED BUDGET	YTD ACTUAL	AMENDED BUDGET	PROJECT FORECAST	% OF PROJECT FUNDS SPENT	SOURCE OF FUNDS	COMMENTS
PROJECTS APPROVED IN THE 2018/19 BUDGET - COUNCIL FUNDED								
Infrastructure								
Assets								
10008	LATM Study, Bacchus Marsh; Stage 2	10,000	9,600	20,000	20,000	48.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
		10,000	9,600	20,000	20,000	48.0%		
Total Infrastructure		10,000	9,600	20,000	20,000	48.0%		
Growth and Development								
Information Services								
19805	Property, Rating etc System Replacement	0	0	90,000	90,000	0.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
		0	0	90,000	90,000	0.0%		
Strategic & Sustainable Development								
14522	Bacchus Marsh Aerodrome - Updated Masterplan	0	0	20,000	20,000	0.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
15083	Maddingley Waste Hub	0	0	60,000	60,000	0.0%	\$20k Council Funded and \$60k Grant Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
15084	Victorian Motor Sports Hub at Fiskville	0	0	100,000	100,000	0.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
15086	Open Space Framework	0	0	15,000	15,000	0.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
15088	Community Infrastructure Funding - Scoping Study	0	0	10,000	10,000	0.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
17509	Bald Hill Feasibility Study	0	0	60,000	60,000	0.0%	\$30k Council Funded and \$30k Grant Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
		0	0	265,000	265,000	0.0%		
Community Safety								
18944	Domestic Waste Water Management Plan Review	0	0	10,000	10,000	0.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
18946	Sewer Upgrade Gordon Recreation Reserve	0	0	100,000	100,000	0.0%	\$50k Council Funded and \$50k Grant Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
		0	0	110,000	110,000	0.0%		
Total Growth and Development		0	0	465,000	465,000	0.0%		
Social and Organisational Development								
Child, Youth and Family Services								
18924	ICT For Studio 22 (Youth Space)	0	2,542	22,195	22,195	11.5%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
		0	2,542	22,195	22,195	11.5%		
Governance & Organisational Development								
19751	Statutory Disclosure and Compliance Software	0	13,825	13,825	13,825	100.0%	100% Council Funded. 2018/19 Budget	New Initiative in 2018/19 Budget.
		0	13,825	13,825	13,825	100.0%		
Total Social and Organisational Development		0	16,367	36,020	36,020	45.4%		
Total New One Off Projects		10,000	25,967	521,020	521,020	5.0%		

6 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: September 2018

On call balances:

Month ending	Amount	Rate	Interest Paid
July 2018	\$4,753,772	1.40%	Quarterly
August 2018	\$4,748,772	1.40%	Quarterly
September 2018	\$7,912,973	1.40%	Quarterly

Interest received in the quarter: \$21,988

Term deposits:

Institution	Amount	Rate	Maturity Date
IMB	\$1,000,000	2.60%	2/08/2018
Suncorp	\$1,000,000	2.65%	6/08/2018
BOQ	\$1,000,000	2.60%	20/08/2018
IMB	\$1,000,000	2.55%	20/08/2018
Suncorp	\$1,000,000	2.57%	27/08/2018
BOQ	\$1,000,000	2.65%	25/09/2018
IMB	\$1,000,000	2.70%	2/10/2018
Suncorp	\$1,000,000	2.60%	22/10/2018
IMB	\$1,000,000	2.70%	31/10/2018
BOQ	\$1,000,000	2.65%	19/11/2018

Interest received in the quarter: \$51,648

7 Rating & Debtors Information

7.1 General Rating Information

The Total Rates and Charges raised for the 2018/19 year, as at 30 September, is \$33.541m, compared to the year to date Amended Budget of \$33.531m.

7.2 Rates & Sundry Debtors Outstanding

For the year to date, 14.3% of the 2018/19 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has decreased from \$1.735m (1 July 2018) to \$0.892m (30 September 2018).

Current Receivables as at 30 September 2018, as shown in the Balance Sheet, consist of:

• Rates & Charges*	\$	31.764m
• Sundry Debtors	\$	0.757m
• GST Receivable	\$	0.135m
	\$	32.656m

The outstanding Rates & Charges* consist of:

• Current Year Rates and Charges	\$	28.351m
• Arrears (prior to 2018/19)	\$	2.863m
• Pensioner Rebate Claim (DHS)	\$	0.550m
	\$	31.764m

* Does not include Fire Services Levy

7.3 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 30 September 2018, 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 30 September 2018

Type/Function	Authority Limit	Delegation	at 30 Sept		Year to Date			Comments
			Number	Applications	Number	Application Value	Approved Value	
Special Payment Arrangements	All Arrangements	Revenue Service Unit	770		732			
Escalation of Accounts to Debt Collection	All outstanding accounts	Revenue Services Co-ordinator	303		210			
Value of Penalty Interest Calculated Year to Date	All calculations	Revenue Services Co-ordinator	110,341					
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			0	\$0.00	\$0.00	\$0.00
Waiver of Interest and Costs	>\$1,000	General Manager - Infrastructure Services			0	\$0.00	\$0.00	\$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)			0	\$0.00	\$0.00	
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			0		\$0.00	
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	14.30%	General	21,482,069.65	1,125,011.21	496,561.64	310,751.88	512,856.89	23,927,251.27
Land Information Certificates	354	Residential Retirement	188,278.65	16,839.90	11,532.40	660.75	-	217,311.70
Value of Supplementary Rates Levied	\$139,234	Commercial/Industrial	2,160,509.98	63,968.46	60,791.95	20,143.28	23,191.79	2,328,605.46
Objections Lodged (Closing Date 12 November 2018)			Vacant Land Commercial/Industrial	220,492.95	5,418.80	-	-	225,911.75
Under Review	13	Extractive Industry	240,375.80	-	-	-	-	240,375.80
Recommendation Notices		Farm	3,184,177.38	51,169.83	28,254.41	20,835.41	42,177.56	3,326,614.59
Disallowance Notices								
Total Objections	13	Vacant Land General	806,971.20	63,314.05	25,858.91	12,900.21	60,872.25	969,916.62
		Vacant Land FZ or RCZ	895,612.65	32,128.72	12,818.69	8,830.49	61,165.58	1,010,556.13
		Vacant Land GRZ	1,274,001.21	63,691.39	8,194.86	2,725.25	6,185.71	1,354,798.42
Pension Rebates								
Total Pensioners as at end of last quarter	2,573							
Changes	-177	Non Rateable FSPL Leviable and Garbage Only	111,650.70	1,393.65	725.00	82.75	364.90	114,217.00
Closing Balance	2,396							
Grand Total Rates Outstanding			30,564,140.17	1,422,936.01	644,737.86	376,930.02	706,814.68	33,715,558.74
Sundry Debtor Overview			Penalty Infringement Overview					
Sundry Debtors	Balance	% Outstanding	Infringement Status @ September Audit	# Infringements	\$ Infringements			
Current	128,353.01	24.2%	Too old to escalate					
30 Days	194,574.17	36.8%	Infringement Court	633	163,258.78			
60 Days	34,988.15	6.6%	Infringement Court - Expired - Write Off					
90 Days	90,216.62	17.0%	MSC Hold	18	7,679.40			
120+ Days	81,305.11	15.4%	Infringements Requiring Write Off					
Total Outstanding	529,437.06	100.0%	MSC Arrangements	24	7,445.18			
			MSC Arrangement Not Maintained - To escalate	2	402.10			
			MSC Objection	20	3,589.10			
			Within payment timeframes	245	37,113			
			Referred to Magistrates Court	75	61,728			
Grand Total of Infringement Trial Balance				1,017	281,215.36			

8 Financial Statements as at 30 September 2018

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	32,359	33,531	33,541	10	0%	33,889	33,893	4	0%
Statutory fees and fines	898	248	303	55	22%	925	959	34	4%
User fees	2,401	529	629	100	19%	2,715	2,708	(7)	0%
Grants - operating	9,650	1,819	1,918	99	5%	9,931	10,426	495	5%
Grants - capital	3,983	90	88	(2)	-2%	2,052	3,746	1,694	83%
Contributions - monetary	168	121	178	57	47%	3,990	4,010	20	1%
Contributions - non-monetary assets	5,500	0	0	0	0%	4,739	4,739	0	0%
Other income	3,252	341	904	563	165%	1,010	2,153	1,143	113%
Interest received	479	40	46	6	15%	565	565	0	0%
Total Income	58,689	36,719	37,609	890	2%	59,815	63,198	3,383	6%
Expenses									
Employee costs	18,463	4,696	4,358	338	7%	20,092	19,938	154	1%
Materials and services	17,541	3,737	3,871	(134)	-4%	16,652	18,563	(1,911)	-11%
Depreciation	8,625	2,461	2,461	0	0%	9,842	9,842	0	0%
Finance costs	683	56	56	0	0%	785	785	0	0%
Other expenses	853	112	103	9	8%	541	547	(6)	-1%
Net gain (loss) on disposal of property, infrastructure, plant and equipment	1,396	(93)	(96)	3	-3%	1,573	1,501	72	5%
Total Expenses	47,562	10,969	10,753	216	2%	49,485	51,176	(1,691)	-3%
Surplus (deficit) for the year	11,127	25,751	26,855	1,104	4%	10,330	12,022	1,692	16%

