



ORDINARY MEETING OF COUNCIL

Minutes of the Ordinary Meeting of Council
held at the Council Chamber, 15 Stead Street, Ballan on
Wednesday 1 November 2017 at 5:00 p.m.

Members:

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

Officers:

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

Rob Croxford
Chief Executive Officer

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1. OPENING OF MEETING AND PRAYER

The Mayor, Cr. Edwards, opened the meeting with the Council Prayer at 5.00 pm.

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. RECORDING OF MEETING

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

- The Moorabool News; and
- The Star Weekly

4. PRESENT

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

Officers:

<i>Mr. Rob Croxford</i>	<i>Chief Executive Officer</i>
<i>Mr. Phil Jeffrey</i>	<i>General Manager Infrastructure</i>
<i>Mr. Danny Colgan</i>	<i>General Manager Social and Organisational Development</i>
<i>Mr. Satwinder Sandhu</i>	<i>General Manager Growth and Development</i>
<i>Mr. Andrew Goodsell</i>	<i>Manager Strategic and Sustainable Development</i>
<i>Mr. Rob Fillisch</i>	<i>Manager Statutory Planning and Community Safety</i>
<i>Ms. Bronwyn Southee</i>	<i>Coordinator Statutory Planning</i>
<i>Ms. Sam Romaszko</i>	<i>Manager Engineering Services</i>
<i>Mr. Tristan May</i>	<i>Senior Project Engineer</i>
<i>Mr. Ian Waugh</i>	<i>Manager Community and Recreation Development</i>
<i>Ms. Tania Barry</i>	<i>Coordinator Community and Recreation Development</i>
<i>Ms. Claire Conlon</i>	<i>Manager Active Aging and Community Access</i>
<i>Ms. Vanessa O'Toole</i>	<i>Manager Governance and Organisational Development</i>
<i>Mr. Steve Ivelja</i>	<i>Chief Financial Officer</i>
<i>Ms. Melissa Hollitt</i>	<i>Minute Taker</i>

5. APOLOGIES

Nil.

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council – Wednesday 4 October 2017

Resolution:

Crs. Sullivan/Keogh

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 4 October 2017.

CARRIED.

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.

Nil.

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.

Mr. Glenn Townsend submitted the following questions.

Question 1:

How many Infringements were issued to property owners that didn't comply with Fire Prevention Notices in the 2016/2017 Declared Fire Period?

Response:

A total of 72 infringements were issued during the 2016/2017 Declared Fire Period.

Question 2:

How many properties did Council have contractors complete the clearance works and what was the dollar figure Council paid and then recouped from the property owners for these works in the 2016/2017 Declared Fire Period?

Response:

A total of 46 properties had compulsory clearance work completed at a cost of \$15,697.00. Debtor accounts were raised for all costs and administrative fees for the 46 properties.

9. PETITIONS

Nil.

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:

Ms. Lisa Spears of the Heart Foundation presented the Council with the Heart Foundation Local Government Award. This award was presented to Council for the Active8 Early Intervention Youth Mental Health Program and Darley Community Art Garden which provides access to a space where residents can practice and learn about sustainable and healthy living.

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
11.2.1	<i>Planning Permit Application PA2017-037; Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage, 705 Bacchus Marsh Road, Merrimu VIC 3340</i>	Steven & Leanne Farley	Applicants

11. OFFICER'S REPORTS

11.1 CHIEF EXECUTIVE OFFICER

11.1.1 Priority Projects and Advocacy to December 2018

Introduction

Author: Rob Croxford, Chief Executive Officer

Background

Since 2012, the Council has used the Key Priority Projects document to inform and lobby stakeholders and politicians about important funding and policy requirements for the Moorabool Shire Council (MSC).

Many of the projects advocated for over the past three years have now come to fruition including:

- Darley Early Years Hub (Total Project \$4.1M, Grant \$1.6M)
- Blackwood Mobile Tower (Total Project \$0.5M, Grant NA)
- Blackwood Waste Water Solution (Total Project \$2.6 M, Grants \$2.6M)
- Halletts Way Western Route (Total Project \$ 29M, Grant \$15.95M)
 - \$3.5M Section 1 West Maddingley Housing Estate
 - \$11.5M Section 2 West Maddingley to Bacchus Marsh Road
 - \$12.5M Section 3 Halletts Way Freeway Ramps and Pedestrian Link
 - \$1.5M Section 4 Halletts Way Northern Extension to Links Road
- Bacchus Marsh Traffic Projects (Total Project \$5.4M, VicRoads)
 - Eastern Bypass Planning (\$3M)
 - Gisborne Road / Holts Lane Intersection (\$2.4M)
- Blackspot and Timber Roads (TIRES) Funding (multiple projects)
- Roads to Markets Funding (multiple projects)
- Family Violence Therapeutic Intervention Service with WRISC (Grant \$1M)
- Moorabool Drug Action Group – Ice Community Education Grant (\$10k)
- Ballarat Rail Line Upgrades

The current projects listed in the Advocacy Strategy include:

- Bacchus Marsh Traffic and Integrated Transport Solutions
- Bacchus Marsh Eastern Link
- Parwan Employment Precinct
- Moorabool Indoor Aquatic Centre
- Recreation Reserves for our Growing Communities
- Racecourse Reserve Sporting Facilities
- West Maddingley Early Years Hub
- Gordon Railway Station
- Servicing for Small Towns
- Sewerage and Water for Small Towns
- Mobile Blackspots
- Extension of Natural Gas Supply
- Bacchus Marsh Irrigation District Modernisation
- Supporting Agriculture
- Moorabool River
- Windfarms

Proposal

This report will address:

- The upcoming elections.
- The revised RDV assessment tool for projects.
- The use of local stakeholders to advocate on Council's behalf.
- The modes of communication.
- The identification of the MSC top four projects.

The Upcoming Elections

Federal Elections

The next Federal elections must be held between August 2018 and May 2019 for half of the Senators from the States, and on or before 2 November, 2019 for the House of Representatives and Senators from the Territories.

Senate elections will not impact on MSC over the next 12 months. The Senators will, however, be key to assisting advocacy to their party members and influencing other parliamentary colleagues.

It is anticipated that the House of Representatives next Federal election is likely to be brought forward to August 2018, to avoid the next scheduled State election in November and the racing/football finals season.

This could mean that we will see the Federal Government move into early election mode in the next few months.

It is noted that the Federal Government's Building Better Regions Fund applications for Round Two are expected to be announced shortly, and that it is proposed to run another round prior to the election being called.

It will be important to court all Federal candidates on our priority projects.

State Election

The State election is set for 24 November, 2018.

It will be important to court all parties for the State election.

The Revised RDV Assessment Tool for Projects

Regional Development Victoria (RDV) now has a key role in the collation and presentation of Local Government Projects to government. Sport and Recreation Victoria have a similar role and there is often cross over in project asks and government officers.

RDV representatives have recently met Moorabool officers to discuss and recommend the use of a template for the assessment and prioritisation of projects for consideration by the State Government.

Discussions with RDV have made it clear that Council projects must be advanced and ranked in order to receive serious consideration by the machinery of government.

The project ranking does not preclude other projects in the total advocacy list from being brought forward. The context and environment will always be assessed by MSC officers so that Ministers, advisors and new government grant programs can be targeted.

The Use of Local Stakeholders to Advocate on Council's Behalf

An operational plan is being prepared on the detail of an advocacy program, but more particularly on who we can engage with to advocate on Moorabool's behalf.

Politicians react well to representations from the community or business rather than Local Government representatives.

Further, groups such as the Peri Urban Group, Central Highlands Councils, Regional Partnerships and VECCI will be useful in lobbying on our behalf as a collective voice of Councils.

The Modes of Communication

As an overarching principle, advocacy to politicians for projects must have resonance with the policy and initiatives of government (e.g. growth and jobs) and have a quantifiable and timely outcome (e.g. \$ grant by when).

In the past, the A5 folders of MSC Key Priority Projects have been received well as they are professional, succinct and can slip into a bag easily.

Further, we have used A1 roll out sheets for projects such as Parwan where one page of complex information can be distilled for fast paced conversations with advisors and elected representatives.

We will also use a range of media and printed material to advance the top four projects strongly, and will retain the existing collateral for other projects on the existing list. Our new website and social media such as Facebook will also be used to get the message out.

Finally, officers have invested in short video vignettes to professionally capture the attention of stakeholders who visit our site, or in smaller settings where an iPad or projector can be used to mix up the presentation format.

The vignettes will be loaded onto the Council website for viewing subject to Council endorsement.

The Identification of the MSC Top Four Projects

As mentioned above, the RDV tool has been applied to several projects that officers think are likely to be candidates for discussion with politicians and advisors.

The recommended top four projects are:

- Bacchus Marsh Regional Community Sports Hub – Score: **86**
- Sewering of Bungaree and Wallace – Score: **85**
- Parwan Employment Precinct – Score: **80**
- Bacchus Marsh Traffic Improvements (Grant Street/Gisborne Road) – Score: **77**

The draft advocacy collateral to be used to advance the four projects is attached at Attachment 11.1.1(a).

Please note that this does not preclude other projects coming forward as circumstances determine.

Other Major Projects Considered

Several projects that officers have struggled with on whether to include in the recommended list are:

- The future use of the Fiskville site.
- Leveraging opportunities at the Ballan Industrial Estate.
- Upgrades to the Ballarat Rail Line.
- Bacchus Marsh Pool.

The future use of the Fiskville site post the environmental clean-up has been discussed in various forums and the project that has the most appeal is the development of a motor sports precinct.

Early discussions with the State Government and City of Ballarat suggest that Moorabool will need to lead the development of opportunities around motor sport. Officers can progress conversations and develop initial prospectus material within current resources, but a budget will be required to develop background studies and a business case for the proposal.

The project is not developed enough to rank using the RDV tool, but on face value is one worth pursuing for the local jobs it would create.

Opportunities around the Ballan Industrial Estate have been considered as part of the building of a Central Highlands Fire Training Facility that replaces part of the functions previously located at Fiskville. Conversations with senior CFA officers suggest that the new CFA facility is best operated as a stand-alone site.

The Ballarat Rail Line Upgrade is a key project that impacts Moorabool and other Councils along the rail alignment. We currently participate in the Ballarat Rail Line Action Committee (BRAC), and will advance further conversations with Council as the Committee progresses advocacy positions and new projects. To date there has been a disappointing response from the Minister on the continuation of the Bungaree loop and park and ride opportunities at Wallace.

The Bacchus Marsh pool project was a key priority at the last election. We are currently undertaking a review of the original planning and location aspects of the project and also investigating the installation of splash parks. It is suggested that the \$19M ask of Government is too great at this stage and will detract from the other top four projects put forward in this report.

Smaller Projects

Following a review of the long term Capital Improvement Plan and feedback from Councillors, officers have developed a list of smaller projects spread across the Shire that may be attractive for politicians to fund as part of the lead up to the Federal and State elections.

A detailed list of the 18 smaller projects and 3 project packages is included as Attachment 11.1.1(b) and is summarised below:

- Mason Lane Reserve – West Pavilion Upgrade/Public Toilet/Playground
- Bacchus Marsh Indoor Sports Stadium
- Maddingley Park – Sports Oval Lighting
- Darley Park – Sports Oval Lighting
- Maddingley Park – Passive Area Irrigation
- Peppertree Park – Upgrade and Pedestrian Bridge over Werribee River
- Ballan Streetscape Upgrade
- Ballan Recreation Reserve – Netball/Tennis Court and Facilities Upgrade
- Ballan Recreation Reserve – Oval Extension and Upgrade
- Ballan Library Relocation
- Gordon Recreation Reserve – Additional Netball Court
- Gordon Recreation Reserve – Sewer Connection
- Gordon Streetscape Upgrade
- Greendale Recreation Reserve – Amenities Upgrade
- Wallace Recreation Reserve – Sports Oval Irrigation and Lighting
- Dunnstow Recreation Reserve – Sports Oval Lighting
- Bungaree Recreation Reserve – Sports Oval Lighting
- Elaine Recreation Reserve – Water and Irrigation
- Moorabool Play Space Upgrades (scalable)
- Street Lighting – Bulk Lamp Changeover to LED
- Aquatics Upgrades – Splash Parks

Councillors have also recently suggested that further investigation be undertaken by officers on:

- A Scouting facility in Ballan.
- Fencing for Bacchus Marsh Racecourse.
- Ballan Library relocation.

Further scoping of these projects is required for further consideration by Council.

It is recommended that Council confirm the four Major Advocacy Projects and the twenty one Smaller Projects as set out above at this stage.

Policy Implications

The wide range of advocacy projects above is consistent with the Council Plan 2017-2021 under the Strategic Framework of:

Strategic Objective 1: Providing Good Governance and Leadership

Strategic Objective 2: Minimising Environmental Impact

Strategic Objective 3: Stimulating Economic Development

Strategic Objective 4: Improving Social Outcomes

Financial Implications

Advocacy is currently being provided for within existing resources. Ideally the use of lobbyist and PR firms would be ideal but cannot be accommodated in current resource limitations.

In the project sheets listed, the "Council allocation" column is yet to be confirmed by Council and will be drawn from the seed funding pool that is set aside in the budget, or from minor variations to the capital program. Council will need to revisit the funding mix as project announcements are developed up by the Federal and State Governments. It will be necessary for Council to have around ¼ to 1/3 of the project allocated as a cash contribution to any project.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Moorabool continues to receive lower levels of grants that other LGS's	Grants are a key revenue stream to fund key community projects	High	Lobbying and advocacy to decision makers in other levels of government

Community Engagement Strategy

A detailed community engagement strategy is being prepared and will be brought forward in the New Year.

Communications and Consultation Strategy

A detailed communications strategy is being prepared and will be brought forward in the New Year.

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.

Author – Rob Croxford

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

Conclusion

This report has set out the recommended key projects to pursue in the lead up to the 2018 State and Federal elections and presents draft advocacy collateral for endorsement.