Balance Sheet

	Last Year \$'000	Year to Date				Annual			
		Last Year \$'000	Current \$'000	Change \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
Assets									
Current Assets									
Cash assets	16,578	7,967	12,903	4,936	62%	18,108	18,106	(2)	0%
Receivables	4,864	31,434	32,656	1,222	4%	4,903	4,903	0	0%
Non-current assets classified as held for sale	0	0	0	0	0%	0	0	0	0%
Other assets	1,026	1,676	31	(1,645)	-98%	1,026	1,026	0	0%
Total current assets	22,468	41,077	45,590	4,513	11%	24,037	24,035	(2)	0%
Non-current assets									
Receivables	145	133	75	(58)	-43%	145	145	0	0%
Other non-current assets	0	0	0	0	0%	0	0	0	0%
Property, infrastructure, plant and equipment	488,516	477,422	487,630	10,208	2%	502,161	503,855	1,694	0%
Total non-current assets	488,661	477,556	487,705	10,149	2%	502,306	504,000	1,694	0%
Total Assets	511,129	518,633	533,294	14,661	3%	526,343	528,035	1,692	0%
Liabilities									
Current liabilities									
Payables	4,975	1,225	961	(264)	-22%	5,035	5,035	0	0%
Trust funds	1,197	771	1,155	384	50%	1,176	1,176	0	0%
Provisions	4,370	4,155	4,128	(27)	-1%	4,370	4,370	0	0%
Interest-bearing liabilities	1,121	1,033	1,121	88	9%	1,120	1,120	0	0%
Total current liabilities	11,663	7,184	7,364	180	3%	11,702	11,702	0	0%
Non-current liabilities									
Provisions	488	428	388	(40)	-9%	488	488	0	0%
Interest-bearing liabilities	11,127	12,247	11,127	(1,120)	-9%	15,973	15,973	0	0%
Total non-current liabilities	11,615	12,675	11,515	(1,160)	-9%	16,461	16,461	0	0%
Total Liabilities	23,278	19,859	18,879	(980)	-5%	28,162	28,162	0	0%
Net Assets	487,851	498,773	514,415	15,642	3%	498,181	499,873	1,692	0%
Represented by:									
Accumulated surplus	161,446	176,865	188,011	11,146	6%	170,653	172,345	1,692	1%
Asset revaluation reserve	318,159	314,680	318,159	3,479	1%	318,159	318,159	0	0%
Statutory and other reserves	8,246	7,228	8,246	1,018	14%	9,369	9,369	0	0%
Total Equity	487,851	498,773	514,415	15,642	3%	498,181	499,873	1,692	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	32,354	4,963	5,015	52	1%	33,889	33,893	4	0%
Operating grants	9,650	1,819	2,761	942	52%	9,931	10,426	495	5%
Capital grants and contributions	3,983	90	88	(2)	-2%	2,052	3,746	1,694	83%
User fees and charges	3,072	529	629	100	19%	2,715	2,708	(7)	0%
Statutory fees and charges	763	248	303	55	22%	925	959	34	4%
Other revenue	4,420	462	1,905	1,443	313%	5,000	6,163	1,163	23%
Interest received	479	40	46	6	15%	565	565	0	0%
Net GST refund/payment	2,727	0	0	0	0%	0	0	0	0%
	57,447	8,150	10,749	2,599	32%	55,076	58,458	3,382	6%
Payments									
Employee costs	(18,227)	(4,696)	(4,701)	(5)	0%	(20,092)	(19,938)	154	-1%
Materials and services	(19,212)	(4,906)	(6,947)	(2,041)	42%	(16,652)	(18,563)	(1,911)	11%
Other expenses	(1,129)	(112)	(103)	9	-8%	(541)	(547)	(6)	1%
	(38,568)	(9,714)	(11,751)	(2,037)	21%	(37,285)	(39,048)	(1,763)	5%
Net cash provided by (used in) operating activities	18,880	(1,564)	(1,003)	561	-36%	17,790	19,410	1,620	9%
Cash flows from investing activities									
Proceeds from sale of property, plant and equipment, infrastructure	334	93	96	3	3%	305	377	72	24%
Payments for property, plant and equipment, infrastructure	(11,664)	(2,424)	(2,422)	2	0%	(20,626)	(22,320)	(1,694)	8%
Net cash provided by (used in) investing activities	(11,330)	(2,331)	(2,326)	5	0%	(20,321)	(21,942)	(1,621)	8%
Cash flows from financing activities									
Borrowing costs	(683)	(56)	(56)	0	0%	(785)	(785)	0	0%
Proceeds from interest bearing liabilities	0	0	0	0	0%	5,966	5,966	0	0%
Repayment of interest bearing liabilities	(1,364)	(292)	(291)	1	0%	(1,121)	(1,121)	0	0%
Net cash provided by (used in) financing activities	(2,047)	(348)	(347)	1	0%	4,060	4,060	0	0%
Net increase (decrease) in cash and cash equivalents	5,503	(4,243)	(3,676)	567	-13%	1,530	1,528	(2)	0%
Cash and cash equivalents at the beginning of the financial year	11,075	16,578	16,578	0	0%	16,578	16,578	0	0%
Cash and cash equivalents at the end of the financial year	16,578	12,336	12,903	567	5%	18,108	18,106	(2)	0%

Capital Works Statement

	Last Year \$'000	Year to Date				Annual			
		Amended \$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
Property									
Land	50	0	0	0	0%	0	0	0	0%
Buildings	431	109	90	19	18%	610	962	(352)	-58%
Total Property	481	109	90	19	18%	610	962	(352)	-58%
Plant and equipment									
Plant, machinery and equipment	1,096	118	287	(169)	-143%	2,383	2,383	0	0%
Computers and telecommunications	24	0	7	(7)	0%	529	529	0	0%
Library books	89	0	0	0	0%	105	105	0	0%
Total plant and equipment	1,210	118	294	(176)	-149%	3,017	3,017	0	0%
Infrastructure									
Roads	6,545	159	88	71	45%	9,232	10,199	(967)	-10%
Bridges	1,093	0	16	(16)	0%	326	326	0	0%
Footpaths and cycleways	723	493	554	(61)	-12%	1,410	1,410	0	0%
Drainage	0	0	0	0	0%	0	0	0	0%
Recreational, leisure and community facilities	1,371	628	476	152	24%	5,879	6,254	(375)	-6%
Parks, open space and streetscapes	0	0	0	0	0%	0	0	0	0%
Other infrastructure	242	69	56	13	19%	152	152	0	0%
Total infrastructure	9,974	1,349	1,190	159	12%	16,999	18,342	(1,343)	-8%
Total capital works expenditure	11,664	1,576	1,574	2	0%	20,626	22,320	(1,694)	-8%
Represented by:									
New	2,695	696	596	100	14%	6,159	6,630	(471)	-8%
Renewal	7,784	684	786	(102)	-15%	11,815	12,783	(968)	-8%
Expansion	0	0	0	0	0%	0	0	0	0%
Upgrade	1,185	196	192	4	2%	2,652	2,907	(255)	-10%
Total Capital Works	11,664	1,576	1,574	2	0%	20,626	22,320	(1,694)	-8%

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 03 October 2018 – Draft Local Laws

Recommendation:

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

- **Assembly of Councillors – Wednesday 03 October 2018 – Draft Local Laws**

Attachment - Item 12.1

Assembly of Councillors

Date:	Wednesday 3 October, 2018
Venue:	Council Chambers, Ballan
Councillors:	Cr. Tatchell (Mayor) (4.45pm) Cr. Bingham (5.07pm) Cr. Dudzik Cr. Keogh (Chair) Cr. Sullivan
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	Cr. Edwards; Cr. Toohey

1. Assembly opened at: 4.28pm

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

Assembly closed at: 5.38pm

Signed:



.....
Rob Croxford
Chief Executive Officer

Date: 03.10.18

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
S86 Moorabool Growth Management Committee Meeting https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018	Wednesday 12 September, 2018	Cr. Tatchell Cr. Keogh Cr. Bingham Cr. Sullivan Cr. Dudzik
S86 Development Assessment Committee Meeting https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018	Wednesday 19 September, 2018	Cr. Tatchell Cr. Keogh Cr. Bingham Cr. Dudzik
S86 Development Assessment Committee Meeting https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018	Wednesday 17 October 2018	Cr. Tatchell Cr. Keogh Cr. Bingham Cr. Edwards Cr. Dudzik
S86 Moorabool Growth Management Committee Meeting https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018	Wednesday 24 October 2018	Cr. Tatchell Cr. Keogh Cr. Bingham Cr. Sullivan
Bacchus Marsh Hall Committee of Management – Annual General Meeting	Thursday 13 September, 2018	Cr. Bingham
Bacchus Marsh Hall Committee of Management	Thursday 9 August, 2018	
Elaine Recreation Reserve Biennial General Meeting	Sunday 23 September, 2018	Cr. Sullivan
Gordon Public Hall Committee of Management Inc	Wednesday 6 June, 2018	
Greendale Recreation Reserves Committee of Management – Annual General Meeting	Thursday 20 September, 2018	

Greendale Recreation Reserves Committee of Management	Thursday 20 September, 2018	
Lal Lal Soldiers' Memorial Hall Committee of Management	Tuesday 2 October, 2018	
Maddingley Park Committee of Management	Tuesday 31 July, 2018	
Navigators Community Centre – Annual General Meeting	Thursday 30 August, 2018	Cr Sullivan
Wallace Recreation Reserve Committee of Management Annual General Meeting	Sunday 23 September, 2018	Cr. Sullivan

Recommendation:

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

- **S86 Moorabool Growth Management Committee Meeting, Wednesday 12 September 2018**
- **S86 Development Assessment Committee Meeting, Wednesday 19 September**
S86 Development Assessment Committee Meeting, Wednesday 17 October
- **S86 Moorabool Growth Management Committee Meeting, Wednesday 24 October 2018**
- **Bacchus Marsh Hall Committee of Management – Annual General Meeting, Thursday 13 September, 2018**
- **Bacchus Marsh Hall Committee of Management, Thursday 9 August, 2018**
- **Elaine Recreation Reserve Biennial General Meeting, Sunday 23 September, 2018**
- **Gordon Public Hall Committee of Management Inc, Wednesday 6 June, 2018**
- **Greendale Recreation Reserves Committee of Management – Annual General Meeting, Thursday 20 September, 2018**
- **Greendale Recreation Reserves Committee of Management, Thursday 20 September, 2018**
- **Lal Lal Soldiers' Memorial Hall Committee of Management, Tuesday 2 October, 2018**
- **Maddingley Park Committee of Management, Tuesday 31 July, 2018**
- **Navigators Community Centre – Annual General Meeting, Thursday 30 August, 2018**
- **Wallace Recreation Reserve Committee of Management Annual General Meeting, Sunday 23 September, 2018**

Attachment - Item 12.2a

**Bacchus Marsh Public Hall Committee of Management
Annual General Meeting**

Thursday 13th September 2018

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 7.36pm. with S Deagan in the Chair.
2.	Acknowledgement of guests in attendance – Cr J Bingham, J Spain and R Geurts
3.	Acknowledgment of members in attendance: S Deagan, G Treloar, K Currie, D Childs, J Ginnane (via Skype) and C Young. The Chairperson acknowledged and thanked members in attendance for their participation and ongoing involvement on the Committee
4.	Apologies: E Daws:
5.	Minute of previous meeting of 15 th December 2016 distributed to members and guests. Resolution: <i>That the minutes of the Annual General Meeting of 15th December 2016 be confirmed</i> Moved: G Treloar Seconded: K Currie Carried

6.	Chairperson's Report

Chairperson's Annual Report 2017-18

I am pleased to present a brief report on the work done by the Bacchus Marsh Public Hall Committee of Management for the year of July 2017 – June 2018.

The Bacchus Marsh Public Hall is a boon to Bacchus Marsh, and the Moorabool Shire, affording the community a valued resource of historical and cultural importance to the town. Through the demonstrable hard work and commitment of the Committee of Management, the Bacchus Marsh Public Hall continues to be well maintained, well presented and well patronaged venue.

I wish to thank the Moorabool Shire Council and officers for their support and assistance throughout the past year.

Finally, I wish to thank the Committee members for their efforts, it is through such generosity of community spirit that Bacchus Marsh continues to prosper.

Changes

In my timing serving as chair we have seen

- John Spain, friend of the hall, resign from the committee. John Spain has contributed tremendously to the Committee and we thank him for his efforts.
- We welcomed Ron Guerts into the new position of Hall Keeper who has undertaken the position with gusto. Ron is very generous with his time and we thank in for his efforts.

Year in review

It has been another productive year for the Committee of Management with several key upgrades and works undertaken at the hall. We have seen further investment in the hall's technology, improving the modernity of the hall to attract a range of hirers and suit a variety of needs, but also showcasing the history of the venue and it's place in the community.

- The hall should be much easier to find for visitors to our town, with multiple new road signs installed at town entry points directing to the Public Hall.
- Procured new, lighter and sturdier chairs for the supper room.
- The old wooden trestles were replaced with newer, plastic trestle tables.
- Sourced new lecterns to support the growing number of corporate and private functions held at the hall.
- Installation of digital projectors in the Supper Room and the Main Hall.
- Works have been authorized to install a brand-new lighting bar and control system for use in onstage performances. This should be completed before Christmas 2018.
- Installation of historical photos of the Bacchus Marsh Public Hall that are on permanent display in the foyer.
- These are accompanied by a donation from Rotary Bacchus Marsh to the people of the town, the Red Ensign flag permanently on display in the foyer.
- The date of the building has been added to the front gable over the foyer.
- Management of the web page and social media was awarded to a local business after a competitive tender process.

	6.1 Questions from the audience	Nil
<p>Resolution:</p> <p><i>That the Chairperson’s Report be adopted</i></p> <p>Moved: S Deagan Seconded: C Young</p> <p>Carried</p>		
7	Secretary/Booking Officer’s Report	<p>Bookings for the Bacchus Marsh Public Hall and Supper Room have increased over the 2017 financial year. With total hours of hire for the Public Hall being 1279 this gives a hire rate of 29.2% based on a 12 hour day. An increase of 8.5% over the 2017 period. Total hours of hire for the Supper Room were 956, this gives a hire rate of 22.4% based on a 12 hour day. An increase of 8.2% over the 2017 period.</p> <p>The refurbishment of the whole premises and installation of a projector in the Supper Room have enhanced the premises for future bookings.</p> <p>We have permanent bookings from the following</p> <p>Bacchus Marsh Linedancers</p> <ul style="list-style-type: none"> • Bushido Martial Arts • Rotary • Bacchus Marsh Horticultural Show • Moorabool Shire Council • RSL • BM Christian Church <p>Booking types are varied and range from Linedancing, weddings, engagements. meetings, birthday parties, sporting groups, dance competitions, concerts and conferences. It is therefore necessary to have a facility that is both versatile and functional for all types of events.</p> <p>A projector in the Public Hall has been installed since the year end and a lighting bar is planned for installation in October. Interpretive signs are also being investigated in conjunction with the RSL. New portable stairs in the Public Hall and 2 x Lecterns have been ordered since the year end.</p> <p>The foyer has been enhanced with the addition of photos, showing the Hall changes during the past 100 years and a Peoples Flag organised by the Bacchus Marsh Rotary Club.</p> <p>Investigations are under way for disability access to the Foyer and Stage areas. This may result in a rebuild of the Foyer and the moving of the Cleaning cupboard. This has been a major concern for the Committee that we do not have disabled accessibility to these areas.</p> <p>The addition of a Hallkeeper has allowed for minor maintenance to be completed at the Hall and the expertise in major and minor projects.</p> <p>New stage curtains have also been quoted upon but can only be installed with the assistance of a grant.</p>

7.1 Questions from the audience	Nil
<p>Resolution:</p> <p><i>That the Secretary/Booking Officer's Report be adopted</i></p> <p>Moved: C Young Seconded: J Ginnane</p> <p>Carried</p>	

8. Treasurer's report

Balance Sheet as at 30th June 2018

	2017/18		2016/17
ASSETS			
Current Assets			
Cash at Bank			
Bendigo Bank Cheque Account	11,788.67		20,462.22
Bendigo Bank Hall Booking Account	15,523.00	note 4	12,502.50
Bendigo Bank - Term Deposit	30,210.96		-
GST refund amount due	1,269.57	note 3	1,305.61
	<u>58,792.20</u>		<u>34,270.33</u>
Other Assets			
TOTAL ASSETS			
LIABILITIES			
Current Liabilities			
Hall Booking a/c - Security Deposits held	1,190.00	}	5,311.00
Hall Booking a/c - Booking Deposits held	14,333.00	} note 4	7,191.00
	<u>15,523.00</u>		<u>12,502.00</u>
TOTAL LIABILITIES	<u>15,523.00</u>		<u>12,502.00</u>
ACCUMULATED FUNDS	<u>\$ 43,269.20</u>		<u>21,768.33</u>

Statement of Income & Expenditure for the Year Ended 30th June 2018

	2017/18		2016/17
Receipts			
Operational Grant	30,815.69		30,815.69
Hall Hire - Current Year	31,728.20		27,552.87
Council Bookings	8,541.83	note 1	8,238.02
Hire of Crockery/ Cutlery	125.36		125.36
Cleaning & Other Costs Recouped	454.55		684.55
Public Liability Monies Received	518.50		-
GST on Income	714.33		353.50
Bank Interest Received	<u>210.96</u>		<u>132.53</u>
Total Receipts	73,109.42		67,902.52
Payments			
Operational Costs			
Advertising	350.00		308.00
Bank Charges	-		7.00
Cleaning	6,499.25		6,819.51
Computer Expense	369.00		-
Electricity	5,520.54		4,697.86
Freight	150.00		402.72
Gas	1,465.40		1,246.51
Hallkeeper	2,562.00		1,333.00
Maintenance	1,465.13		4,321.71
Meeting Expense	188.50		179.00
Pest Control	-		900.00
Post Box Rental	115.45		129.00
Public Liability Insurance	918.27		845.85
Rubbish Removal	1,243.40		1,110.00
Secretarial Fees	7,742.26		6,207.40
Stationery & Postage	150.64		64.38
Telephone	<u>515.72</u>	29,255.56	<u>348.66</u> 28,920.60
Equipment Purchases	13,218.79	note 2	26,395.51
Kitchen Refurbishment Contribution Contra Entry - Moorabool Council Hall Bookings	8,541.83	note 1	-
		note 3	8,238.02
GST on Purchases	555.83		-
			5,777.01
Total Payments	51,572.01		57,777.12
Surplus (Deficit) for Period	21,537.41		10,125.40
Transfer to Bendigo Bank Term Deposit	- 30,210.96		-
Add Cash book Balance - 1st July 2017	<u>20,462.22</u>		<u>10,336.82</u>
CASH BOOK BALANCE - 30th June 2017	<u>\$ 11,788.67</u>		<u>\$ 20,462.22</u>

**Bank Reconciliation Statement - Bendigo Bank Cheque Account
as at 30th June 2018**

Balance as per Cash Book - 30th June 2017	11,788.67
Plus:-	
Cheques Not Presented	-
	-
Less:	
Deposits Not Credited	3,661.00
Balance as per Bank Statement - 30th June 2018	\$ 8,127.67

Notes accompanying financial returns of 30th June 2018

Note 1 Moorabool Shire Council make bookings for the use of the hall premises on occasions. The COM does not receive booking fees for these events, however in order to present a report that gives an accurate financial record of usage this figure represents the amount that the COM would have received had the booking been made by a third party.