Resolution:

Crs. Sullivan/Dudzik

That Council:

1. ***endorses the top four major projects for advocacy to December 2018 as:***
 - ***Bacchus Marsh Regional Community Sports Hub (Stage 1);***
 - ***Parwan Employment Precinct;***
 - ***Sewering of Bungaree and Wallace; and***
 - ***Bacchus Marsh Traffic Improvements (Grant Street/Gisborne Road).***


2. ***endorses the following smaller projects for advocacy to December 2018 as:***
 - ***Mason Lane Reserve – West Pavilion Upgrade/Public Toilet/Playground***
 - ***Bacchus Marsh Indoor Sports Stadium***
 - ***Maddingley Park – Sports Oval Lighting***
 - ***Darley Park – Sports Oval Lighting***
 - ***Maddingley Park – Passive Area Irrigation***
 - ***Peppertree Park – Upgrade and Pedestrian Bridge over Werribee River***
 - ***Ballan Streetscape Upgrade***
 - ***Ballan Recreation Reserve – Netball/Tennis Court and Facilities Upgrade***
 - ***Ballan Recreation Reserve – Oval Extension and Upgrade***
 - ***Ballan Library Relocation***
 - ***Gordon Recreation Reserve – Additional Netball Court***
 - ***Gordon Recreation Reserve – Sewer Connection***
 - ***Gordon Streetscape Upgrade***
 - ***Greendale Recreation Reserve – Amenities Upgrade***
 - ***Wallace Recreation Reserve – Sports Oval Irrigation and Lighting***

- ***Dunnstown Recreation Reserve – Sports Oval Lighting***
 - ***Bungaree Recreation Reserve – Sports Oval Lighting***
 - ***Elaine Recreation Reserve – Water and Irrigation***
 - ***Moorabool Play Space Upgrades (scalable)***
 - ***Street Lighting – Bulk Lamp Changeover to LED***
 - ***Aquatics Upgrades – Splash Parks***
3. ***requests officers prepare a further report on the next steps and funding implications to advance a motor sports facility at Fiskville.***
 4. ***endorses the advocacy materials and actions contained in the above report.***
 5. ***authorises the Mayor and CEO to actively pursue advocacy for the above projects.***
 6. ***receives further updates on Council's advocacy initiatives and progress in the lead up to the 2018 Federal and State elections.***

CARRIED.

Report Authorisation

Authorised by:

Name: Rob Croxford 
Title: Chief Executive Officer
Date: Wednesday, 25 October 2017.

11.2 GROWTH AND DEVELOPMENT***Consideration of Deputations – Planning Permit Application No. PA2017-037***

Mr. Steven and Mrs. Leanne Farley addressed Council as the applicants in favour of the granting of a planning permit for the application.

The business of the meeting then returned to the agenda.

11.2.1 Planning Permit Application PA2017-037; Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage, 705 Bacchus Marsh Road, Merrimu VIC 3340.

This application went before the Ordinary Meeting of Council held on 4 October 2017, whereupon it was resolved to defer the item to the following Ordinary Meeting of Council for further consideration.

Application Summary:	
Permit No:	PA2017 037
Lodgement Date:	2 March, 2017
Planning Officer:	Victoria Mack
Address of the land:	705 Bacchus Marsh Road, Merrimu 3340 Lot 1 on TP 018519U
Proposal:	Development and use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage
Lot size:	3850sqm
Why is a permit required	<p><u>Farming Zone</u> Clause 35.07-1, section 2, use of the land for materials recycling and</p> <p>Clause 35.07-4 for buildings and works</p> <p><u>Design and Development Overlay and Schedule 3</u> Clause 43.02 for buildings and works</p> <p><u>Advertising signage</u> Clause 52.05, Category 4, business identification signage</p>

Public Consultation:	
Was the application advertised?	Yes
Notices on site:	Yes
Notice in Moorabool Newspaper:	No
Number of Objections:	13
Consultation meeting:	Held 9 May 2017
Policy Implications:	
Strategic Objective: Minimising Environmental Impact	Natural environment
Context: Stimulating Economic Development	Land Use Planning
Victorian Charter of Human Rights and Responsibilities Act 2006	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
Officer's Declaration of Conflict of Interests	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Satwinder Sandhu</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Rob Fillisch</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	

Executive Summary:	
Application Referred?	To: VicRoads; Western Water; Council's Infrastructure, Environmental Health and Strategic and Sustainable Development Departments; and Downer Group.
Any issues raised in referral responses?	VicRoads would require significant road works (on the Bacchus Marsh Road) if access to the site was to be from Bacchus Marsh Road as originally proposed.
Preliminary Concerns?	Access to the site from Bacchus Marsh Road and vehicle movement around the site.
Any discussions with applicant regarding concerns.	Extensive discussion with the applicant in relation to vehicle and truck movements on the site and access to the site. An on-site meeting was held with VicRoads, Council's Infrastructure Department, the applicant and several objectors in relation to road safety concerns and access issues.
Any changes made to the application since being lodged?	The plans were amended to show access to the site to be from Flanagans Drive only and additional plans were provided with turning templates to show how vehicles can move around the site.
VCAT history?	Nil
Previous applications for the site?	The site was used as a service station from approximately the 1950s until approximately the year 2000. Permit PA2000-246 was issued on 31 January 2001, with minor later amendments to the preamble, for the <i>Development and Use of a Service Station and Ancillary Convenience Restaurant</i> . This service station was to replace the existing service station but was never constructed. The old service station closed and was demolished from the site in approximately 2005.
General summary	
<p>The application is to develop a site located on the eastern outskirts of Bacchus Marsh, and use the land for a materials recycling business which would involve the recycling and reselling of heritage and 'old style' building materials from within a building to be constructed on the site.</p> <p>The building is proposed to be constructed from heritage and recycled materials with the intent of displaying the proposed goods that are sold and utilised as part of this business whilst also attempting to soften its</p>	

appearance to blend into the surrounding environment. The site would be landscaped.

The application was advertised and 13 objections were received. At the consultation meeting held on 9 May 2017, the applicant explained that the business would be small and was focussed on recycling old building materials within the building, not outside.

The objectors were less concerned about the business but the 'unsafe' road network around the site particularly at peak times remained of concern.

The land is also in the Farming Zone and the proposed use is not in accordance with the purpose of the Zone or is it in keeping with the State and Local Planning related to agricultural activities.

It is therefore considered that the proposed use and development of a materials recycling business and business identification signage at this location is not an appropriate use. The proposed development is also inappropriate at the entrance to Bacchus Marsh and the Avenue of Honour.

Summary Recommendation:

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Refusal to Grant a Permit for the Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage in accordance with Section 61 of the *Planning and Environment Act 1987*, subject to the reasons detailed at the end of this report.

Previous Council meeting 4 October, 2017

Council determined to defer this application to the next available Ordinary Council meeting.

At this meeting, the applicant spoke and discussed other potential uses of the site in conjunction with the proposed use. It should be noted that this assessment only relates to the original proposal and should the applicant wish to add other uses then the application may need to be amended to include such uses.

Given the application has not been amended the officers assessment of this report has not changed. It should be noted that the main concerns with this application is:

- Location of the site:
 - Being the entrance to Bacchus Marsh visual amenity; and
 - Isolated site without any connection to any other business or activity.
- Size of the site being 4000 sqm:
 - With only 1000 sqm under cover;
 - 3000 sqm of the site will be effectively unusable if all materials are stored undercover; and
 - Limits expansion of the business.
- Type of business:

- Not related to agriculture; and
- Can be visually unattractive.

An alternative motion has been made available to Councillors for consideration.

Background

The subject site, Lot 1 on TP 018519U, has an area of 3850sqm. There is evidence of earthworks and building rubble on the lot from previous uses. This lot is not covered by a Heritage Overlay.

The lot on the west side, Lot 2 on PS110748, is 3750sqm and is covered by the Heritage Overlay, HO147 and contains an old dwelling. HO147 relates to the Symington Brewery site.

Both of these lots originally housed a service station which was located on the site for approximately 50 years. The service station was finally demolished in approximately 2005 and the lots have been vacant since.

Permit number PA2000-246 was issued on 31 January, 2001 with minor later amendments to the preamble for the *Development and Use of a Service Station and Ancillary Convenience Restaurant*. The permit documentation referenced only Lot 2 on PS110748.

At the time of the application PA2000-246, there was an existing service station and café/take-away food business on the west side lot apparently dating back to the 1950s. Other documentation states that *the roadhouse was constructed pre-1967 and the service station building constructed in 1968*. The old roadhouse remained on the site while the new permit was being assessed.

However, permit PA2000-246 was never commenced and by 2005 a Building Notice was issued on the site as "*Vandalized Ex Road House*" stating that the Service Station had been vandalized with broken glass, graffiti and other damage and had not been hoarded properly. The site was eventually cleared (exact date not known but believed to be in approximately 2005) and has remained in its current state for the last 10-12 years.

Public Notice

The application was advertised to adjoining and surrounding landowners and a large sign was placed on the site for a minimum period of 14 days.

Thirteen (13) objections were received.

Summary of Objections

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

Objection	Any relevant requirements
<p>Traffic congestion at the intersections of Bacchus Marsh Road (two-way traffic), the two Western Freeway off-ramps and Flanagan's Drive, and the road network more generally, is unsafe. The development is likely to increase traffic congestion. The road network is not suitable for extra commercial vehicles.</p>	<p>VicRoads in relation to Bacchus Marsh Road. Council's Infrastructure Department in relation to Flanagan's Drive.</p>
<p>Bacchus Marsh Road is a major road and needs improvement – the site for the proposed development is an area that experiences peak congestion with cars turning into Flanagan's Drive and others driving fast east and west and well as the off ramp T intersection from Western Highway.</p>	
<p>The unsafe traffic issues are getting worse. Blind spots occur in this area. This proposal could add to traffic concerns.</p>	
<p>Urgent road works are needed across the whole area. Already a dangerous site and additional slowly moving and turning trucks would increase risk.</p>	
<p>Officer's response – Your submission is noted. Traffic congestion and traffic concern and the movement of traffic in this area was mentioned in all submissions. In response to this concern an on-site meeting was held with VicRoads, Council's Infrastructure Department, the applicant and several objectors on 15 June 2017. VicRoads agreed to investigate options to improve the intersection and submitted a Report to Council on 1 August 2017. The report was also approved for release to the Merrimu objector group. The findings of the Report are addressed in the assessment section of this report. In summary, VicRoads have advised that crossovers will only be supported on Flanagan's Drive. The Shire's infrastructure department would require any new crossover to be constructed to an industrial standard to ensure suitable for trade vehicles. It is considered that this site is subject to traffic risk and congestion.</p>	

Industrial / commercial nature of the proposal Farming Zone
 better suited to Industrial Zone, not Merrimu.
 Industrial noise from demolition in a quiet
 residential / rural area is not appropriate.

Officer's response – This submission is noted. An application for materials recycling is a Section 2 use in the Farming Zone where a permit required. It is considered that the proposed use isn't consistent with the objectives of the Farming zone and therefore Officers have recommended refusal.

Operation of the proposal - trucks and traffic EPA noise guidelines
 and industrial noise pollution – demolition /
 industrial sales yard - not at all suited to
 Merrimu area.

Officer's response - All recycling operations and resale of recycled goods is proposed to be undertaken within the building. The applicant has detailed that it does not propose any large commercial vehicles, all vehicles would be required to be 'as of right vehicles' and smaller. This is addressed further in the assessment section of this report.

Not a suitable development for the entrance
 to Bacchus Marsh. A more thoughtful
 treatment of the area should be considered
 at the entrance to the Avenue of Honour –
 where tourism is increasingly important to
 the township.

Officer's response – This submission is noted. It is considered that the site is an important entry point to the Bacchus Marsh townsite and the proposed development has the potential to have a detrimental impact to the Farming Zone through inappropriate use and development (bulk and scale) of the proposed building. It is considered that this use is more appropriate within the industrial zone. The suitability of the proposal at this location is further addressed in the assessment section of this report.

Impact of the operation on neighbouring
 residents including nearby Our Lady of Ta
 Pinu Church

Officer's response - The Church has not objected to the application.

Peaceful amenity would be impacted – birds Farming Zone
 and wildlife – not wanted at the quiet leafy
 entrance to Flanagan's Drive and a
 residential area.

Officer's response – This submission is noted. The site for the development is in the Farming Zone. The purpose and decision guidelines of the Farming Zone apply to this application as well as local and State planning policies which have the objective of protecting agricultural land for agricultural purposes.

Merrimu requires more services such as gas
 and weed control.

Officer's response – These issues are not relevant to this application.

The neighbouring lot is Heritage and should not be used for commercial purposes.

Officer's response – The heritage site is not part of this application.

Proposal

Plans of the development are provided as an Attachment.

It is proposed to develop a materials recycling business on the site. The business would source heritage, vintage, antique and other salvaged materials from demolition sites of old and heritage style buildings. The operator would bring these salvaged materials to the site to clean and pack for resale. Under Clause 74 of Moorabool Planning Scheme the use is defined as follows:

Materials recycling – Land used to collect, dismantle, treat, process, store, recycle, or sell, used or surplus materials.

Materials would be sourced from the demolition of older style and heritage dwellings and buildings from across Victoria, but the majority would be from Melbourne, which would be transported to the site on the owner's medium sized truck.

The types of products that would be salvaged from demolition sites include: old doors and front entries, lead light windows, wrought iron pieces such as, but not limited to, lacework, lantern posts, decorative antique door hardware and original fencing, original timber such as Oregon, Tasmanian Oak, and supporting beams, second hand bricks including original handmade bricks, original bluestone and original reds from heritage buildings.

The owner is not engaged in the actual demolition of the buildings and the business is not a demolition company. Rather the applicant works with demolition firms to ensure that products able to be salvaged are retained and recycled. These products are more likely sought after by the building trade where period and vintage homes are being restored.

The materials recycling business would sort, clean and repair the salvaged products in the proposed building and then store them for sale also within the building. The majority of the products would then be available to the building trade where these types of original materials are required, but would not be limited to any particular class of building customer.

The owners have a passion for retaining, restoring and recycling heritage materials as they see them as preserving part of our history, rather than part of our land fill. They also propose to run the business in an environmentally sustainable manner.

The business would be run by the owner with an additional 2 to 4 staff.

The business would generally involve the owner using his truck to collect salvaged products returning to the site for processing including:

- De-nailing timber in the building, sorting and stacking for resale;
- Cleaning and sorting second hand bricks and stacking and wrapping onto pallets for resale;
- Repairing and storing original lead light and antique window frames;
- Cleaning and restoring wrought iron and other metal products for resale.

All restored products would be stored within the proposed building.

Waste products from the restoring and recycling process would be kept in "skip bins" at the rear of the building for disposal.

The site around the building would be kept free of debris. The owners state that they would keep the site in a tidy state at all times. The site would also be landscaped to soften the visual impact of the site.

The hours of operation proposed for the business would be from 7.00am to 5.00pm Monday to Friday for staff; 9.00am to 5.00pm for the trade; and 8.00am to 4.00pm on Saturday and Sunday for the staff and the trade.

Buildings and works

The building itself is proposed to be constructed with recycled materials particularly the front façade to reflect the heritage nature of the business and the site.

Materials to be used would include: recycled timber weatherboards, recycled bricks, recycled verandah posts, recycled corrugated iron (or new Colorbond corrugated iron), recycled timber doors, Victorian style double hung windows, iron lace work at the front and heritage style signage at the front.

The purpose of constructing the building from these materials is to make the building sympathetic to the existing built form of the area.