Note 2 Items of Equipment and Furnishings purchased during the period July 2017 to June 2018 were:

Lecterns (2)	2,936.37
Acoustic Cladding - stage area	5,400.00
Overhead Projector - main hall	2,684.18
Lighting Units - stage light bar	2,198.24
	<u>13,218.79</u>

Note 3 A refund of \$1,269.57 is due from the Australian Taxation Office (via Moorabool Shire Council) for GST paid on purchases during the period 1st April 2018 to 30th June 2018.

Note 4 The Hall Booking Account is used to collect booking fees, security deposits and hall booking deposits. Fees for completed bookings are transferred to the main COM bank account at the end of each month. Security deposits are refunded to those booking the hall at the conclusion of the booking, and after an inspection of the premises is carried out. The balance in this account is for security deposits for bookings not yet completed and deposit amounts for upcoming bookings. These amounts are listed as Liabilities of the COM.

8.1 Questions from the Audience

Nil –

K Currie thanked G Treloar for the effort he has put in into the presentation of the reports and for all his work as Treasurer

Resolution:

That the Treasurer's Report be adopted

Moved: G Treloar Seconded: S Deagan

Carried

9. Nomination of Committee Members

Moorabool Shire Council policy HS005 – Section 86 Delegated Committees of Council for Public Halls and Recreation Reserves Policy 2016 applies.

Members of the Bacchus Marsh Public Hall Committee of Management are appointed or re-appointed for a period of 2 years, this was last done in 2016. Note that all current Committee members may re-nominate at the 2018 Annual General Meeting.

Notwithstanding the two year appointment, Council decides formally each year, at a Statutory Meeting of Council, whether to re-appoint the Committee. The next Statutory Meeting of Council will occur on 7th November 2018.

Bacchus Marsh Public Hall Committee may have a minimum of 5 members and a maximum of 11 members. Current membership is 7 persons. Current appointed members of the Committee are: S Deagan, G Treloar, J Ginnane, K Currie, E Daws, D Childs and C Young.

Nominations to fill vacancies must be received by Council at any time prior to 24 hours before the Annual General Meeting. Once all nomination forms have been received by Council, Council will then record the nominees and submit the nomination forms to the Committee Secretary for consideration at the biennial general meeting. If the committee wishes to recommend more committee members than the maximum specified in schedules 1 and 2 of the Appointments and Delegations Policy, then this recommendation needs to be minuted for Council approval at the next ordinary meeting of Council.

Casual nominations may be received at this Annual General Meeting to be considered by Committee and recommendations to appoint new Committee members may be made to Council. Note that delegated Committee members is confirmed by a resolution of Council. Casual Committee nominees are encouraged to attend Committee meetings but do not have voting rights until their appointment is confirmed by Council.

Current Committee members nominated and elected at this Annual General Meeting will resume their roles immediately.

The election of office bearers is done by appointed Committee members.

S Deagan, Chairperson, declared all position vacant and invited Cr J Bingham to Chair the meeting as Interim Chairperson

Cr J Bingham thanked S Deagan for his role as Chairperson

10 Cr J Bingham asked the Secretary for the nominations received from Council.

The nominations received are from the following:

S Deagan
G Treloar
K Currie
D Childs
E Daws
J Ginnane
C Young

As the number of nominations received do not exceed the maximum of 11, all nominees are duly elected to the Committee of Management of the Bacchus Marsh Public Hall

11 Election of Chairperson

Cr J Bingham called for nominations from Committee Members for the position of Chairperson.

Mr. S Deagan was the only nominee.

Resolution:

That in accordance with section 3 of the Moorabool Shire Policy HS005 – Section 86 Delegated Committee of Council for Public Hall and Recreation Reserves Policy 2016, Council ratify the appointment of S Deagan as Chairperson of the Bacchus Marsh Public Hall Committee of Management for a period of 2 years.

Moved: Cr. J Bingham Seconded: C Young

Carried

S Deagan thanked Cr J Bingham for his efforts in representing Council at Committee meetings and resumed the Chair

12	<p>Election of Secretary</p> <p>Cr J Bingham called for nomination from Committee Members for the position of Secretary</p> <p>Ms C Young was the only nominee</p> <p>Resolution:</p> <p><i>That in accordance with section 3 of the Moorabool Shire Policy HS005 – Section 86 Delegated Committee of Council for Public Hall and Recreation Reserves Policy 2016, Council ratify the appointment of C Young as Secretary of the Bacchus Marsh Public Hall Committee of Management for a period of 2 years.</i></p> <p>Moved: J Spain Seconded: J Ginnane</p> <p>Carried</p>
13	<p>Election of Treasurer</p> <p>Cr J Bingham called for nomination from Committee Members for the position of Treasurer</p> <p>Mr G Treloar was the only nominee</p> <p>Resolution:</p> <p><i>That in accordance with section 3 of the Moorabool Shire Policy HS005 – Section 86 Delegated Committee of Council for Public Hall and Recreation Reserves Policy 2016, Council ratify the appointment of G Treloar as Treasurer of the Bacchus Marsh Public Hall Committee of Management for a period of 2 years.</i></p> <p>Moved: S Deagan Seconded: D Childs</p> <p>Carried</p>
14	<p>A vote of thanks was given to all Committee Members by S Deagan</p>

15 Special Business: Hall Hire Fees and Charges

Bacchus Marsh Public Hall & Supper Room - Fees and Charges

2018/2019	Community	Private	Commercial & Government
Room Hire - Hourly Rates (minimum 2 hours) incl GST			
Main Hall (Auditorium, Stage & Foyer)	\$27	\$54	\$77
Supper Room	\$20	\$39	\$54
Foyer Only (occasional - not for regular use)	\$10	\$21	\$31
Room Hire - Full Day Rates			
Main Hall	\$195	\$395	\$545
Supper Room	\$164	\$270	\$350
Foyer Only (occasional - not for regular use)	\$62	\$124	\$186
Full Complex Hire Day Rate			
With Kitchen	\$445	\$705	\$925
Without Kitchen	\$320	\$580	\$800
Equipment Hire			
Full Kitchen	\$125	\$125	\$125
Kitchen Tea/Coffee making only	\$45	\$45	\$45
Microphone -Public Hall/ Supper Room			
Projector/Sound System in either room			
Other Charges - Hourly Rates including GST			
Cleaning during normal hours	\$65	\$65	\$65
Cleaning after hours	\$95	\$95	\$95
Other Charges - Flat Rates			
Public Liability Insurance	\$37	\$37	\$37
After hours key pick up	\$75	\$75	\$75
After hours key return	\$75	\$75	\$75
Hirer Definitions (applied at absolute discretion of Committee of Management)			
Community	Public Meeting events, exhibitions etc for Moorabool Shire community benefit & well being (free or gold coin donation)		
Private	Family functions, sports clubs or special interest groups functions, fundraiser events		
Commercial/Government	Run for profit - Fees charged for attendance, enrolment or stall holding. Government departments holding seminars or community information sessions		

The Committee of Management reserves the right to refuse or place conditions on any proposed hire. This includes limiting the number or duration of hirings in any consecutive period.

Resolution:

That the fees and charges effective 1 October 2018 be accepted

Moved: G Treloar

Seconded: S Deagan

Carried

Meeting closed 8.09 pm

Attachment - Item 12.2b

Bacchus Marsh Public Hall Committee of Management

Committee Meeting 9th August 2018

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 7.05 pm. S Deagan in the Chair.
2.	Members present: S Deagan, G Treloar and C Young
3.	Apologies received: J Ginnane, D Childs, E Daws
4.	Guests: R Geurts
5.	Disclosure of Conflicts of Interest:
6.	Confirmation of Minutes
	Resolution:
	<i>That the minutes of the Meeting of 12th July 2018 be confirmed.</i>
	Moved: S Deagan Seconded: G Treloar
7.	Actions arising from previous meetings

7.1 Disabled Accessibility to Stage and Foyer 0616	<p>S Deagan to contact Independence Australia</p> <p>S Deagan to obtain concept drawings for the foyer and to move cleaners cupboard.</p> <p>Resolution</p> <p><i>That \$5000 be allocated for the expense of concept drawings for the foyer and cleaners cupboard</i></p> <p>Moved: G Treloar Seconded: C Young</p> <p>S Lewin has advised that some capital may be provided through an Assets fund.</p> <p>J Ginnane is still looking for Australian suppliers regarding fold away stairs</p>
7.2 Hall User Manual 0616	Carried forward
7.3 Artwork in Foyer 1017	S Deagan not satisfied with the photo he has taken and will endeavour to take another photo
7.4 Security Cameras and Winter Grant 0916	<p>4 cameras have been purchased and will be installed by R Geurts.</p> <p>Wheelie bins have been removed but rubbish is being left in bags outside the back door. C Young will contact cleaners to see if they are aware of the skip key.</p> <p>The seating in the foyer will not be removed by Council due to the expense involved. They would prefer this to happen during the foyer upgrade.</p>
7.5 Portable Stairs in Public Hall 1016	The quote from Star Aluminium is to be accepted in Primrose colour for a cost of approximately \$3000 plus GST.
7.6 Window vents and surrounds in Public Hall 0717	M Gorfine has advised that Will Sandana-Telez is no longer employed by Council and these will be repaired when the weather is more favourable. C Young has advised M Gorfine not to spend a lot due to the possible foyer upgrade.
7.7 Lighting in Public Hall	The lighting bar will be installed in October
7.8 Interpretive Signs 0917	<p>S Lewin has advised that the interpretive signs installed during the bicentenary were a collaboration between Council and Boral and therefore no information can be found. She advises that we obtain quotes and designs for approval by Council</p> <p>R Geurts advised that a company in Geelong did the ones for the Blacksmith's Cottage and will advise who they are.</p>