The building would have the following specifications:

- The ground floor would contain a warehouse with a floor area of 660sqm;
- A 3m wide verandah would be located at the front of the building, facing south, and also along the east side. The area of the verandas would be 189sqm.
- At the rear of the warehouse section would be an attached workshop accessed by an internal roller door and with a floor area of 110sqm.
- An attached covered verandah also at the rear would have an area of 142.50sqm.
- The total area under roof would be 1101.5sqm representing a 28.6% site coverage.
- The height of the warehouse, workshop and verandah would be 4.88m to the eaves and with a maximum roof height of the main building of 7m.
- Within the warehouse area there would be two toilets including a disabled toilet, a small records room and a utility (lunch) room with sink.
- There would be a mezzanine first floor located at the western end of the building.
- The mezzanine would be accessed by a stair case and would contain office space and would have a floor area of 65sqm.

- Above the mezzanine floor would be a small loft also accessed by stairs with a floor area of 18sqm.
- The maximum height of the loft would be 8.937m.
- The building overall would be accessed via a number of roller doors, single doors and sliding doors which are all noted on the elevation plans
- A sign would be located on the building façade with the words “Bacchus Marsh Heritage Timber and salvage” and would be 3sqm in area.

The site would be landscaped but no specific landscape plans have yet been provided.

The plans were amended during the planning process to add vehicle and truck turning templates and to clarify the proposed access to the site. The original plans showed access would be from Bacchus Marsh Road, but following discussions with all parties including VicRoads, Council’s Infrastructure Department and objectors it was considered that access to the site should be restricted to Flanagans Drive only.

Site Description

The site is relatively isolated being bound by a network of roads including: Council managed Flanagans Drive, and VicRoads managed Category 1 roads being the Bacchus Marsh Road and Western Freeway.

There are two lots in the same ownership. The east side lot, that is the subject of this application, is vacant. The west side lot which has a Heritage Overlay has an existing derelict uninhabited dwelling and the remains of the heritage Symington brewery site. Both lots abut the Bacchus Marsh Road rising slightly to the north rear side boundary.

Both lots have rubble and rubbish remaining from former uses most probably left over after the old service station was demolished. The lots have remained in this condition for over 10 years.

There is little native vegetation on the site. Exotic vegetation includes a few pepper trees, willows, boxthorn, prickly pear and other weeds, which is a reflection of the site being poorly managed over the years.

To the north of the site there is a hillside at the rear and the land above is owned by Our Lady of Ta Pinu Church which consists of approximately 43ha of open grassland interspersed with individual shrines and religious facilities.

Flanagans Drive abuts the east side boundary and the Bacchus Marsh Road, and Western Freeway, abut the south side boundary.

Approximately 100m to the north-east of the site is a residence in private ownership. Approximately 40m to the north of the site is a dwelling located within the Our Lady of Ta Pinu Church grounds. The next nearest neighbouring dwelling is approximately 200m also to the north-east.

There are no other neighbouring dwellings within 500m of the site.

Across the Western Freeway to the south, east and south-west of the site is land also in the Farming Zone which is used for intensive horticulture which is a vital contributor to the Bacchus Marsh horticultural economy.

Directly to the south east of the site across the Bacchus Marsh Road is the Hopetoun Cemetery, which has a Heritage Overlay HO16. The Hopetoun Cemetery stands on 0.4 hectares of land donated in 1850 to the Roman Catholic Church for the erection of a Chapel/School.

The site is also surrounded by roads, being Flanagans Drive, Bacchus Marsh Road, the Western Freeway off ramps, and further to the south the Western Freeway. It is located close to the entrance to the Avenue of Honour and access to the Bacchus Marsh township.

HO147 is described within the Schedule to the Heritage Overlay as the "*Former Symington House and Symington's Brewery Industrial Archaeological site*", and it dates back to 1862. This lot currently has an old uninhabited and dilapidated dwelling and the brick remnants of the Symington Brewery site.

The old dwelling has been clad with contemporary building material in recent years, however, the applicant has advised parts of the original house remain within the interior of the building. The applicant has advised that he intends in due course to restore this building (sensitive to its heritage) to make it usable again.

A Statement of Significance was prepared in 1995 for the site which states that it has local historical significance for its association with the early settlement and development of industry in the area, and that William Symington was a local pioneer.

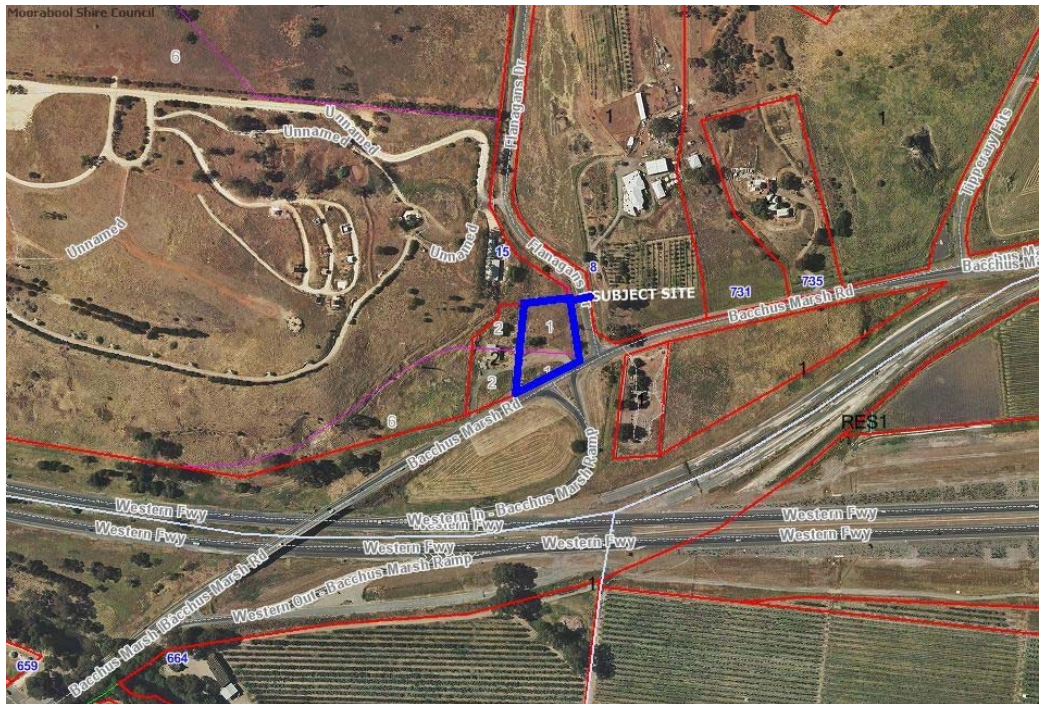
Approximately 1.7km to the north of the site above the escarpment is land in the Rural Conservation Zone where there are a number of low density style residential precincts have emerged at the northern end of Flanagans Drive and also Bences Road to the west. Flanagans Drive is a key access road to the Western Freeway for the residents living in this precinct.

The site has a long history as detailed in the background section of this report. From 1862 the site was used as a brewery. It is not clear when the brewery ceased but in the 1950s the site was used as a roadhouse which ceased operation in approximately the late 1990s although the exact cessation date is not known.

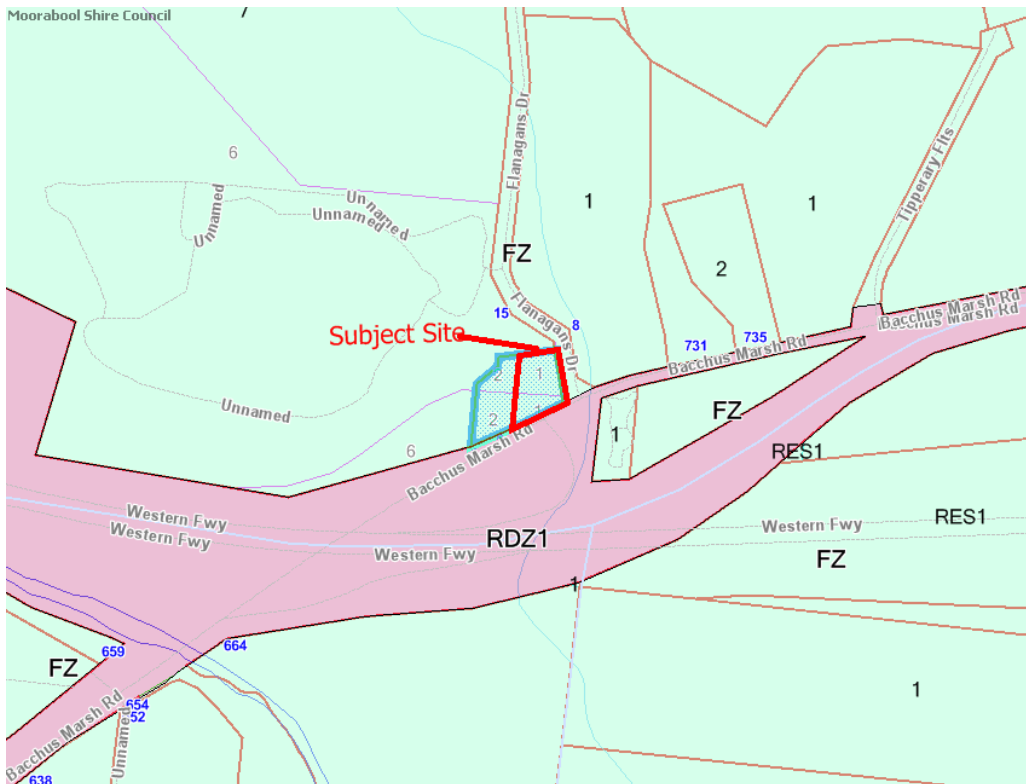
The site is serviced by power and water with sewer connection available.

Locality Map

The aerial map below indicates the location and features of the subject site.



The zone map below shows the zoning of the site and surrounding area.



Planning Scheme Provisions

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

The following State and Local planning Policies are relevant to the application:

SPPF	Title	Response
Clause 11.08-8	Agricultural productivity	<p>Objective To support long-term agricultural productivity.</p> <p>Strategies Support change and transition to maintain the viability and productivity of agricultural land. Support rural economies to grow and diversify and protect key agricultural assets from incompatible uses. There is no nexus between agriculture and the proposed industrial use.</p>
Clause 11.08-9	Cultural heritage and landscapes	<p>The objective is to recognise the importance of cultural heritage and landscapes as economic and community assets that are important for attracting tourists to the region. The site is close to heritage assets and the development of industry in this location is incompatible with these heritage assets.</p>
Clause 14.01-1	Protection of agricultural land	<p>The aim is to protect productive farmland which is of strategic significance in the local or regional context by preventing inappropriately dispersed urban activities in rural areas; limiting new housing development in rural areas and discouraging development of isolated small lots in the rural zones from use for single dwellings, rural living or other incompatible uses.</p>
Clause 14.01-2	Sustainable agricultural land use	<p>The aim is to encourage sustainable agricultural land use.</p>
LPPF		
Clause 21.03-2	Objective—Urban Growth Management	<p>It is policy to avoid urban development where it is likely to impact on highly productive agricultural land, environmental values and the long-term sustainability of natural resources.</p>

Clause 21.03-4	Objective— Landscape and Neighbourhood Character	It is policy to ensure new development in all zones respects the existing character, landscape setting and amenity of the local area.
Clause 21.04-2	Objective— Agriculture	It is policy to protect good quality agricultural land and support the productivity and sustainability of existing and future agricultural and horticultural activities.
Clause 21.04-4	Objective—Industry	While it is policy to provide for a range of industrial development and activities in proximity to transport networks and existing infrastructure and it is also policy avoid off-site impacts on residential amenity, environmental quality, or agricultural values. The subject proposal does not have agricultural uses proposed as part of its processes, therefore, it is considered inappropriate for this site.

Zone

Farming Zone

In accordance with Clause 35.07-1, section 2 of the Moorabool Planning Scheme a permit is required to use land for materials recycling. In accordance with Clause 35.07-4 a permit is required for buildings and works for a use in Section 2 of Clause 35.07-1.

The purpose of the Farming Zone is to:

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

Comment:

The subject land is in the Farming Zone and the use of the land for materials recycling is a Section 2 use in the Farming Zone where a permit is required provided. Originally the proposed use and development was classified by Officers as 'Trade Supplies' which is defined under the Scheme as follows:

Trade Supplies – Land used to sell by both retail and wholesale, or to hire, materials, tools, equipment, machinery or other goods for use in:

- a. Automotive repairs and servicing;*
- b. Building*
- c. Commerce*
- d. Industry*
- e. Landscape gardening*
- f. The medical profession;*
- g. Primary production; or*
- h. Local government, government departments or public institutions.*

Upon further investigation into the application and the definition as stipulated above, the subject proposal could not be linked to point (g) which is critical for this zone, the subject use does not propose any agricultural activity as part of its proposal. Therefore, upon further assessment it is considered that is more appropriately aligned with the definition of 'Materials Recycling' because the application focuses on storing, recycling and sale of used goods on site.

The zoning of the land raises the question as to whether the use of a materials recycling business on this site is compatible with farming activities and the retention of agricultural land, or the use of the surrounding land for agriculture. In order to recommend approval for materials recycling there needs to be a demonstrated nexus between the proposed use and Agriculture for which this application does not demonstrate.

Overlays

Design and Development Overlay – Schedule 3 - National Route 8 (Western Freeway/Highway) Environs

In accordance with Clause 43.02- a permit is required for buildings and works for the use of a warehouse / materials recycling where:

- The building is located within 50 metres from the boundary of the Western Freeway/Highway Reserve or any proposed Western Freeway Reserve.
- The building exceeds 5.4 metres in height above natural ground level to the highest point excluding chimneys, flues, antennae and the like.
- If the building cannot be set back from the Western Freeway/Highway in order to obtain a visual and acoustic buffer, ensuring that future works within the Freeway/Highway reserve to minimise any adverse effects are not necessary.
- If landscaping is not provided.
- If a fence exceeds 1.5m in height.

Other specific requirements in the DDO3 include that:

Any building providing for a noise sensitive use (including a warehouse) must be designed and constructed to acoustic standards with interior noise levels not greater than those set out in any appropriate Australian Standard in relation to road traffic noise intrusion.

Decision guidelines in the DDO3 require the responsible authority to consider:

- Whether the proposal will enhance the environs of the Western Freeway/Highway.

- Whether the proposal will prejudice the levels of service, safety and amenity of the Western Freeway/Highway.
- Whether proposed landscaping will suitably screen the proposal from the Western Freeway/Highway.
- Whether the proposed development adversely affects skyline and landscape values.
- The effect of the proposed development or advertising sign on the amenity of surrounding properties.
- Comments of the Roads Corporation.

Comment: A permit is required for this proposal under the DDO3 due to the following issues:

- The development would be located within 50m of the western freeway road reserve and cannot be moved further back due to site constraints.
- The building would have a height of greater than 5.4m.
- The site would require a mesh security fence of more 1.5m in height.

The site is surrounded by Category 1 roads including the Bacchus Marsh Road and the two freeway off ramps for traffic travelling east.

The proposed building would be located within 50m of a Category 1 Road and would be visible from several viewpoints. It is not possible for the site to be screened from the Western Freeway or the Bacchus Marsh Road. It is considered that the proposal due to the proposed bulk and scale of it would not enhance the environs of the Western Freeway.

The Roads Corporation did not object to the proposal subject to conditions which related to any access proposed from the Bacchus Marsh Road. This access has now been changed to Flanagans Drive only.

Environmental Significance Overlay – Schedule 8 (Eso8) – Part River Red Gums In The Bacchus Marsh Valley

The site is covered by the ESO8 in part. However as no River Red Gums are located on the site, nor are any River Red Gums located within the proximity of the site it is not considered that the proposal would impact on the tree protection zones for the Red Gums and therefore it is considered that the proposal would not require a Planning Permit under the ESO8.

Aboriginal Affairs Victoria Overlay (AAV) - part

The southern frontage of both lots contains a very small section of the AAV overlay. A basic report was undertaken and it was determined that the regulations do not require a Cultural Heritage Management Plan to be prepared for this proposal.

Relevant Policies

Moorabool Heritage Strategy - 2016-2020

While the subject site does not have a heritage overlay it sits beside a site that does. The potential impact of this development adjacent to a heritage site is a consideration is assessing the proposal.

Bacchus Marsh Gateways Strategy - Final Report December 2003.

At the time this study was undertaken in 2003 the report noted the existence of a “derelict Petrol Station” on the site.

The site is located within an area that is defined within the report as the entrance to the Avenue of Honour and the township of Bacchus Marsh.

The application was referred to Strategic and Sustainable Development for comment. Their response is detailed in the assessment section of this report. In summary, Strategic and Sustainable Development team identified that the site is in a prominent location that isn't ideal for this proposal. In addition to this, it is considered that whilst by nature the site is dislocated from the Avenue of Honour it acts as an important link to the Bacchus Marsh townsite.

It is considered that any proposal inconsistent with the objectives of the scheme, strategies and policy listed above could have a detrimental impact on the entry to the Bacchus Marsh townsite.

Particular Provisions

Clause 52.05 – Advertising signage

In accordance with Clause 52.05-10 Of the Moorabool Planning Scheme the Farming Zone is Category 4 for business identification signs and which is described as “sensitive areas”.

A permit is required under Clause 52.05, Category 4, for business identification signage.

In this category the total advertisement area to each premises for business identification signage cannot exceed 3sqm.

The proposed development building would have a sign at the front that would be no greater than 3sqm and otherwise no additional signage is proposed.

Clause 52.06 – Car parking

In accordance with Clause 52.06-5, Table 1, of the Moorabool Planning Scheme the use of the land for materials recycling requires that 10% of the site is available for car parking. In this application 385sqm must be available for car parking which equates to 25bays being required.

The materials recycling building would take up 28.6% of the site with a balance of the land, or 71.4% of the site, available for car parking, truck parking, driveways and landscaping. 12 car spaces have been shown on the site plan and it is considered that there is adequate provision for additional parking of up to 16 car spaces (13 required) or equivalent parking of tray trucks, on the site.

Discussion

The subject application has a number of considerations to be made when making a recommendation:

1. Is the application appropriate for the Farming Zone in accordance to the various scheme provisions as stipulated above;
2. The objections raised in relation to access and general impact on the surrounding amenity; and
3. The strategic intent of the site.

Objections raised.

The application was advertised and 13 objections were received. Most of the objector concerns were about traffic issues in the surrounding road network and that the proposed use of the land for materials recycling (heritage and timber salvage) could make traffic issues worse. Amenity concerns were also raised.

A consultation meeting was held on 9 May 2017 with eight objectors and the applicant attending.

The dominant issue that was raised at the consultation meeting was the road network, specifically the Bacchus Marsh Road, the Flanagans Drive intersection with Bacchus Marsh Road and the two Western Freeway off-ramps.

After the consultation meeting, an on-site meeting was held with VicRoads, Council's Infrastructure Department, the applicant and objectors to discuss traffic concerns. It was agreed by both VicRoads and Council's Infrastructure Department that the objector concerns had merit.

VicRoads prepared a detailed report on the road network in this area and this report has subsequently been made available to the objectors. The report essentially looked at undertaking some shorter term rectification measures.

Council's Infrastructure Department also undertook a traffic count on the Bacchus Marsh Road which showed that speed limits were being exceeded, and traffic volumes were significantly higher than expected.

Subsequently a meeting between VicRoads and objectors has been held on site to discuss the issues concerning objectors. Council was not involved in this meeting.

The recommendation in the VicRoads report was as follows:

It is recommended that the signage changes and repainting of pavement marking recommended in section 4.5 be adopted as the preferred treatment option. With the addition of the 'No right turn' signage and the movement of the 60km/h zone, drivers negotiating the intersection will be exposed to less risk and will be better informed than in the current condition of the road. As developments continue along Flanagans Drive and other road network changes occur, the crash history and AADT for this section of road should continue to be monitored to see if the recommended changes are producing the desired effect, and to identify the point at which a more robust upgrade of the intersection is warranted.

Another outcome of the site visit was to amend the development plans to remove both proposed crossovers onto Bacchus Marsh Road (which currently exist) and construct new crossovers from Flanagans Drive.

The applicant has amended the application to address a range of matters that have been raised during the assessment process including providing turning templates to ensure vehicle movements can occur readily on the site.

The application was referred to the relevant authorities of which none objected to the application with some authorities requesting conditions to be placed on any permit issued.

VicRoads initially responded to the application where access was proposed from the Bacchus Marsh Road. Their permit conditions required extensive road works to construct appropriate access to the site. The applicant subsequently changed the proposed access points to be from Flanagans Drive only. VicRoads have subsequently been provided with the amended plans.

The objectors were also concerned about amenity issues and that the proposal would establish a large noisy industrial business on the site with trucks regularly entering and exiting which would add to the objector's description of extremely challenging traffic conditions in the area adjacent to the site.

The applicant however explained that the type of business he was proposing was not a large industrial operation but rather a small niche business recycling heritage materials. The applicant stated that it would be employing 2 to 4 others; that its objective was to recycle heritage type materials; and that generally only its small truck would be accessing the site a few times a week.

After the applicant had explained the type of business it was proposing the objectors were generally accepting of the proposal. However, the road conditions remained of considerable concern to all objectors.

Strategic Intent of the site

The application was referred to Council's Strategic and Sustainable Development Department (SSD). Their comments were general in nature and included that recycled materials should not be visible from the road, and that while the application was for a relatively small materials recycling business the site is in a prominent location which should be considered in assessing the application.

The Bacchus Marsh Gateways Strategy - Final Report, December 2003, noted that there was currently a derelict petrol station on the site. The site is generally located within the study area noted as gateway to the east of Bacchus Marsh from Melton and Melbourne. Within the Report is noted a specific action that Council should "discuss with the owners of the derelict petrol station opportunities to demolish or refurbish the building". The intention for this site is to be an attractive entry point to the Bacchus Marsh townsite in accordance with the Farming zone objectives.

As the land is in the Farming Zone. The use of the land for Materials Recycling does not accord with the purpose and decision guidelines of the zone. The proposal does not accord with State and Local planning policies related to agricultural land.

The site is located close to the entrance to the Avenue of Honour and the Bacchus Marsh township. The Avenue of Honour is an important tourism asset to Bacchus Marsh. The proposed use may be visually detrimental to the entrance to Bacchus Marsh.

Moorabool Planning Scheme.

In accordance with Clause 21.03-4 of the Moorabool Planning Scheme, it is policy to ensure new development in all zones respects the existing character, landscape setting and amenity of the local area. As stipulated above the subject proposal is going to take up approximately a quarter of the subject site. The design of the building is proposed to be constructed of second hand materials with an overall height of 7m peaking at a maximum height of 8.3m. It is considered due to the location of the site being on a central entrance point to the Bacchus Marsh town site, as well as being nestled within an existing farming zone, that this proposal which not agricultural at all in nature is inappropriate for this site. The bulk and scale of the building is too much for the surrounding landscape and would stand out significantly and inappropriately on this site. It is not considered that this proposal achieves the policy intent of protecting the existing character, landscape setting or amenity of the local area

It is also policy to in accordance with Clause 21.03-4 of the Moorabool Planning Scheme in relation to agriculture to protect good quality agricultural land and support the productivity and sustainability of existing and future agricultural and horticultural activities. Whilst it is acknowledged that this site could not be used for any effective agricultural use, it is considered that by approving a use along this line, Council would be sterilising any potential for this site to be used in conjunction with other land or the objectives of the farming zone.

An important consideration with this application is, Council has land zoned specifically for industrial purposes. Industrial uses by nature require specific development requirements such as appropriate crossovers and site access for larger vehicles, appropriate drainage, hardstand areas and landscaping, they also have the potential for more commercial and intensive uses that can cause conflict and detriment to surrounding land uses if not appropriately planned for hence there are specific areas zoned for these uses. The subject land has been zoned as Farming zone as the intent for this land is not to be used for industrial purposes, it is understood that whilst the site isn't capable of sustainable agricultural practices it makes part of the greater amenity of the farming zone and an important entry point to the Bacchus Marsh townsite. By allowing for ad-hoc inappropriate uses such as this to be approved on the farm zone, Council may by nature be encouraging inappropriate developments to be considered on farming zoned land, by nature impacting the whole zone.

Due to the above planning considerations it is considered that the use and development of a materials recycling business on this site is not appropriate to the proposed location, the site constraints, the purpose and decision guidelines of the Farming Zone or the landscape and cultural values of the surrounding precinct.

General Provisions

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

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

Referrals

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

Authority	Response
Western Water VicRoads	Consent with conditions Concerns with original proposal, proposing access onto Bacchus Marsh Road, further consultation was undertaken and VicRoads advised of its consent subject to Flanagan's road being the only access point to the site. t with conditions
Western Water Downer Utilities Australia Pty Ltd	Consent with conditions No objection
Infrastructure Environmental Health Strategic and Sustainable Development	Consent with conditions Consent with conditions Comment – may be considered inappropriate for site as strategic entry point.

Financial Implications

The recommendation of refusal of this application may represent a financial implication for Council. The applicant may lodge an application for Review of Council's decision with VCAT with associated cost to Council.

Risk and Occupational Health and Safety Issues

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

Communications Strategy

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

Options

An alternative recommendation would be to issue an Approval to Grant a Permit. The objectors could apply to VCAT for a Review of Council's Decision with associated cost to Council in defending the decision.

Conclusion

It is considered that the application is not an appropriate development or use for the farming zone, the application does not respond adequately to the site constraints and is not suited to the site. Therefore, it is recommended that the application not be supported.

Recommendation:

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Refusal to Grant a Permit for the Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification signage in accordance with Section 61 of the *Planning and Environment Act 1987*, on the following grounds:

- 1. The proposal use and development does not accord with the purpose or decision guidelines of the Farming Zone.**
- 2. There is no demonstrated nexus between the industrial use and the agricultural use of surrounding land.**
- 3. The proposal does not accord with the cultural and landscape values of the surrounding precinct including proximity to the Bacchus Marsh Avenue of Honour.**
- 4. The site cannot be adequately screened from the surrounding road network.**
- 5. The proposed use does provide for an orderly planning outcome for the site and immediate area.**

Resolution:

Crs. Dudzik/Keogh

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Notice of Decision to Grant a Permit for this application in accordance with Section 61 of the Planning and Environment Act 1987, subject to the following conditions:

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 in accordance with the plans submitted with the application but modified to show:

- a) **Specific details of all external fencing to the rear and side sections to the site to the satisfaction of the Responsible Authority in accordance with condition 13;**
- b) **Signage in accordance with condition 17;**
- c) **Schedule of materials;**
- d) **Move the building 5 metres west;**
- e) **Any stockpile areas in accordance with condition 6;**
- f) **Any enclosed areas in accordance with condition 12; and**
- g) **A landscape plan in accordance with condition 18.**

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.

Amenity:

2. **All buildings shall be located clear of any easements, water and sewer mains.**
3. **The building is not to be used for habitable purposes.**
4. **No brick cleaning to be undertaken on the site at any time.**
5. **All dismantling of materials must be undertaken within the shed.**
6. **Any stockpiling must be behind the building or have appropriate screening so it is not visible from the street to the satisfaction of the Responsible Authority.**
7. **The hours of operation are restricted to:**
 - a) **7.00am to 5.00pm - Monday to Friday.**
 - b) **9.00am to 4.00pm - Saturday.**
 - c) **10.00am to 4.00pm - Sunday.**
8. **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; and**
 - e) **Any other way.**
9. **External lighting must be provided with suitable baffles and located so that no direct light is emitted outside the site.**
10. **Mechanical noise emanating from the premises must comply with the State Environment Protection policy N-1 'Control of Noise from Commerce, Industry and Trade.'**

11. ***The building must be maintained to the satisfaction of the Responsible Authority.***
12. ***Goods, equipment or machinery must not be stored or left exposed in a position that can be seen from the street and in designated enclosed areas.***
13. ***Suitable screen fencing must be erected to the satisfaction of the Responsible Authority in areas designated on the approved plans.***
14. ***Any external fencing must not be industrial galvanised chain mesh fencing and proposed fencing is to be to the satisfaction of the Responsible Authority.***
15. ***The site must remain in a tidy condition at all times. All refuse not to be recycled must be stored in a screened refuse area the rear of the building in suitable waste containers, prior to removal from the site.***
16. ***Any security alarm or similar device installed must be of a silent type.***
17. ***The total area of Business Identification signage on the site must not exceed three (3) square metres.***

Landscaping:

18. ***Before the development starts, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:***
 - a) ***Details of surface finishes of pathways and driveways;***
 - b) ***A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;***
 - c) ***Minimum 5 metre wide landscaping with suitable advance trees with potential for large canopy to screen the site on the whole of the south and east boundary and along the west boundary from the frontage of the building to the south boundary of the site; and***
 - d) ***Landscaping and planting within all open areas of the site.***

All species selected must be to the satisfaction of the Responsible Authority.