7.9 Electricity Audit 1017	G Treloar to send S Deagan a previous electricity account so he can crunch the numbers.
7.10 Keys 1217	Amanda Willison has passed this over Seth for progressing
7.11 Overhead Projector in Public Hall 0217	Installed and has been used. A second music input player lead to be purchased and left in metal cupboard on stage.
7.12 Rotary Contract 0418	No response received from K Currie re meeting with Rotary
7.13 Lecterns 0518	S Deagan has circulated logos and it was decided to go with no 2 with 1883.
7.14 Masterplan 0618	This has been forwarded to S Lewin for approval by Council
7.15 Round Tables in Public Hall 0618	R Geurts contacted the supplier and they will come out and repair the tables and the trolley in August.
7.16 Meeting with MLO 0718	S Deagan will send the letter to the MLO
7.17 Toilet Roll Holders 0717	GJK can supply larger rollers but might be an extra cost. Some concern raised regarding the hirers running out of paper and having to fill up the large holders. It was decided to continue with the current system but GJK to be contacted to make sure that the cleaners are filling up the holders on both Monday and Thursday. R Geurts to monitor
7.18 AGM 0717	Details have been sent to S Lewin for advertising and providing a Councillor to oversee the meeting. An ordinary meeting will be held at 6.30 with sandwiches before the AGM at 7.30
7.19 Security shutters for back windows and doors 0717	R Geurts has received a quote for the back door and will get a quote for the windows.
7.20 Fee Increase 0717	C Young presented a 3.5% fee increase and this will be voted on at the AGM
7.21 Conditions of Hire 0717	These have been updated to include no ball usage or sprinklers in the Public Hall or Supper Room.
7.22 Curtains 0717	A quote has been obtained from Customline Blinds for the replacement of stage curtains and tracks amounting to \$13886 including GST. S Deagan will make a grant application to cover a part of the cost

8.	<p>Chairperson's Report</p> <p>An effort should be made by all Committee persons to recruit new members at the AGM</p> <p>Resolution:</p> <p><i>That the Chairperson's report be received.</i></p> <p>Moved: S Deagan Seconded: C Young</p>							
9.	<p>Secretary's report</p> <table border="1" data-bbox="188 757 1522 1534"> <tr> <td data-bbox="188 757 624 1182">9.1 Inwards correspondence</td> <td data-bbox="624 757 1522 1182"> Dept of Econ Development – Vendor Creation form Keemin Electrical – Cert of Safety – Overhead Projector Telstra – Invoice Bendigo Bank – Term Deposit cancellation Energy Aust – Gas Account GJK Facility Services – Statement and Invoice Suez Waste Management – Invoice Keemin Electrical – Invoice Customline Blinds – Quote Various emails re Bookings </td> </tr> <tr> <td data-bbox="188 1182 624 1417">9.2 Outwards correspondence</td> <td data-bbox="624 1182 1522 1417"> Dept of Econ Development – Vendor Creation form MSC – M Gorfine – Cert of Safety – Overhead Projector MSC – S Lewin – Notice of AGM MSC – S Lewin – Masterplan Various emails re Bookings </td> </tr> <tr> <td data-bbox="188 1417 624 1534">9.3 Busines Arising</td> <td data-bbox="624 1417 1522 1534">Customline Blinds Quote</td> </tr> </table> <p>Resolution:</p> <p><i>That the Secretary's report be received.</i></p> <p>Moved: C Young Seconded: S Deagan</p>		9.1 Inwards correspondence	Dept of Econ Development – Vendor Creation form Keemin Electrical – Cert of Safety – Overhead Projector Telstra – Invoice Bendigo Bank – Term Deposit cancellation Energy Aust – Gas Account GJK Facility Services – Statement and Invoice Suez Waste Management – Invoice Keemin Electrical – Invoice Customline Blinds – Quote Various emails re Bookings	9.2 Outwards correspondence	Dept of Econ Development – Vendor Creation form MSC – M Gorfine – Cert of Safety – Overhead Projector MSC – S Lewin – Notice of AGM MSC – S Lewin – Masterplan Various emails re Bookings	9.3 Busines Arising	Customline Blinds Quote
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9.3 Busines Arising	Customline Blinds Quote							

10. Treasurer's report

Cheque Account

	Month July 2018	2018/19 YTD	2017/18 YTD	
INCOME				
Hall Hire - Public hiring	3,056.79	3,056.79	2,904.53	5.0%
Hall Hire - Council	51.82	51.82	210.00	305.2%
Cleaning/ Other Costs Recouped	45.45	45.45	136.37	
Hire - Crockery and Cutlery	-	-	-	
Operational Grant	-	-	-	
Public Liability Amounts Received	74.50	74.50	185.00	
GST on Income	310.26	310.26	466.47	
Interest Received	31.04	31.04	-	
Total Income	3,420.86	3,420.86	2,969.43	
EXPENDITURE				
Cleaning	493.82	493.82	-	
Computer Expense	135.00	135.00	-	
Electricity	-	-	-	
Gas	704.62	704.62	473.22	
Hallkeeper	250.00	250.00	190.00	
Secretarial Fees	653.54	653.54	626.41	
Skip Hire & Rubbish Removal	91.40	91.40	76.00	
Telephone	45.33	45.33	78.43	
Maintenance:-				
building	375.00	375.00	109.10	
Equipment Purchases		1,503.98	-	
other projector install	1,503.98		-	
GST on Purchases	362.76	362.76	1,939.88	
Contra Account - Hall Hire Council	51.82	51.82	210.00	
Total Expenditure	4,667.27	4,667.27	- 176.72	
Surplus/ Deficiency	- 1,246.41	- 1,246.41	3,146.15	
Less: Transferred to Term Deposit	31.04	31.04		
Plus: Transferred from Term Deposit	30,242.00	30,242.00		
Bank Account Balance B/Fwd	11,788.67	11,788.67		
BANK ACCOUNT BALANCE -31st July 2018	\$ 40,753.22	\$10,511.22		

	10.1 Accounts for Payment	<table> <tr> <td>Elms Bookkeeping</td> <td>702.27</td> </tr> <tr> <td>GJK Facility Services</td> <td>562.21</td> </tr> <tr> <td>Ron's Maintenance Services</td> <td>431.00</td> </tr> <tr> <td>Suez</td> <td>119.65</td> </tr> <tr> <td>Telstra</td> <td>59.51</td> </tr> </table>	Elms Bookkeeping	702.27	GJK Facility Services	562.21	Ron's Maintenance Services	431.00	Suez	119.65	Telstra	59.51
Elms Bookkeeping	702.27											
GJK Facility Services	562.21											
Ron's Maintenance Services	431.00											
Suez	119.65											
Telstra	59.51											
<p>Resolution:</p> <p><i>That the Treasurer's Report be received</i></p> <p>Moved: G Treloar Seconded: C Young</p>												
11.	Booking Officer's report											
	11.1. Bookings Received	MSC – Kat Barbuto – Strawberries and Cherries Festival Greg Jenkins – Birthday MSC – Claire Conlan – Seniors U3A MSC – Jade Addicott Michael Crawford Funerals BM Christian Church x 10										
	11.2 Booking Enquiries	MSC – Sharon Vis MSC – Manda McDermott Kelly Malloy James Galea – 1 st Birthday Julia Mann – V Line Meeting Emily Hehir – Dahlia Garden Show Belinda Horne – BM Carols by Candlelight Emil Tessera – Sri Lankan family day Jill – 21 st Gay – 18 th Paul – 40 th Shelton Mueller – Dance										
	11.3 Hall Viewings	MSC Kat Barbuto Denise McKinnon Vicroads										

	11.4 Business Arising	<p>Dept Econ Development – Broken Castor on table. R Geurts is trying to find a supplier and this will be charged to the hirer</p> <p>MSC – Jade Addicott – premises not packed up properly. If this continues, MSC should be charged for Hallkeeper's time</p> <p>MSC – Claire Conlan – Seniors Week/U3A. Claire has advised that Council will be involved and this is not a U3A Booking</p> <p>BM Christian Church – charged for an after hours call out.</p>
<p>Resolution:</p> <p><i>That the Booking Officer's report be received.</i></p> <p>Moved: C Young Seconded: G Treloar</p>		
12.	Hall Keeper's report	
	<p>Wheels tightened on round tables. Manufacture to come out and fix wheels and table trolley</p> <p>Defibrillator stickers to be put on walls.</p> <p>The right Hall stage speaker support has been inspected and is ok. The left Hall stage speaker has been installed into chipboard. Extra screws may need to be put in. Factory Sound have been contacted on recommendation re mounting of speakers.</p> <p>There have been a lot of inspections after hirers with some work needed to bring the rooms up to standard.</p>	
<p>Resolution:</p> <p><i>That the Hall Keeper's report be received.</i></p> <p>Moved: C Young Seconded: G Treloar</p>		
13.	General Business	
	<p>AGM reports to be given to Secretary 1 week prior to the AGM.</p>	

14.	The next meeting of the Committee will be held at 6.30 on Thursday 13 th September 2018
15.	The meeting closed at 8.30pm.