19. ***Before the use/occupation of the development starts or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.***

- 20. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.**

Materials and colour:

- 21. All external walls and roof areas of the proposed building/s are to be clad with non-reflective materials (zincalume prohibited) to the satisfaction of the Responsible Authority.**

Environmental Health:

- 22. The property must be connected to the available and closest reticulated sewer point.**

Infrastructure:

- 23. All vehicle crossings must be constructed to industrial standard to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossings.**

- 24. Prior to the development and use commencing, engineering drainage plans and computations must be submitted to the Responsible Authority for approval and shall incorporate the following:**

- a) The development as a whole must be self-draining and must be connected to an approved point of discharge in an approved manner to the satisfaction of the Responsible Authority;**
- b) Underground piped drainage for the whole development shall cater for 10% AEP storm; and**
- c) Overland 1% AEP flow path(s) for the development must be shown on layout plans and shall ensure that no property is subject to inundation by such a storm to the satisfaction of the Responsible Authority.**

- 25. Storm water drainage from the proposed buildings and impervious sur faces must be directed to the legal point of discharge to the satisfaction of the Responsible Authority. A legal point of discharge permit must be taken out prior to the construction of a stormwater drainage system.**

- 26. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construct ion Techniques for Sediment Control (EPA 1991).**

- 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. ***Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Assets 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.***
29. ***Prior to the use commencing, the car park areas must be constructed with an all-weather surface, markings and drainage to the satisfaction of the Responsible Authority, and shall incorporate the following:***
- a) ***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.***
 - b) ***Designated loading areas shall be shown on layout plans.***
 - c) ***The parking areas shall be provided with an all-weather surface and associated drainage.***
 - d) ***Kerbing of a minimum height of 150mm must be provided between landscaped areas and areas provided for parking and the passage of vehicles.***
 - e) ***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.***
30. ***The building shall be provided with disabled access in accordance with the provisions of AS1428 – Design for Access and Mobility.***

Western Water:

31. ***Prior to the issue of a Victorian Building Authority Number by Western Water, the owner/developer must confirm that the development can discharge sewage by gravity flow into the existing sewer system, to the satisfaction of Western Water.***
32. ***The owner/developer must engage the services of a suitably qualified person to confirm the depth of the closest sewer connecting point and the ability of the development to gravity flow to the sewer system, to the satisfaction of Western Water.***
- Should the development not be able to discharge sewage by gravity flow the owner of the land must enter into a Private Pump Agreement with Western Water.***
33. ***Payment of new customer contributions for the additional demand created by the development on Western Water's sewage and water systems, such amount being determined by Western Water at the time of payment.***

- 34. The existing water tapping may be used to service the development while Lot 2 on LP110748 and Lot 1 on TP18519U are in the same ownership. Should any of these lots be sold and become in separate ownership then the water supply currently servicing the existing dwelling on LP110748 must be disconnected.**
- 35. The operator under this permit shall be obliged to enter into an Agreement with Western Water relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Western Water. The owner/applicant shall make a written request to Western Water for the terms and conditions of the agreement.**

VicRoads:

- 36. No access point from the Bacchus Marsh Road will be permitted.**

Permit Expiry:

- 37. 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; and**
 - 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.

CARRIED.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu 
Title: General Manager Growth and Development
Date: Thursday, 12 October 2017

11.2.2 Ballan Strategic Directions – Results of Exhibition

Introduction

File No.: 13/06/072
Author: Geoff Alexander
General Manager: Satwinder Sandhu

Purpose

The purpose of this report is to inform Councillors of the results of the exhibition of the Ballan Strategic Directions (BSD) which occurred between 9 June, 2017 and 17 July, 2017.

Subsequent to the exhibition process, the BSD has been modified and updated. Council is now requested to adopt the updated version of the BSD, in order that a planning scheme amendment can be prepared to implement the Strategy.

Finally, Council is requested to resolve to abandon the Ballan Structure Plan and the associated Amendment C69 which implemented the structure plan.

Background

The BSD provides a planning framework for Ballan to manage the residential, commercial and industrial growth up until 2041 including (but not limited to) an updated suite of residential zones, pre conditions for development in growth areas and a plan for an enhanced open space network. The BSD also identifies a number of local infrastructure requirements. The BSD seeks to refine a number of aspects of the currently adopted Ballan Structure Plan.

Refinements provided by the BSD include:

- Updated strategic justification for the suite of residential zones and planning controls having regard to supply and demand for housing, neighbourhood character and other considerations;
- Resolving inconsistencies between analysis and recommendations; and
- Clarifying the extent of the western and southern growth corridors, road and open space needs as well as the zone controls to deliver required outcomes.

The BSD seeks to carry over some elements of the Ballan Structure Plan, such as the general location for growth areas, whilst strengthening the key priorities and guidelines to manage growth and change.

At the Ordinary Meeting of Council on 7 June, 2017 Council resolved to exhibit BSD for public comment. The BSD was exhibited from 9 June, 2017 until 17 July, 2017. The exhibition period was later extended to 24 July, 2017 upon request from submitters.

The exhibition process comprised of:

- Letters posted on Friday 9 June, 2017 to all land owners in Ballan and relevant agencies;
- The BSD documentation was put on display on Moorabool Shire Councils website and at Council offices;
- A 'Have Your Say' page was uploaded onto the Moorabool website;
- Two public consultation events were held at Council Chambers, Ballan on 26 June and 3 July, 2017;
- Newspaper notices; and
- Meetings with notified parties (where requested).

A total of 21 submissions were received which covered a broad range of topics. A version of the BSD has been modified in response to submissions and is provided as Attachment 11.2.2(a).

Submissions

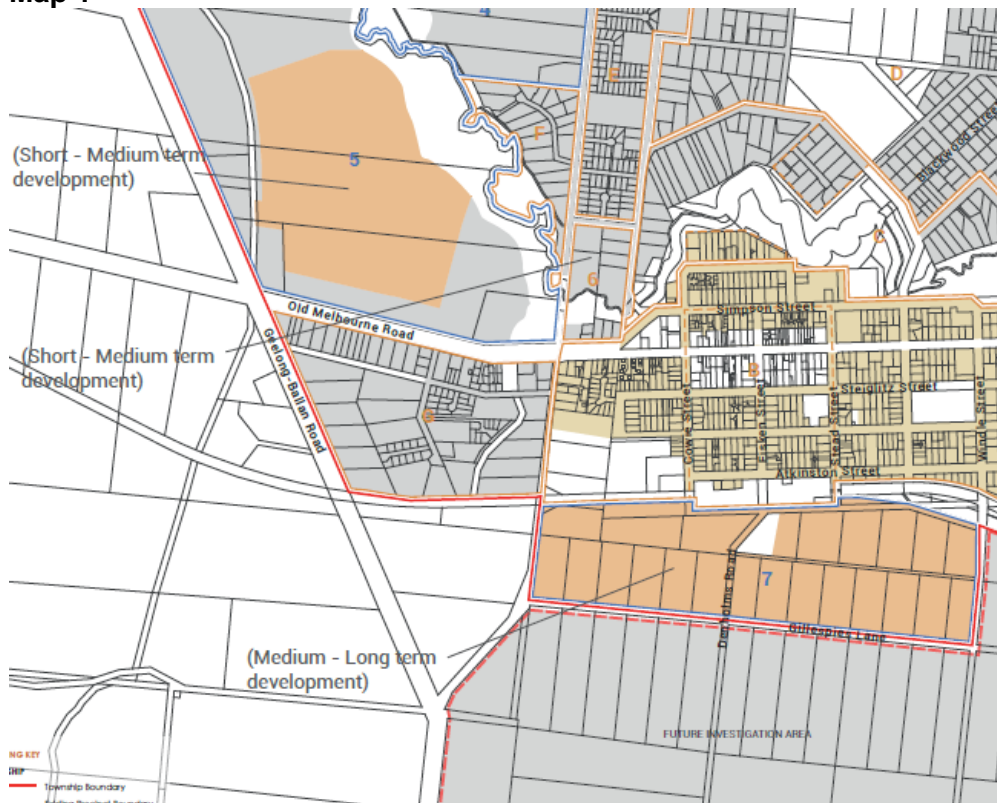
There were a number of common themes identified throughout the submissions received, as discussed below. A table containing detailed submitter comments and a full set of responses is contained at Attachment 11.2.2(b).

Key issues raised by submitters are as follows:

1. Development of the Western Growth Precinct

Background note: At the current time, the Western Growth Precinct (named "Precinct 5" in the BSD) is identified for "Short - Medium Term development" whilst the Southern Growth Precinct (named "Precinct 7") is identified for "Medium – Long term development" as depicted in Map 1.

Map 1



The most common requests from submitters sought the prioritisation of development in the southern growth precinct prior to the western growth precinct. Some submitters also protested at any development being directed towards the western growth precinct.

Justification included:

- The western growth precinct is further from the train station and Main Street. It does not readily lend itself to easy walkability or bike riding.
- The development of the western growth precinct will negatively impact on ecological and river values whereas development of the southern growth precinct will not.
- The western growth precinct has agricultural capability that would be lost if developed, whilst the southern growth precinct does not.
- The development of the western growth precinct will negatively impact on landscape values, whilst the development of the southern growth precinct will not.
- If the western growth precinct has to be developed, it should be developed in the form of rural living sized zots.

Officer Response

Whilst some reasons provided have some validity, such as the greater distance of the western growth precinct to the town centre relative to the south, there are at least nine reasons to continue supporting the short term development of the western growth precinct at conventional residential densities, namely:

1. Short term development of the western growth precinct is a well-documented existing strategic position of Council and has been for almost 10 years. The BSD is consistent with this existing position. Amendment C34, approved by the Minister in 2009, updated the Ballan Framework Plan with a map that identifies the western growth precinct area for short term growth at the end of Clause 21.08 (Ballan) of the Moorabool Planning Scheme. In the same map, the southern growth precinct is identified for "medium term growth". Amendment C34 went through a rigorous process including public exhibition and Planning Panel hearing. More recently the western growth precinct was a key part of the adopted Ballan Structure Plan, further solidifying expectations that it would be developable.
2. Delaying the release of the western growth precinct would negatively impact on the level of certainty and fairness provided by the Planning Scheme and undermine Council's reputation as a place to invest and do business. The owner of the land has a legitimate expectation to develop considering past Council decisions and has already invested significantly in background reports to facilitate future urban growth.
3. Transport for Victoria (the agency representing Victoria's transport agencies including VicRoads) has indicated in their submission that there are very significant infrastructure costs associated with the development of the southern growth precinct. Notably the Authority has indicated that there will likely need to be a number of future railway crossings to enable the development of this precinct and these will need to be grade separated. The Authority prefers that if the precinct is developed at all, that it occurs later rather than sooner.

4. Important landscape values are considered to be effectively preserved under the BSD because rural edges (with reduced density) have now been identified within key vantage points of the western growth precinct.
5. Whilst the request for rural living sized lots in the western growth precinct is noted, this would not provide significant land supply and may require greater density to justify the extension of costly sewer infrastructure to this area. It would also be inconsistent with the Central Highlands Regional Growth Plan which identified urban growth occurring in towns with significant existing infrastructure (noting Ballan has a regional hospital, train station and other important infrastructure to underpin growth).
6. The Moorabool Planning Scheme at CI 21.08 specifies the western growth precinct for "short term growth". If this land was intended for rural living sized lots, this would have been made explicit under the relevant map in the Planning Scheme.
7. The western growth precinct is less fragmented than land to the south, is held in one ownership and is more feasible for delivering a masterplan in the short term, relative to land to the south with multiple land owners.
8. The western growth precinct assists Council securing important riparian reserves along the Werribee River, a key component of future structure planning in Ballan. The southern growth precinct will not afford the same opportunities.
9. In terms of submissions which note the potential impact on the Werribee River and ecological values, Melbourne Water has provided a draft drainage services scheme for the western growth precinct with a far greater buffer to the river. The increased buffer would help to preserve ecological values. Officers raised no issues with deferring to the advice and recommend that the concept plan for the western growth precinct is modified to incorporate the Drainage Services Scheme map. Greater detail about this map is available at Table 1 and Attachment 11.2.2(a).

Change Recommended:

Alter the concept plan for the Western Growth Precinct to conform to Melbourne Waters Drainage Services Scheme Map.

2. Lack of dedicated bike paths in Strategy

Whilst the BSD proposes a substantially improved walking path network, some submitters were disappointed in a lack of bike paths in the Strategy.

Officer Response

The primary path network is intended to be a shared bicycle and walking path loop but the Strategy could provide greater clarity around this.

Change Recommended:

Update document to include hike and bike in brackets for further clarity in relation to primary path network.

3. There should be an additional area for industrial development

Background note: The Ballan Structure Plan included a significant new area for industrial expansion, however the BSD as exhibited did not propose additional industrial land being delivered.

The non-inclusion of an industrial expansion area in Ballan would impact on Ballan's future industrial growth.

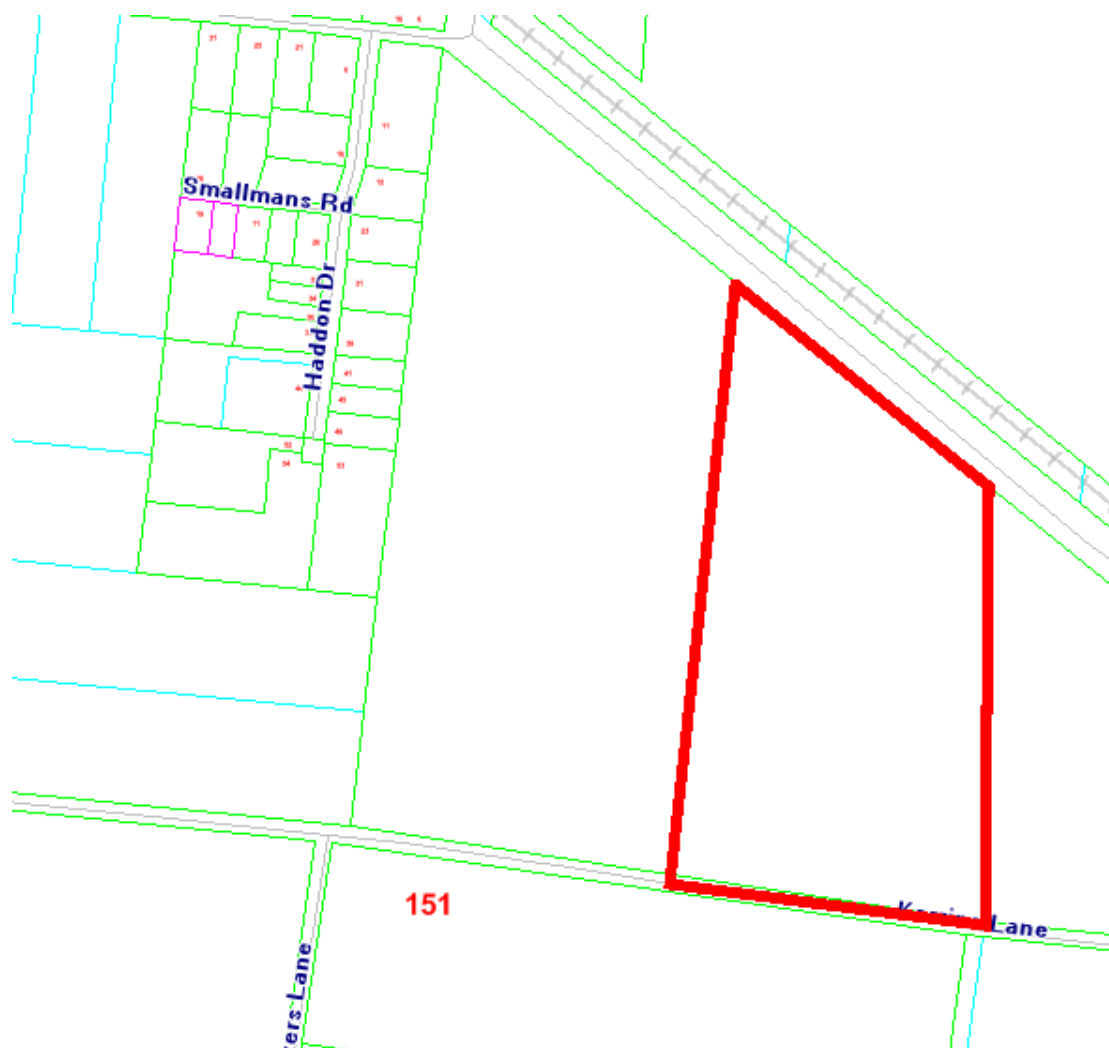
Officer Response

The BSD is underpinned by analysis of land vacancies in the existing Ballan Industrial Estate. Further development has occurred at 52 Haddon Drive since the analysis was carried out and it is also of note that the new CFA facility is intended to be established to the near east (though the Farming Zone does not necessarily need to be amended for such a facility to be delivered. The current amount of vacant land is approximately 4.4 hectares as per a count undertaken by officers in September, 2017.