Attachment - Item 12.2c

Elaine Recreation Reserve Biennial General Meeting 23-09-2018	
Present	Ron Read, Councillor Tom Sullivan, Stephen Ford, Jo Adcock, Joyce Read, Diane Cook and Ron Wauchope
Apologies	Jimmy Connell,
President Ronnie Read	Welcomed everyone and declared Biennial General Meeting open at 1:00 pm.
Annual report presented.	Secretary Jo Adcock read out the annual report on behalf of President Ron Read.
Treasurer's Report	<p>Stephen presented the financial report for the past 12 months. Attached.</p> <p>Question regarding the insurance and claiming back from User Groups. Tennis Club is going to be contributing a higher proportion due to a higher value of equipment stored on site.</p> <p>Stephen moved his report 2nd Ron Read</p>
Positions declared open	Ron Read declared all the office bearer's position open.
Welcome Tom Sullivan to the chair to conduct the elections of the office bearers.	<p>Tom Sullivan congratulated the outgoing committee members on the achievements and huge improvement for the recreation reserve over recent years.</p> <p>Great to see ongoing focus/Master Plan and commitment to improvement in the future.</p> <p>President: Nominations called for the position of President of the E.R.R. C.O.M. Ron Read nominates Diane Cook to the position of President. 2nd by Joyce Read. Tom Sullivan asks if Diane accepts the role. Tom Sullivan calls for any further nominations No further nominations. Tom Sullivan congratulates Diane Cook.</p> <p>Secretary: Nominations called for the position of Secretary of the E.R.R. C.O.M. Stephen nominates Jo Adcock for the position of Secretary. 2nd by Ron Read. Tom Sullivan asks if Jo accepts the role. Tom Sullivan calls for any further nominations. No further nominations. Jo Adcock accepts the role of Secretary of the E.R.R. C.O.M. Tom Sullivan congratulates Jo Adcock.</p> <p>Treasurer: Nominations called for the position of Treasurer of the E.R.R. C.O.M. Ron Read nominates Stephen Ford to the position of Treasurer. 2nd by Jo Adcock Tom Sullivan asks if Stephen accepts the role. Tom Sullivan calls for any further nominations. No further nominations.</p>

	<p>Tom Sullivan congratulates Stephen</p> <p>Committee members for the C.O.M. called for; Ron Read Joyce Read Jimmy Connell Ron Wauchope Tash Ford</p> <p>All those present accept the nominations of these members. Tom Sullivan declares the above people as members of the Elaine Recreation Reserve Committee.</p> <p>Tom extends his thanks to the outgoing members and to the new and ongoing members of the Committee of Management.</p>
User Group Representatives	<p>Tom Sullivan clarified the role of the User Group representatives. Tom will send through standard user group agreements for us to use.</p> <p>We will ask the Tennis Club and Cricket Club to nominate a member who will be willing to attend our meetings and report to us from their meetings. Nomination forms need to be completed and submitted to council before the User Group Representative has voting rights at meetings.</p>
B.G.M. closed	1: 35pm

General Meeting following B.G.M.	
General Business	
Toilets	<p>Ron Read appraised Tom Sullivan of what we have been working towards regarding the upgrading of the toilet block.</p> <p>Ron has approached state members and got verbal commitments from Andrew Kilmartin and Michaela Cash to provide funds, if elected.</p> <p>Tom says that we need to make sure it is in the Master Plan and has gone through a strategic process. Revisit every 12 months to check for relevancy and tweak as needed. Toilets have been on Master Plan for a long time.</p> <p>We will look at a modular unit which costs about \$60,000;00. Use existing plumbing hopefully and remove existing block.</p>
Grounds maintenance	<p>Shelter Belt trees have been planted behind tennis courts to assist with the wind. Tennis Club were keen to put a wind barrier on fence but it's not engineered to deal with the wind.</p>
Thank you	Tom Sullivan and all attendees.
Meeting closed	2:00 pm

Attachment - Item 12.2d

Annual Report for Elaine Recreation Reserve Committee of Management for 2018.

In the two years since the last Biennial General Meeting, the Elaine Recreation Reserve Committee of Management have managed the Elaine Recreation Reserve in conjunction with the community and user groups.

Currently the reserve is being utilised by the Elaine Cricket Club and the Elaine Tennis Club and the Elaine C.F.A. Juniors. In November the reserve is being used for the Midlands Cup competition which is a CFA Juniors competition where brigades from all around the local district and beyond, compete. This year we have Greendale, Gordon, Coimadai, Ballan, Truganina and Elaine competing. Elaine is hosting the event as the Elaine Juniors won the competition last year in Gisborne. Over 70 competitors and judges will be attending, plus their families and officials from CFA District 15.

The Cricket Club has held a grand re-opening following on from the refurbishment of its clubrooms and addition of containers for storage and change room facilities. Tennis Club has held their annual Open Day on the 09-09-2018 and it was a success. Both user groups continue to enjoy a high rate of participation from local members and visitors to Elaine through the competition season.

Maintenance of the reserve has been continuously carried out including keeping the lawns maintained and mowed, trees replaced and planted and rose bushes planted. The oval has been re-seeded and super phosphate fertiliser to enhance the growth of the grass has been extensively applied. There has been ongoing and extensive weed management. A fence has been erected along the railway to protect the plantings and enhance the grounds.

Two new water tanks were purchased through grant funds and donation from Elaine CFA. We have insurance increased to cover new equipment purchased by the User groups and stored on site.

We have managed ongoing issues around the current toilet block including a break in which was reported to council. We purchased new locks, the old ones having been cut off with bolt cutters, and out a procedure in place whereby the toilets are to be kept locked and keys stored in fridge at tennis clubrooms. There have been issues raised around the use of the toilet block and it not being left in a suitable state. Stephen (Treasurer) had to go and clean up after a report to say that it had been left in a bad way. The responsibility lies with users and User Groups to ensure that they and their guests leave the toilet block as they find it and keep it locked. We also have a strategic plan in place to enhance the toilet facilities up until the time when they can be replaced by improved facilities.

We have reviewed the 10 Year Plan and come up with new priorities: new toilets, irrigation project for oval and driveway resealing. Our future priorities include: seeking funding through the local windfarms as well as through the local state and federal members. Ronnie has approached Andrew Kilmartin and received assurances that he will prioritise the building of better toilet facilities at the reserve. Our Strategic Plan for current toilet block included; installing solar lighting, painting inside white or reflective paint and having local youth members paint outside in a mural/design to reflect community life. Also looking into formal car parking provisions.

Attachment - Item 12.2e

Gordon Public Hall Committee Inc

Meeting 6th June 2018 7:30pm

Minutes

Present: Beryl Forster, Lin Lawson, Frank Higgins, Nicole Smith, Robyn Black, Sandra Jarrett

Apologies: Leigh Clark,

Confirmation of Previous Minutes:

Robyn read the previous minutes.

Moved: Beryl Forster Seconded: Sandra Jarrett Passed and confirmed

Business Arising from the Minutes:

Australian Business Register

Power Board

Bolts on doors in store room: letter to shire door new exterior door, door sill

toilet door sticks: install handle on inside of right ladies cubicle **Frank**

No light globe in mens toilet

changing fluorescent light globes

façade flashing letter to shire

Keys- Frank does not have a Hall key, and needs access to do minor maintenance. Will get a copy of the rear sliding door key.

Correspondence:

1. In: CBA Statement 30/3/18 Balance \$9,194.07 -Nicole
Note: 24/1/18 Moorabool Shire Grant deposited \$4,100 for Drop In Centre.
2. In: Momentum Energy Due: 4/5/18 \$385.76 -Nicole
3. In: 4/6/18 Email from Steffanie Lewin (Community Development Officer)
Council will be commencing a condition audit of all Council owned buildings,
from Monday June 11 to Friday June 15 -on file.
4. Out: 6/6/18 Response to above.
5. In: Letter from Gordon Primary School Fundraising Committee, requesting we
discount the \$100 Booking Fee for their Trivia Night on 16th June. -on file.
6. In: 28/5/18 Stephanie Lewin. "Pick my Project State Government Grants of
\$20,000 to \$200,000 closes 8 June. -on file.
7. In: 5/4/18 Email from Kristian Brudenell: Providing some for answers to our
Insurance Qns. Notably, Hall User groups are covered for events,
Committee is covered whilst performing their role in planning and managing
the Hall. BUT may not be covered for CoM run programs or use. -on file.
8. In: 19/4/18 CC Email from Scott Graham (Gordon Main St Reference Group)
to Phil Jeffery Moorabool Shire Engineer. Specifying issued to be discussed

about the Main St redevelopment plans at meeting on 9th April. -on file.

Correspondence Moved: Frank Higgins Seconded: Lyn Lawson

Treasurer: No report

Reports: None

General Business:

9th April meeting with Moorabool Shire & Gordon Reference Group. CHiPA representative John Porter present. Robyn attended and after much negotiation was able to secure an agreement from the Shire Engineers, to modify the street plan in front of the Hall. The 11m wide "amenity area" will be significantly reduced and the 2 parallel car parks will be changed to angle parks. Both these changes will allow several more parks in front of the Hall. The parallel parking in front of Shana's will be changed to angle as well. The Disabled parking will be shifted to the front of the Hall, removing it from under the huge gum tree, which may be dangerous, and moving it closer to both Hall entrances. These changes only create a few more parks near the Hall and it should be noted that these road works will still move most of the parking away from the Hall, and away from Main St.

Gordon Primary School have requested that the \$100 Hall Hire fee be waived or discounted for their Fundraising Trivia night. We agreed to discount to \$50. As we must pay for power & water used, as well as toilet paper, hand towel & cleaning supplies. **Robyn** to reply to them, reminding that the Hall must be satisfactorily cleaned.

Secretarial Costs Committee approved a reimbursement of \$30 to Robyn, for calls and sundries made on Hall business. **Nicole** to do this.