It is plausible that additional industrial land will be warranted in Ballan over the life of the BSD. It is therefore reasonable to include an area for future investigation. Council engineers have indicated that future industrial rezoning would be likely to require significant road infrastructure investment. This land could potentially be rezoned depending on a detailed analysis and strategic justification but would be proponent driven. In terms of the specific land for investigation, it is recommended that the land directly east of the CFA site (which is adjoining the existing industrial area) is identified for future investigation due to its proximity to the existing industrial estate, and lack of sensitive neighbours (residential use).

Changes Recommended:

Include the land outlined in Map 2 below directly east of the CFA site as an area for future investigation.

Map 2

4. A Second Retail Precinct for Ballan

A number of submitters proposed that a second retail precinct is warranted for Ballan, particularly around the train station when the southern growth precinct comes online.

Officer Response

Ballan will remain a small, compact town over the horizon of the BSD Planning period with up to 6000 residents by 2041. It is believed that that a second retail centre would not be needed.

Page 48 of the Moorabool Shire Retail Strategy (2016) indicates that there was 7,330 sqm of retail floor space in Ballan in 2014. Page 49 of this strategy indicates that there was 1.1ha of vacant land in the commercial zoned area of Ballan in 2016, as per Map 3 below.

Map 3



In addition, there are currently 15 sites in the commercial zoned area of Ballan being used as dwellings. Over time, depending on the demand for commercial zoned land and the preferences of owners, some of these properties may become commercial.

Even if the demand for retail floor space doubled in Ballan over the horizon of the BSD the existing centre could easily accommodate the growth. Maintaining one commercial precinct will encourage investment in the centre. Any secondary retail precinct would detract from the vitality and foot traffic of the Main Street strip (Inglis Street) and would be inconsistent with the adopted Moorabool Retail Strategy which identified where under-utilised land in the existing town centre should be further developed.

5. Criticisms of the Exhibition Timeframe and Processes

Concerns were raised in relation to:

- Prior comments were not recognised from the Ballan Structure Plan exhibition processes;
- Lack of consultation in the preparation of the BSD;
- Claims the land owner for precinct five (5) had been consulted prior to the general public exhibition;
- Concerns expressed about the exhibition period not having been long enough;

- Concerns expressed about the timeframes offered to lodge a submission;
- Concern that the information nights did not run late enough for people who work; and
- One submitter has indicated that they did not receive a letter.

Officer Response

A summary of prior feedback from the Ballan Structure Plan exhibition process was considered by Mesh Planning in the preparation of the BSD.

Given extensive previous consultation processes conducted for the Ballan Structure Plan, it was considered unnecessary to further consult with the community *prior to* the development of a draft BSD. The BSD has been exhibited, with the expectation that it may need to be further refined on the basis of community and agency feedback. Further consultation will also occur once Council resolves to prepare an amendment to implement the BSD.

The land owner of precinct five (5) was subject to the same exhibition process and timeframes as all other Ballan land owners. Council officers held a meeting with all land owners who requested it.

The exhibition period was intended to provide one month for submissions. Letters were sent out five (5) weeks and three (3) days before the closing date for submissions. Variability in Ballan's mail has been noted. Late submissions were accepted. The exhibition period was also extended.

Two (2) public information nights were held in Ballan, initially scheduled from 4.00pm to 6.00pm. The second night was extended to 8.00pm following requests from community members on the first night. This change was advertised on the website and in the newspaper.

Officers are unsure why one submitter did not receive the exhibition letter. It has been confirmed that the submitter was on the mailing list.

6. Infill Opportunities should be fully utilised before making any new growth Precinct Available.

Some submitters argued that infill opportunities within the town should be fully utilised before making a new growth precinct available.

Officer Response

Opportunities for infill development are proposed to be limited under the BSD to primarily the core area, within close proximity to the commercial strip on Inglis Street. This is because of the zoning and minimum lot size limitations proposed for many parts of the town outside of the core, especially north of the Werribee River.

It is also of note that Council is required by State Policy to provide a 15 year supply of land at the LGA scale and Ballan is a logical location for growth for a range of reasons including the train station, proximity to Melbourne and its existing range of services and infrastructure.

All Changes Recommended for the BSD

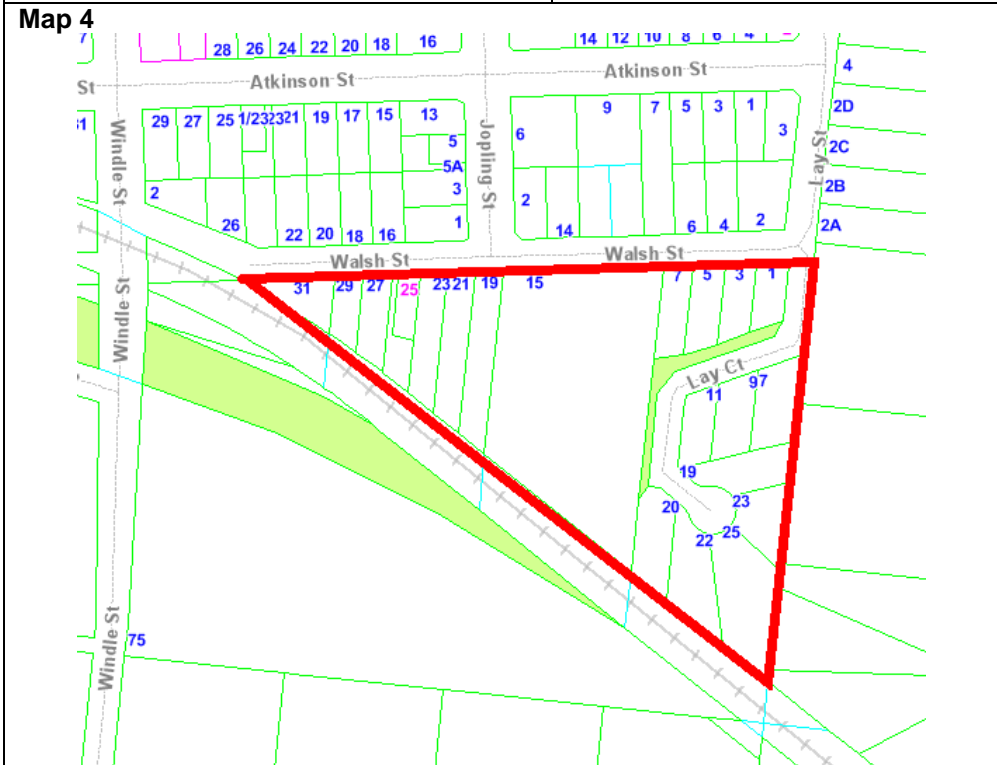
A summary of all changes recommended for the BSD is contained in Table 1 below. A detailed response to all submissions, including where a change was recommended or not, can be found at Attachment 11.2.2(a). Submitters' names are omitted with the exception of agencies.

Table 1 – All Recommended Changes and Relevant Submitter Comment(s)

Submitter Comments (summary)	Recommended Change
Submitter 1	
<p>Believes that Ballan needs an additional industrial precinct.</p> <p>Note: The submitters property was identified for industrial rezoning in the Ballan Structure Plan.</p>	<p>Change Recommended: Update BSD to refer to the relevant property as a future investigation area.</p> <p>Update the BSD to refer to the CFA site.</p>
Submitter 3	
<p>Walking loop should be developed as a bike/hike path network.</p>	<p>Change Recommended: There is already proposed to be a shared bicycle and path loop but this has been updated to include hike and bike in brackets for further clarity.</p>
<p>BSD mentions protecting and enhancing vegetation along Old Melbourne road but that many of the plants along Old Melbourne Road are weed species (Box Thorn, Hawthorn, Gorse, etc..) and in some cases declared noxious weeds. Should mention that the enhancement aspect would require extensive landscaping, weed removal and planting.</p>	<p>Change Recommended: Update wording to refer to landscaping, weed removal and planting.</p>
Submitter 7 (Transport for Victoria)	
<p>TFV notes that development of the southern growth precinct would be expensive in terms of rail crossings and public infrastructure and would require investigation.</p>	<p>Change Recommended: Include reference in the BSD to the provision of an analysis of the need for rail crossing infrastructure upgrades as a component of a Traffic Impact Assessment for the Southern Growth Precinct. This would be as a pre-condition for the development of the Southern Growth corridor.</p>
<p>TFV indicates it should be noted in the Strategy that any future additional road crossing of the railway must be grade-separated.</p>	<p>Change Recommended: The BSD text to be updated to note Transport for Victoria's requirement that future road crossings of the railway must be grade separated.</p>
<p>TFV notes that if the southern growth precinct is developed it is very likely that controlled pedestrian crossings (with gates) will need to be provided at the Cowies</p>	<p>Change Recommended: Include reference in the BSD to the provision of an analysis of the need for controlled pedestrian crossings</p>

Street, Windle Street and Old Geelong Road level crossings. Further, any path running parallel to the railway line must be built outside of the rail reserve, and must be separated from the railway line with a fence built to a standard acceptable to V/Line.	over the rail line, as a component of a Traffic Impact Assessment for the Southern Growth Precinct (added into pre conditions for Precinct 6).
TFV notes Stead Street underpass is likely too narrow to accommodate both car access and the secondary path network simultaneously. Note: The exhibited BSD showed a path network through this underpass.	Change Recommended: Reduce the extent of the proposed Stead Street footpath so that it extends no further south than Atkinson Street.
TFV notes the Strategy omits the Ballan-Gordon-Mount Egerton service.	Change Recommended: Strategy to be updated to refer to omitted services.
TFV notes Ballan Station patronage figures on page 65 of the Strategy are out of date.	Change Recommended: Strategy to be updated to refer to more recent boarding figures.
TFV seeks for the strategy to be updated to refer to new pedestrian crossings provided across Inglis Street in 2016, one servicing the hospital precinct, and one servicing the commercial precinct.	Change Recommended: Strategy to be updated to refer to these crossings.
TFV notes the BSD depicts significant future development abutting the Western Freeway. Suggests the Strategy make reference to the likely need for noise walls along the Western Freeway.	Change Recommended: BSD to reference an acoustic analysis that determines the need for noise walls for the relevant area.
Submitter 11	
<p>Note: The Submitters property is a large property in the General Residential Zone approximately 1km south east of the station. The submitter's property has been proposed for Neighbourhood Residential Zone with an 800 metre minimum lot size in the exhibited BSD.</p> <p>Submitter makes the following key points:</p> <ul style="list-style-type: none"> • The proposed rezoning of the property is grossly unfair as it has been in the General Residential Zone for at least 20 years. • The proposed rezoning would make it uneconomical to subdivide. • The land is close to the heart of Ballan and only 1km south east of the station. • Submitters property is partially in the LSIO (as is his neighbour) but the neighbour has managed to subdivide in the LSIO. 	<p>Change recommended: The BSD be updated so that no zoning change is proposed for the submitter's property and this corner of Ballan (as outlined in Map 4, below) and that the area is changed to "natural growth".</p> <p>It is recommended that a note be added to the BSD in regards to overland flooding issues and this may limit future development potential.</p>

- Submitter questions the accuracy of the flood mapping given a drainage channel built in 2003.



Submitter 15

Note: Submission is in relation to the land in Map 5 below, outlined.

Note: Under the BSD (exhibited version) only the land south of Gosling Street (in hatched pink) is proposed to be developable – as Neighbourhood Residential Zone minimum 1400sqm blocks.

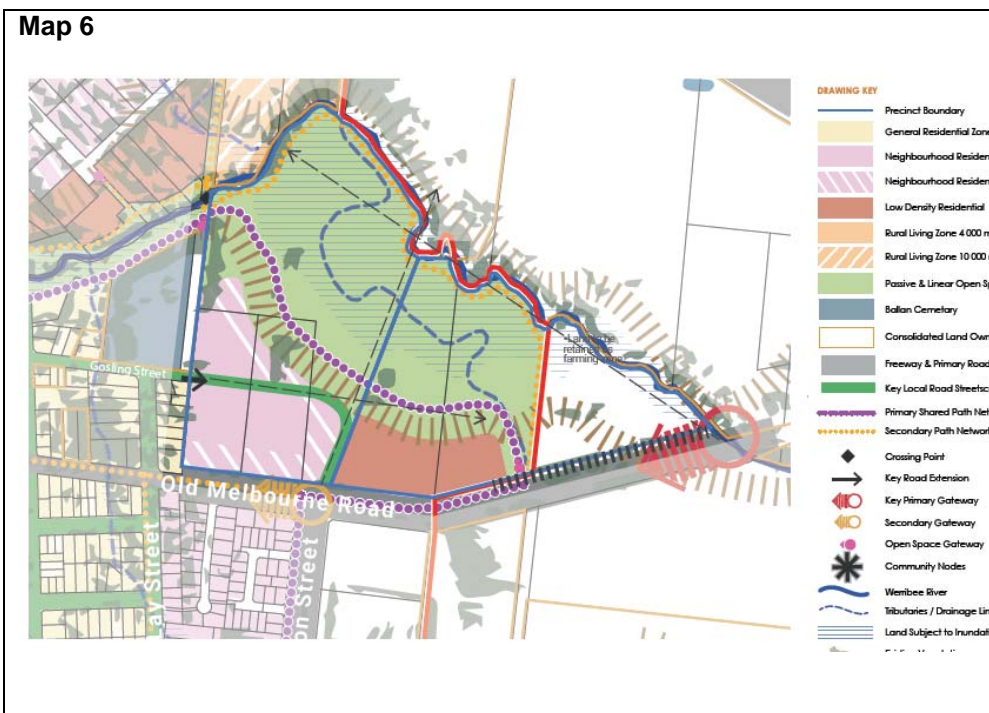
Map 5



The submitter has indicated that a 1400sqm minimum lot size over a small part of the site would not make the land viable for development. This would in turn mean that Council could not acquire the proposed path link through this property (which would happen at subdivision), which links into a wider path network.

Submitter has provided a plan showing their preferred approach to the relevant precinct (depicted in the box below).

Changes Recommended: As per Map 6 (below) largely in accordance with the submitters proposed map.



Submitter 16 – Ausnet/Downer

Indicate that there is a gas transmission asset at the corner of Gillespies Lane and Denholms Road, which is likely to require a 59m safety buffer.

Change Recommended: The gas transmission asset area to be labelled on the existing conditions and Framework Plan.

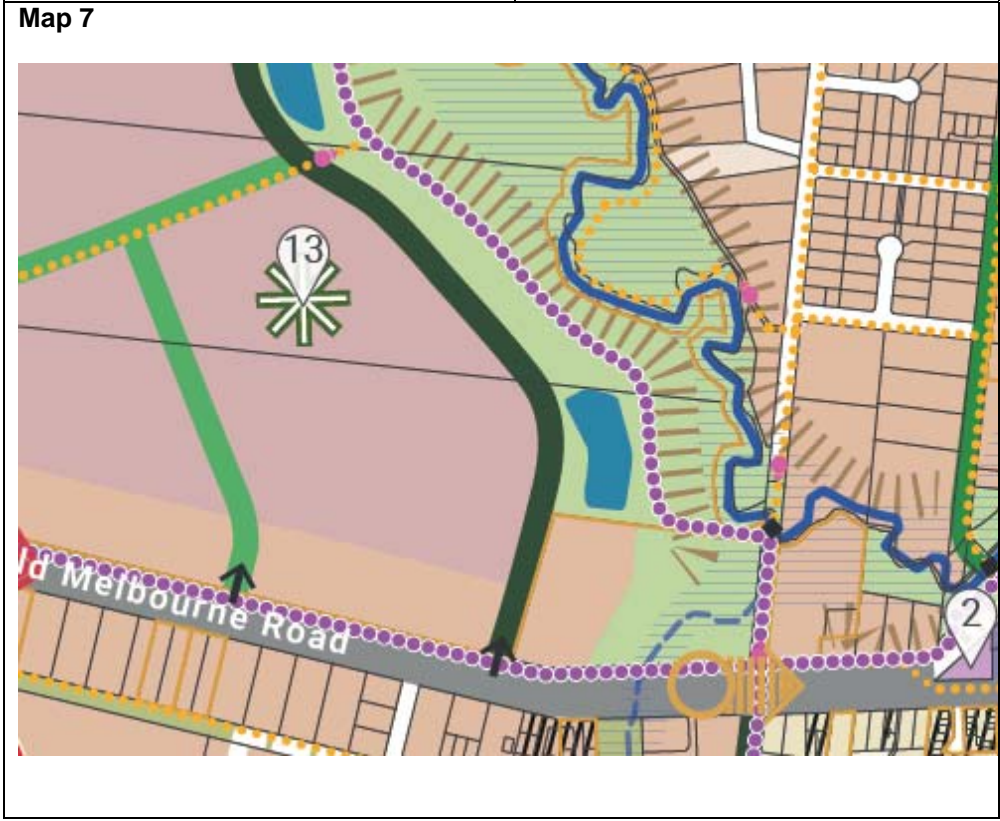
Wording to be added to Framework Plan “Gas Transmission and Asset Area - *Potentially Not Developable. Requires consultation with gas authority and potential study prior to rezoning*”.

Submitter 17 – Central Highlands Water

We note that the Strategic Directions Paper identifies significant future green spaces which could provide a future opportunity for CHW to work with Council to develop an Integrated Water Cycle Management Plan for Ballan that looks at the potential to use treated wastewater and other sources of alternative water to help maintain these species.

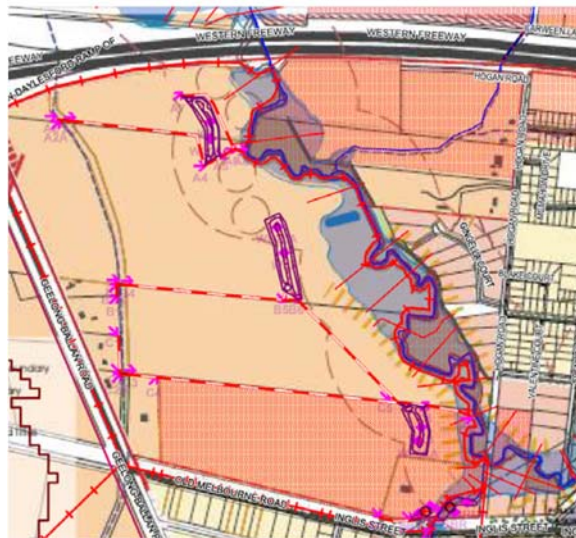
Change Recommended: Future action to be added to the BSD to investigate the feasibility of an integrated Water Cycle Management Plan for Ballan and to look at green spaces as a part of that plan.

Submitter 18	
<p>Note: This submission is in relation to precinct 6 in the exhibited BSD, which is south of Densely Street and North of Inglis St.</p> <p>Note: The submitter's property is marked acquisition site, to enable the path network to be constructed along the river in this area.</p> <p>The submitter seeks for the path network to be removed from their property for a range of reasons including that the land is not for sale, the land is in a flood plain, steep terrain, expense to Council of maintaining the land and more.</p>	<p>Changes recommended: Reference to subject property as acquisition site to be removed.</p> <p>Deletion of precinct 6 (and corresponding renumbering of other precincts).</p> <p>Property to become part of Precinct F (established area).</p> <p>Revised path network to bypass submitters property as per Map 7, depicted below.</p>



Submitter 20	
<p>Note: This submission relates to the impact of the Western Growth Precinct (precinct 5) on the submitters adjoining property.</p> <p>- Concerned about noise, pollution, rubbish, damage to tree roots as a result of development being near to property, fencing issues and costs of fencing with potential new neighbours, claims trees are prone to falling, trees are part of landscape character, road adjoining their property in the concept plan will be an eyesore, road and walkways currently shown through the submitters property.</p>	<p>Change Recommended: Change road and path location as depicted in Map 7 above to avoid the submitter's property, add in pre-condition that the protection of root zones on adjoining properties be investigated.</p>
Submitter 21 Melbourne Water	
<p>Werribee River Corridor The waterway corridor shown for the Werribee River is not consistent with Melbourne Water's recommended minimum corridor width, or with the placement of drainage infrastructure pursuant to the Ballan South West Development Services Scheme [depicted in Map 8, below]</p>	<p>Changes recommended: Update Western growth corridor plan to merge with the Melbourne Water Development Services Scheme and Melbourne Waters recommended buffer distances (as depicted in Map 9).</p> <p>The BSD to be updated to include a pre-condition for the western growth precinct that development must be generally in accordance with the plan in the document unless there is a requirement for modifications due to background studies/site constraints and included Melbourne Water requirements and potential constraints.</p>

Map 8 Melbourne Water Drainage Services Scheme



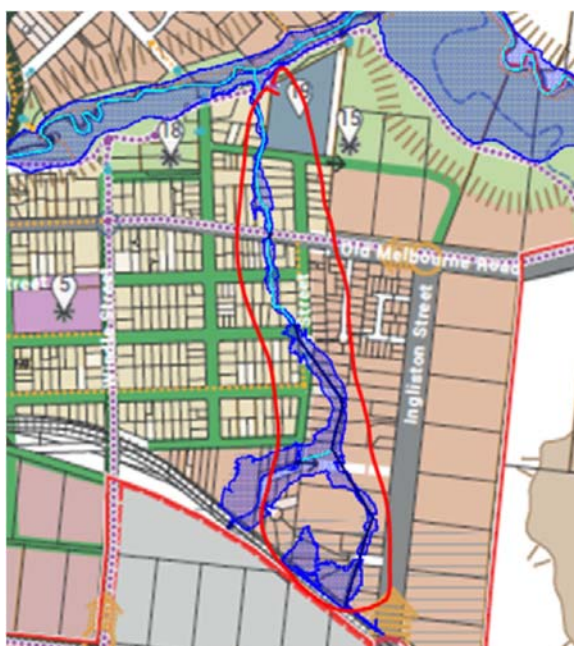
Map 9 Precinct 5 Merged with Melbourne Water Drainage Services Scheme



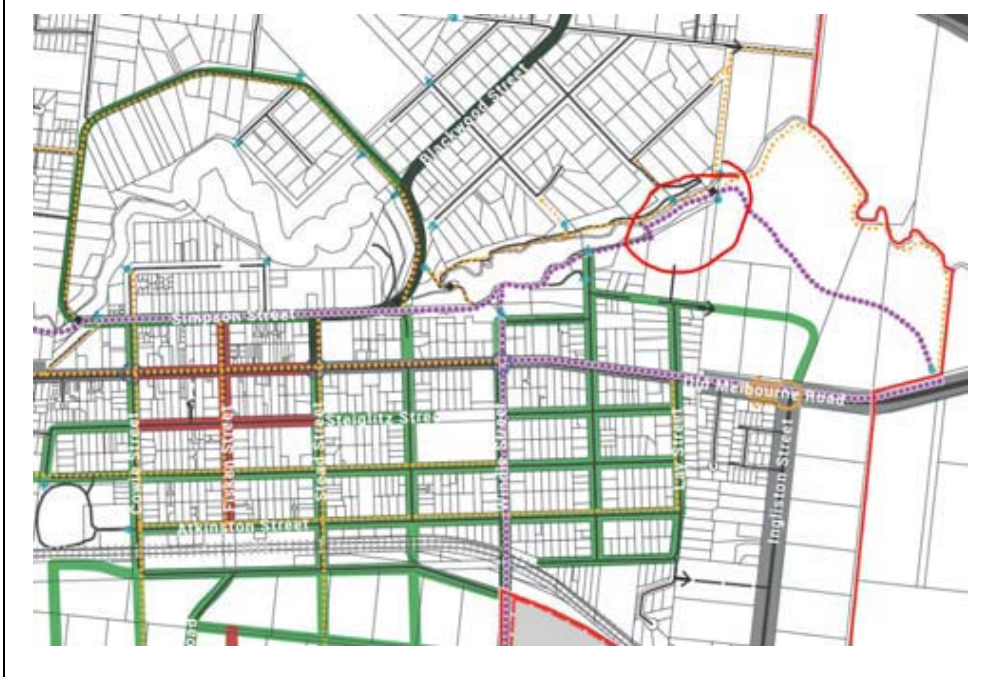
One of the tributaries [south-east corner of Map 10, below] is also missing from the plan and should be added in.

Change recommended: Missing tributary to be added.

Map 10



<p>The plan should encourage the retention of all tributaries, with a minimum 20m wide corridor either side of the waterway (in areas yet to be developed). In the case of tributaries in already established areas, the waterways should be acknowledged and a statement included discouraging any further encroachment within 20m either side of the waterways.</p>	<p>Change recommended: New objective and strategies added to section 4.7.3 to discourage encroachment 20m either side of tributaries. Requirement for no development within 20m either side of tributaries added in the preconditions for precincts 3 and 4.</p>
<p>Existing Flooding – Gosling St Drain</p> <p>There are known existing overland flooding issues within the south-east corner of Precinct A. Although this area is flagged to only accommodate ‘natural’ and ‘minimal growth’ it may still be beneficial to acknowledge the existing drainage capacity issues.</p>	<p>Change recommended: Statement to be included recognising the existing drainage issues in the south east corner of precinct A.</p>
<p>Melbourne Water have provided a large number of proposed additions and modification to the text of the BSD. This can be viewed in detail at Appendix A.</p>	<p>Change recommended: Strategy to be modified generally in accordance with requests for text modification.</p>
<p>(Page 66) FIGURE 16 - MOVEMENT NETWORK – Shared path is too close to the waterway centreline at the location circled in red below [shown in Map 11].</p>	<p>Change recommended: Change shared path to be further from waterway centreline.</p>

Map 11

Other Changes to the Ballan Strategic Directions

Other minor changes have been made to the Ballan Strategic Directions based on officer and consultant identified opportunities for improvement:

- The path network has been modified and some river crossings have been deleted to enhance cost effectiveness.
- A requirement for 30% site coverage in Neighbourhood Residential Zoned areas have been deleted because of recent, small lot subdivisions in these areas.
- A requirement for development pre conditions to be managed by a development plan has been changed to a development plan OR an S173 agreement for the smaller growth areas (excludes the western and southern growth precinct). An S173 agreement does not require a Planning Scheme Amendment and would be a faster means by which these developments could come to fruition.
- The Active Open Space investigation area has been moved closer to the passive open space area next to the Werribee River in the Western Growth Precinct. This is so the two areas can potentially be combined providing a large open space area for the community.

Status of Ballan Structure Plan and Amendment C69

Subject to the adoption of the BSD, it is proposed that the BSD supersede the Ballan Structure Plan and a new amendment is initiated to implement the BSD in place of Amendment C69 (which sought to implement the structure plan).

The useful content of the Ballan Structure Plan has been carried over to the BSD and explicitly abandoning the Ballan Structure Plan at the same time that the BSD is adopted would provide certainty to the community about its status.

Policy Implications

The 2017 – 2021 Council Plan provides as follows:

Strategic Objective 3: Stimulating Economic Development

Context 3A: Land Use Planning

The proposed adoption of the BSD is consistent with the Council Plan 2017 – 2021.

Financial Implications

The BSD is a high level plan that does not commit Council to the financing of any particular projects in a legal or binding sense, however it does include future actions for Council. Some of these actions would have financial implications.

Council would have the opportunity to consider proposals for projects of significant scale before they are delivered.

If the BSD is adopted, future actions with financial implications would likely include:

- The growth of Ballan and the associated need of Council to provide services and infrastructure.
- Levying money from development contributions to help pay for community and transport infrastructure.
- A proposed upgraded path network for Ballan, financing details of which have yet to be determined but could plausibly be financed through a combination of developer and Council contributions.
- Other Actions described in Table 5 of the BSD including reviewing existing gateways and preparing an implementation strategy to enhance the gateways of Ballan, preparing street tree planting guidelines and auditing existing open spaces to ensure they meet the needs of residents.
- The development of future planning scheme amendments that implement changes to planning controls based on the recommendations of the BSD.