Rear Store Room - Suggested we cover the chip board floor with lino.
Frank to measure. **Lin** to get quote.
- Sandra has purchased material & will sew up curtains to stop sun damage to the chairs.

Professional Cleaning of Hall

Greendale Cleaners cleaned the main hall. 15 May. 9am to 1:30pm. 2 people, \$55/hr = \$495 They said they will come back to clean the windows outside. We decided to also clean the foyer, outside entrance & patches on the ceiling. Once we know what this will cost, then we will discuss them cleaning the exterior walls.

Have not sent an invoice yet. **Robyn** to ring Steve at Greendale Cleaners.

Hall Hire Conditions **Nicole** will rewrite the booking sheet & the CoM will review conditions of hiring the Hall re cleaning.

Hall Hire Protocol re Library on Tuesdays. If there is an event that will effect the Library operations in the meeting room, that the **Booking Officer** contact the Library Staff to inform them. Kirsty 0419 519 650

Tai Chi, Yoga, Meditation, & Mindfulness Classes Mondays with Huey 6 – 7pm

Huey from the Gordon Shop is running classes to the public, free of charge. 15 People 1st night.

Insurance (see letter from Kristian Brudinell Correspondance No. 7)
Events run by user groups are covered by Council insurance.

Insurance covers incidents on council property, so Market stalls on the road side of the footpath cannot continue.

The CoM is covered for activities required to manage the Hall. There is uncertainty that events run by the CoM may not be covered with insurance. Further information is required.

Market Day:

Next Market Day is October 15th

Date of Next Meeting:

Wednesday 1st, August 7.30pm

Meeting Closed:

9:15pm

Attachment - Item 12.2f

Greendale Reserves Committee of Management Annual General Meeting 2018

Presidents Report

The year just pass has seen not a lot of activity on the main resurvey at Greendale, Egan reserve. What work has been done is mainly being of a general maintenance type, although we were successful in getting a winter grant to purchase an additional piece of equipment for the walking/exercise track around the reserve. This piece of exercise equipment is a set of chin-up bars. We now need to arrange a date and time to install the equipment at the reserve.

As with previous years, the reserve attracts a lot of users over the course of the year, particularly in the warmer months. What is disappointing to note is that fires have still been lit at the reserve albeit with signs having been erected stating no fires. Disappointingly on at least 2 occasions fires have been lit inside the rotunda itself on the concrete floor. Both of these fires resulted in the concrete being cracked. One of these fires caused enough damage for it to be declared a trip hazard and repairs by Moorabool Shire council officers had to be undertaken.

We have had lengthy discussions at our meetings regarding the viability of erecting a community hall/centre of some description at Egan's reserve. It is pleasing that Moorabool Shire Council has come forward and stated that they in conjunction with their town planning scheme 2019/20 may look at assisting us with a viability study around such a facility.

A perennial favourite, the toilet block although clearly no longer suitable for the reserve and the use that it generates may have to be left as it is whilst this study regarding a community centre is undertaken. If we were to proceed down this path and then obviously a toilet block with external entrances would be incorporated into the design of any such building.

Finally thanks to members of the community who volunteer their time and expertise to look after this and the other reserves around the area. The efforts are fully appreciated.

Phil O'Keefe

Attachment - Item 12.2g

**Greendale Reserves Committee of Management
AGM 2018**

Attendees:	Phil O'Keefe, Nick Myrianthis, John Speed, Eddie Salwe, Paul Hilder , Mitch Jenkins (MSC)	
Apologies:		
Date & Time:	Thursday 20 th September 7.30pm	
Venue	Greendale CFA	
Issue	Action	Timeframe
Previous minutes	AGM March 2017 minutes were confirmed. Moved Ed, Seconded Phil	
Matters arising	Nil	
Correspondence	Nil	
Presidents Report	Phil discussed his report for 2017 – 2018, copy attached Moved to be accepted by John and seconded by Eddie. Carried by members	
Treasurers Report	Nick tabled Profit & Loss and Balance sheet July 2017 to June 30 2018 copy attached . Moved to be accepted by John and seconded by Eddie. Carried by members	
General Business		
Meeting closed 7.50pm		
Next AGM	Biannual meeting to elect committee members, before Sept 2019	

Attachment - Item 12.2h

Greendale Reserves Committee of Management

Attendees:	Phil O'Keefe, John Speed, Paul Hilder , Nick Myrianthis, Eddie Salwe, Mitch Jenkins (MSC)	
Apologies:		
Date & Time:	Thursday 20 th September 2018, 7.30pm	
	Greendale CFA shed	
Issue	Action	Timeframe
Previous minutes	Aug 2018 minutes were confirmed	
Matters arising		
Summer Grant	Exercise equipment – chin up bar EDDIE & PHIL HAVE PICKED UP FROM SUPPLIER. INSTALLATION TO BE ORGANISED	
	Letter received from Kenzie Nicholson requesting installation of cricket nets at Egan's Reserve. John has responded	
	Holden car club using Egan's Reserve Sun 30/9/18. Donation to be requested for use of facilities – John to email. DONE	
Treasurers report	See AGM	
	Power usage contract renegotiated with Origin Energy	
Correspondence		
General Business -	Master Plan 2017 – 2022 was submitted to MSC for endorsement.. MITCH JENKINS PROVIDED FEEDBACK FROM MSC. HARD COPY TO FOLLOW. CoM TO REVISE MASTER PLAN ACCORDING TO MSC FEEDBACK & RETURN TO MITCH TO BE PRESENTED TO COUNCIL FOR ENDORSEMENT IN 2018.	
Community Centre at Egan's Reserve	See feedback on Master Plan provided by MSC	
Next meeting	Thursday 18/10/18 , 7.30pm Greendale CFA	
	Meeting closed 8.30pm	
	CFA = C1950Z	

Proposed for Master Plan 2017 to 2022
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

Attachment - Item 12.2!

GREENDALE RESERVES MANAGEMENT COMMITTEE

85 LONG GULLY ROAD
GREENDALE
VIC AUSTRALIA 3341

Balance Sheet

As of June 2018

20/09/18
7:22:35 PM

Assets

Current Assets

Cash On Hand

Cheque Account

\$7,760.95

Investment Account

\$10,125.34

Total Cash On Hand

\$17,886.29

Pledges Receivable

\$560.00

Total Current Assets

\$18,446.29

Property & Equipment

Buildings

Buildings at Cost

\$63,603.18

Total Buildings

\$63,603.18

Furniture & Fixtures

Furniture & Fixtures at Cost

\$11,851.00

Total Furniture & Fixtures

\$11,851.00

Total Property & Equipment

\$75,454.18

Total Assets

\$93,900.47

Liabilities

Current Liabilities

GST Balancing

\$1,541.88

GST Liabilities

GST Collected

-\$456.55

GST Paid

-\$1,229.90

Total GST Liabilities

-\$1,686.45

Total Current Liabilities

-\$144.57

Total Liabilities

-\$144.57

Net Assets

\$94,045.04

Equity

Prior Year's Surplus/Deficit

\$9,102.33

Retained Earnings

\$33,809.11

Current Year Surplus/Deficit

\$689.01

Historical Balancing

\$50,444.59

Total Equity

\$94,045.04

GREENDALE RESERVES MANAGEMENT COMMITTEE

85 LONG GULLY ROAD

GREENDALE

VIC AUSTRALIA 3341

Profit & Loss [Cash]

July 2017 through June 2018

20/09/18

7:02:15 PM

Income		
Donations		\$500.00
Recurrent Shire Funding		\$2,819.00
Total Income		<u>\$3,319.00</u>
Cost of Sales		
Total Cost of Sales		<u>\$0.00</u>
Gross Profit		<u>\$3,319.00</u>
Expenses		
Recurrent Expenses		
Electricity	\$1,011.70	
Playground Expenses		
Playground/Garden supplies	\$123.64	
Drive In Event Expenses		
Grant Related Expenses		
Equipment and accessories	\$1,494.65	
Total Expenses		<u>\$2,629.99</u>
Operating Profit		<u>\$689.01</u>
Other Income		
Other Expenses		
Net Profit (Loss)		<u>\$689.01</u>

Attachment - Item 12.2j

Special market meeting: 2 October 2018 LAL LAL SOLDIER's MEMORIAL HALL COMMITTEE

Meeting opened: 7.05 pm

Present: Engels Leoncini, John McAuliffe, Geoff Hewitt, John Crick, Graeme Diamond-Keith, Nadia Elford, Colleen Henriksen

Apologies: K. Kitchingman, Ursula Diamond-Keith

BUSINESS ARISING

1. School Trash & Treasure

- School contacted re promotion.
 - Update leaflet to include school activity
 - Possibly need to letter drop
- No wood raffle so school requests doing the bbq.
 - possibility of school/CFA rotation in alternate years

Actions:

1. Engels to discuss bbq, provision and pricing of soft drinks/bottled water and related issues with school
2. Alternative: CFA to run bbq as usual

2. CFA Expo

Actions:

1. Discuss bbq arrangement with CFA
2. Nadia to update leaflet

ARRANGEMENTS

1. Sites:

- 50 definite sites: 35 outside, 15 inside
- Usual 4x4 dimensions for outside sites
- John & Robert Crick have started burning stump.
- Use 2017 site plan to ensure vendors receive same sites if requested
- Use reference list to determine site placement for power requirements
- Sites open for vendors from 8 am for 9 am market start. One vendor has requested 7.30 set up

Actions:

1. Clear pine cones (after work/casual arrangement)
2. Engels arranging site clearance with mower
3. Engels to contact members for working party Friday evening 26/10 for final site clearance
4. 27/10 Saturday afternoon site marking. Time to be determined.
5. Manning site entry arrangements to be arranged during site preparation

2. Vendors:

- Four food vans booked, two pending
- No ice cream van
- No egg vendor
- No potato or apple vendors this year
- Site requests, power requirements and payment details listed on tabled reference list
- Larissa making dumplings, etc in kitchen.
- Sale of soft drinks

- No wine vendor

Actions:

1. Nadia to contact 'Cold rock' and 'Timboon'
2. Request Larissa make more dumplings to prevent early sell out
3. No casual egg selling. Vendors require standard permits
4. Check whether 'I love hamburgers & kebabs sell soft drinks
5. Contact David Sinclair (Scotsburn Estate)

3. Activities:

- Petting zoo confirmed
- Face painting: usual veranda placement
- Ralph (Music) requests \$150
- Rowdy the shearer confirmed
- Jonathon Leoncini (shearer) yet to confirm.
- CFA Junior Demonstration to be arranged
- Use PA system to announce activities and promote vendor products

Actions:

1. Committee to pay for petting zoo then provide invoice to Lal Lal Wind Farms for reimbursement
2. Engels to organise invoice arrangements for purchase of PA system
3. Nadia to contact Ralph and confirm payment
4. Engels to discuss CFA Demonstration arrangement with Gail Schuler

4. Community & other groups:

- CFA Information table to be in usual place
- History Group will support Pat Dobbyn. Have requested changed placement in foyer.
- Restored falcon and other cars to be displayed

Action:

1. Engels arranging car display roadside from paddock gate entry point

5. Raffle:

- To be arranged
- Donation tin an alternative

Action:

1. Engels to negotiate door prize

6. Promotion & advertising

- No letter box drop
- Focus on roadside signage and social media

Actions:

1. Engels to arrange ad with 'The Ballarat Courier'
2. Graeme Diamond-Keith to work on A frame notices
3. Engels and John Crick arranging updating and placement of roadside signage
4. Nadia to contact local radio station(s)

7. Parking:

- Disabled parking spots as usual

Actions:

1. John McAuliffe to order special events and disabled parking signs and bollards and arrange pick up
2. John Crick to provide material to rope off ANZAC Park during working party 27/10

Meeting closed: 8.20 pm

Attachment - Item 12.2k

Maddingley Park
Committee of Management
MINUTES

Meeting date: Tuesday 31st July 2018

Meeting venue: Library

Chairperson: Russell Hendry

Meeting started at 7.00pm

Present: Russ Hendry, Peter Sutherland, Dotty Hazell, Gary Coles, Peter Wakefield,

Apologies: Pamela Pinney Michael Love, Darren Smith Heather Chambers,

1. **Minutes from previous meeting** Moved Peter Sutherland, seconded Dotty Hazell that those circulated be approved.
2. **Business arising** -
 - nil
3. **Finance Report**

Peter Wakefield,/ Seconded Peter Sutherland that the financials as circulated be approved. Peter reported that the Shire had changed electricity provider from AGL to Origin without notification to us and we were issued with final notices from AGL.
4. **Correspondence**

Inwards

 - 058 – BM Arts Council re art in the park
 - 059 – BM Lawn Tennis re use of net shed for FOMP
 - 060 – MSC awarding grant for netball roller doors
 - 061 – Quote for replacement plaques.

Outwards

 - 043 – Letter to Rob Croxford re missing plaques
5. **Hire Requests/Upcoming events**

Nil
6. **Projects Update**
 1. Clubrooms extension - **completed**
 2. Dividing wall in kiosk for FOMP – ML advised we could use tennis net shed. RH to follow up with Gary. - **Completed**
 3. Irrigation option. Moved Peter Wakefield seconded Peter Sutherland that we approve \$5000 to install irrigation from Station St gates to playground. **Completed**
 4. CCTV in park. – Awaiting Council approval
 5. Children crossing signs - Got approval.- waiting on Council to install **Completed**
 6. BBQ at playground. **Installed and operational**
 7. Netball courts roller doors ordered. **Completed**
 8. Lights at the main oval still awaiting Powercore action
7. **Policy Issues**
 1. Art in park – update & action. Feedback received from Historical Society and Arts group. Anu to update. **RH/PW met with Anu to determine a project from her report. It was agreed that the pathways and grotto on the mound be followed up as the**

first project. Russ to get ideas circulating and when the CoM decide we follow the procedure of approvals from Council and funding options

8. Facility Management

1. Maintenance issues all ok
2. Oval management-going well at the moment.

9. Other Business

The award for the netball roller door grant was presented to Russ at Ballan last week and handed over to Peter to give to the netball club. Peter thanked the committee for their work on this project.

Meeting closed at 7.26pm.

1. Next meeting date 25th September 2018, 7.00pm

Meeting Calendar 2018

January 30th

March 27th

May 29th

July 31st

September 25th

November 27th

Attachment - Item 12.21

6. Moorabool Shire Council Representative takes chair

Wayne invited Councillor Tom Sullivan to chair the next section on the meeting.

Tom thanked all volunteers of Navigators for keeping the facilities in such excellent condition, and advised that council would work to address issues raised by the Committee in order to re-establish a successful working relationship.

7. Committee of Management positions.

Tom declared all positions vacant and asked for names to be put forward for the position of;

President:

Wayne Austin – nominated by Tarshaaccepted. No other nominations received. Wayne appointed.

Vice-President:

No nominations received . Position left vacant

Treasurer:

Ken Turner - nominated by Wayne ---- accepted. No other nominations received. Ken appointed

Secretary:

Ole Kelderman – nominated by Wayne ----- accepted. No other nominations received. Ole appointed

Tennis Club Representative: - Tarsha Gore ... accepted.

Ordinary Members:

David Tatman
David Reyne
Michael Clarke
Alan Rogers

Motion: Members Accepted
Marita Moved .. carried

Cr Tom Sullivan accepts composition of new committee and hands chair to Wayne Austin as incoming president .

8. Meeting Closed 8:34 pm

General Meeting to follow after a short break.

Attachment - Item 12.2m

Subject:	Wallace Recreation Reserve Committee of Management AGM
Attendees:	Paul Mahar (President), Leane Mahar, Alan Tiley, Jason Carey, D.Toohy, J.Toohy Cr Tom Sullivan
Apologies:	Patrick O'Neil, Karen Tiley, Leanne O'Neil, Mick Quinlin,
Date & Time:	Sunday 23 September 2018 @ 11.00am
Venue:	Wallace Recreation Reserve

- Meeting opened at 11am by current president P.Mahar.
- President Paul Mahar thanked and spoke of the gratitude the committee have for Cr Tom Sullivan attending the AGM
- Cr Sullivan gave a quick run-down of the way the AGM should run.
- President Paul Mahar announced all positions open and handed the chair to Cr Sullivan.
- Cr Sullivan asked for nominations for members.
Personnel nominated: Paul Mahar, Leane Mahar, Alan Tiley, Jason Carey, David Toohey, Patrick O'Neil, Karen Tiley, Leanne O'Neil, Mick Quinlin, Liam Kiniborough, Maurice Mahar, Geoff Williams.
- Cr Sullivan then asked for nominations for executive positions
 1. Paul Mahar was nominated by Jason Carey, Seconded by Dave Toohey.
 2. Maurice Mahar was nominated for the treasurers role by Jason Carey, Seconded by L.Mahar
 3. Leanne O'Neil was nominated for secretary by P Maher, seconded by Alan .Tiley
- All three nominations were passed and accepted

General Business

- Outside Kiosk grant has been granted and will have the kiosk constructed before X-mass.
- Spoke of the success of the netball side concreting which has made the court so much safer and the in-kind work was fantastic
- Jason Carey bought up the need to have a cooling system put into the rooms. Jason Carey to chase up
- The P.J.Duggan sign needs repairing or a new one to replace the current sign, Jason Carey to chase up
- The kitchen needs some minor repairs and upgrades to meet health regulations
- Return water pipe at the entrance needs repair as its leaking, Jason Carey to chase up
- The committee spoke to Cr Sullivan of the need / want to develop a master plan / Vision for the Wallace community. We will be applying for a grant in the next round of grants in March for funds to produce such a document / pre work for future growth. Committee spoke of the need and agreed way forward as a one group combining the Rec / Hall committee.
- Cr Sullivan Spoke and gave advise of what we as a community needs to do to make such a combined community vision moving forward and be in readiness for future funding.
- Cr Sullivan will speak to Danny Colgen from the Moorabool Shire to assist us with a master plan / Community vision.
- Meeting to discuss our major fund raiser, Derby Day, to be held on Friday 5th October at 6 pm, Leane Mahar to organise pizzas for the meeting.
- President Paul Mahar again thanked Cr Sullivan for his attendance and guidance.
- Meeting closed 11:57am

12.3 Advisory Committees of Council - Reports

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

Nil.

13. NOTICES OF MOTION**13.1 Cr. Bingham: N.O.M. No. 274 – Telecommunication Tower PA2018****Motion**

That Council:

1. Write to the Minister for Planning regarding amending Clause 52.19 – 3 which exempts the requirement of advertising planning applications for telecommunication facilities that are funded or partly funded by the Mobile Black Spot Program, or the State of Victoria.
2. Write to the applicant Vodafone and the landowner Victorian Rail Authority to question whether the proposed tower could be shifted at least 150m away from the closest dwelling.

Preamble

Council has been approached by an aggrieved land owner who believes their rights have been removed because of the clause exempting notice of these towers to landowners.

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**
- 17.3 Confidential Report**
- 17.4 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.

Items 17.1, 17.2, 17.3 & 17.4 are confidential items and therefore not included as part of this Agenda.

18. MEETING CLOSURE