Risk & Occupational Health & Safety Issues

There are unlikely to be any risk and occupational health and safety implications for Council.

Communications and Consultation Strategy

Consultation has been completed through methods described earlier in this report.

If adopted, further consultation would occur at the Planning Scheme Amendment stage as per the requirements of the *Planning and Environment Act 1987*.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Satwinder Sandhu

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

Author – Geoff Alexander

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

Conclusion

The BSD, which seeks to consolidate the existing town structure of Ballan and retain the character of the township, provides significantly improved strategic justification, clarity and direction compared to the Ballan Structure Plan.

The exhibition of the BSD has been carried out resulting in 21 submissions. For the reasons contained in this report and attachment 11.2.2(b) (addressing the full range of submissions) it is proposed to make changes to the BSD.

It is now considered appropriate for Council to adopt the BSD as the successor to the Ballan Structure Plan, whilst simultaneously abandoning the Ballan Structure Plan and the associated Amendment C69 in order to provide certainty to the community about their status.

Following the adoption of the BSD, a Planning Scheme Amendment will be necessary to implement the BSD within the Moorabool Planning Scheme.

Recommendation:

That Council, having considered the document titled *Ballan Strategic Directions (September, 2017)* resolves to:

- 1. Adopt the document titled *Ballan Strategic Directions (September 2017)*.**
- 2. Abandon the Ballan Structure Plan and associated Amendment C69.**
- 3. Authorise officers to prepare the Ballan Strategic Directions Amendment, request authorisation from the DELWP and exhibit the amendment subject to receiving authorisation.**

4. **Prepare a planning scheme amendment to implement the Ballan Strategic Direction which will be provided in the form of:**
 - **Updated Clause 21.08 (Ballan) to provide statutory support for the Key Deliverables in the Ballan Strategic Directions.**
 - **A Development Plan Overlay Schedule to be applied to the Western Growth Precinct.**
 - **New residential zone schedules in accordance with the requirements indicated in the BSD.**
 - **Revised zoning maps to apply to locations in accordance with the BSD.**

Resolution:

Crs. Tatchell/Dudzik

That Council, having considered the document titled *Ballan Strategic Directions (September, 2017)* resolves to:

1. ***Adopt the document titled *Ballan Strategic Directions (September 2017)*.***
2. ***Abandon the *Ballan Structure Plan and associated Amendment C69*.***
3. ***Authorise officers to prepare the *Ballan Strategic Directions Amendment*, request authorisation from the *DELWP* and exhibit the amendment subject to receiving authorisation.***
4. ***Prepare a planning scheme amendment to implement the *Ballan Strategic Direction* which will be provided in the form of:***
 - ***Updated Clause 21.08 (Ballan) to provide statutory support for the Key Deliverables in the *Ballan Strategic Directions*.***
 - ***A Development Plan Overlay Schedule to be applied to the *Western Growth Precinct*.***
 - ***New residential zone schedules in accordance with the requirements indicated in the *BSD*.***
 - ***Revised zoning maps to apply to locations in accordance with the *BSD*.***
5. ***That Council may also consider supporting development in the *Southern Growth Area* ahead of schedule subject to:***
 - a. ***Cooperation amongst land owners in terms of developing a masterplan with agreement of the efficient roll out of roads and open space.***

- b. Satisfying Transport for Victoria's concerns about infrastructure costs, an analysis to determine the extent, nature and cost of any required rail crossings and a plan developed for financing these crossings.**
- c. Supply demand analysis to indicate that the project is needed.**

CARRIED.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu

Title: General Manager Growth and Development

Date: Thursday, 12 October, 2017



11.2.3 Elaine Township Improvement Plan

Introduction

File No.: 13/01/017
Author: Joe Morgan-Payler
General Manager: Satwinder Sandhu

Background

The adopted Small Towns and Settlements Strategy requires Council to future plan all settlements in terms of promoting and managing growth through structure plans (Bungaree, Wallace, Dunnstown, Myrniong), or otherwise enhance the amenity, identity and investment attraction potential of settlements via place-based civic improvement (all other settlements).

As per the Council Plan, it has been scheduled to prepare two to three township improvement plans (TIPs) across the next 3 to 4 years. Elaine is the first of these settlements to be considered.

Key drivers of the TIP's include:

- To identify low cost, highly visible and tangible civic improvement projects (footpaths, signage, furniture, facilities) that build on the identity of towns as well as service hubs and focal points for local communities.
- Undertake detailed planning and place making prior, where possible, to other civil works for drainage, access and road upgrades occurring – thus providing a more comprehensive and integrated planning, design and engineering response to town planning.
- Reconcile planned local investment with brand and identity as Council begins clearer and more direct facilitation of tourism and business investment across the Shire.

Township Improvement plan (TIP)

The aim of the TIP's are to investigate how a settlement operates from a user perspective to ensure that residents, visitors and other users of the town and its public spaces have their needs met. This work builds on the initial consultation embedded in the Small Towns and Settlement Strategy (STS).

The plan takes a wide look at the area and its issues, potentially including visitor marketing, signage, the relative quality of the public realm, economic development, road improvements, safety etc. that together creates a unique sense of place within a community.

The town's user groups are then identified (residents, visitors etc.) and their needs mapped against what is currently on offer, identifying functional gaps in the town's built form makeup (a simple example may be a tourist needing a tourism map; a more complex example being the need for toilet and basic facilities for passing traffic).

It is intended that by addressing these gaps there will be a direct benefit with respect to the communities' sense of place, local economic opportunities, liveability and enhanced amenity and civic pride.

Elaine

Elaine was chosen as a pilot project for place based civic improvement due to its strategic location on the Midland Highway between Geelong and Ballarat as the first notable settlement within the south west region of the Shire. Elaine supports a number of local facilities (shop, hotel, CFA, local hall, recreation reserve and a number of local businesses). Elaine is also a logical gateway for visitors to stop and identify tourist routes to nearby points of interest including Larundel Farm, Lal Lal Falls and Bungal Dam.

The project began in late March 2017 and was worked up in close collaboration with the user experience consultant Tim Rob Don Dow.

Following a presentation to the Section 86 Rural Growth Committee in July 2017 on the methodology and likely approach to assessing Elaine's future enhancement, the draft plans for Elaine were presented to the local community during a community drop in session at the Elaine Hall. A meeting was held on 15 August 2017.

15 residents were in attendance and a range of feedback was received and actioned.

It is likely that the actions or interventions identified in this plan will inform a range of future works of varying scales. Certain items may be captured in current operational budgets going forward and or other larger items will need to go through the usual budgeting process to become realised.

Area covered by the plan (Attachment 11.2.3(a))

The scope of the plan covers predominantly the Midland Highway/service road area and associated northern and southern highway approaches.

Although the plan focuses on a relatively small area of Elaine, it acknowledges how this core area fits into a wider strategic context for the overall settlement and Shire.

Consultation

Initial consultation on the future planning of Elaine occurred through the STS during 2015-2016.

The second round of consultation was conducted on the 15 August 2017 with a mail out, flyers at key town locations and Council website coverage. 15 residents attended.

Relevant feedback logged and responded to as per Attachment 11.2.3(b).

Many of the submissions received from the second consultation session, concerned issues outside the scope of the TIP. These have been forwarded to the relevant bodies as appropriate (such as VicRoads).

The revised plan was then presented to the Section 86 Rural Growth Committee in September 2017 where further comments were received and actioned.

Summary of proposed actions

Table 1 outlines the key recommendations of the Elaine TIP. Some of the items identified benefit from being of low cost and of low difficulty of implementation. Other actions will require both a funding source to be identified (either internally or externally eg. grants) and will potentially require further design work to be completed to provide more detailed costings and scope.

Table 1

No.	Item / Action	Potential method of funding	Approximate cost	Difficulty of implementation
01	Provide visible amenity by converting select carparks (North) to seating and planting. Seating bench and install. Bollards, Planting.	Recurrent	<\$5000	Low
02	Provide visible amenity by converting select carparks (South) to seating and planting. Seating bench and install. Bollards, Planting.	Recurrent	<\$5000	Low
03	Planned pedestrian connection along the highway to the recreation reserve. Being delivered by capital works.	N/A	N/A	Completed
04	Reduce the speed limit on Midland Highway. Negotiate and lobby VicRoads.	External	N/A	Moderate
05	Install a public toilet in the main street precinct	External	\$175,000+	High
06	Establish avenue of trees on southern approach. 116 trees @ 8m CTS	Capital	\$40,000	Moderate
07	Repair and maintain avenue of trees on northern approach. Lobby VicRoads – Trees are on a VicRoads declared road.	External	N/A	Moderate
08	Improve planting along embankment between highway and service road. 13 trees, 7 dug out and converted carpark bays.	Recurrent	\$10,000	Moderate
09	Remove planting that is blocking sight lines to the main street from the southern approach.	Recurrent	<\$5000	Low
10 + 11	Welcome to Elaine sign on northern and southern approach.	Capital	\$35,000	Moderate
12	Information point sign at Railway Hotel or General Store. Needs to be part of wider Tourism focus.	Capital	<\$5000	Moderate
13	Coming events signage – banner frame	Recurrent	<\$5000	Low
14	Brown highway township information signage. Negotiate and lobby VicRoads	N/A	N/A	Moderate
15	Raise future traffic capture options as part of any future HWY upgrades by VicRoads. Truck parking, better service road access etc.	N/A	N/A	Moderate

Since undertaking this assessment, Council in conjunction with VicRoads have delivered a key link between the main service road area and the recreation reserve (Item 03 in the above table). This is a significant first step in connecting key components of the town and has laid the ground work to be built upon as other recommended items/ actions are delivered in Elaine.

Policy Implications

The 2017 - 2021 Council Plan provides as follows:

Strategic Objective 2 Minimising Environmental Impact.

Context 2a Built Environment

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

Financial Implications

There are a range of potential projects that have merit for delivery in Elaine. The Elaine TIP identifies a number of worthwhile projects which would assist in enhancing this town. Some of these have insignificant cost, others require more investment.

Any projects to be delivered in Elaine will likely need to be funded through recurrent budgets, Councils Capital Improvement Plan, or grant funding (as applicable). The Elaine TIP if endorsed, will raise local expectations that Council will progressively invest in this town. Council has made this commitment in-principle already via the Small Towns and Settlement Strategy.

The document does not commit Council to projects with specific timelines. Council will determine the overall merit of these potential projects, as it will across the Shire, annually as part of the CIP bidding process or via other funding mechanisms eg routine maintenance etc. Therefore, the Elaine TIP does not obligate Council to commit to all projects identified, but it does provide useful guidance for future works within the settlement.

Risk and Occupational Health and Safety Issues

There are no risk implications in relation to this report. Any future works resulting from the document will need to be subject to its own risk and OH&S assessment as part of usual Council processes.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Satwinder Sandhu

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

Author – Joe Morgan-Payler

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

Conclusion

The Elaine Township Improvement Plan is a significant piece of work that builds upon the feedback and recommendations of the Small Town and Settlement Strategy.

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

As a result, it is recommended that the document and its recommendations be endorsed by Council and it be utilised as a reference document to guide future works and upgrades.

Resolution:

Crs Sullivan/Keogh

That Council:

- 1. Receive the Elaine Township Improvement Plan.***
- 2. Endorse the Elaine Township Improvement Plan and its recommendations as a reference for design implementation works in the township of Elaine and as a template for township improvement plans across the Shire.***

CARRIED.

Report Authorisation

Authorised by: 

Name: Satwinder Sandhu

Title: General Manager Growth and Development

Date: Thursday, 12 October, 2017

11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

11.3.1 Draft Moorabool Health and Wellbeing Plan 2017-2021

Introduction

File No.: 12/01/001
Author: Tania Barry
General Manager: Danny Colgan

Background

The purpose of this report is to recommend that the Council endorse the draft Moorabool Health and Wellbeing Plan 2017-2021 for the purposes of public exhibition for a period of four weeks.

The draft *Moorabool Municipal Public Health and Wellbeing Plan 2017-2021* (draft plan) is a four year plan for enhancing the health and wellbeing of residents and outlines the health and wellbeing priorities for the community over the next four years. The draft plan builds upon the strengths of the Moorabool 2013-2017 plan and details strategies within the action plan that will be promoted and delivered to maximise the health and wellbeing of the communities of Moorabool.

Under section 26 of the Public Health and Wellbeing Act 2008, the Council is required to develop a Health and Wellbeing Plan within 12 months of a Council Election. The Health and Wellbeing Plan must be consistent with the Council Plan and the Municipal Strategic Statement and be reviewed annually and evaluated at the end of the four year period.

The draft plan has been developed to align with the Moorabool Shire Council Plan 2017-2021 and the Municipal Strategic Statement to form Council's Strategic Planning Framework for the next four years. It captures and integrates relevant strategies and policy documents across Council and is in a position to direct future policy and strategy to address emerging trends across the social, built, natural, cultural and economic environments for health. The draft plan is also informed by local health and wellbeing data and the *Victorian Public Health and Wellbeing Plan 2015–2019*.

The draft plan has been developed in consultation with local communities and through collaboration with key agencies, partners and stakeholders with implementation to be driven by an annual action plan and evaluated using health and wellbeing indicators. Delivery of the action plan will be undertaken and monitored by the Council's Health and Wellbeing Advisory Committee, resulting in a collective impact approach to improve the health and wellbeing of the communities of Moorabool.

The draft plan outlines:

- State Government and legislative context;
- Moorabool health profile;
- Council's role in health and wellbeing;
- Strategic planning context;
- Community Engagement undertaken;
- Key themes and sub themes;
- An action plan outlining key strategies and actions for each theme; and
- Evaluation process.

Proposal

The draft plan aims to capture the health and wellbeing status of the communities of Moorabool and provide strategic direction for local health providers and community organisations to improve the health of the Moorabool community. Council has a lead role in developing the plan, however the delivery of strategies and actions are in partnership with many organisations and the community. This will ensure that a collective impact approach will be taken to improving the health and wellbeing of the community.

Many local health, community and Council services have contributed their experience, knowledge and expertise to the development of this draft plan. Partners in health and wellbeing have committed to activities and projects which contribute to creating an environment to support and enhance the health and wellbeing of the community.

At the heart of this process is empowerment of the community – increasing people's ownership and control of their own health and wellbeing and their personal development. Providing information and education for health and enhancing life skills enables people to exercise greater control over factors influencing their health and wellbeing.

Three broad themes have been identified within the draft plan:

1. Healthy eating and active living
2. Improving resilience and community safety
3. Improving education and employment opportunities

Strategies under each of these themes provide a focus for local action and outcomes that describe the change we wish to see as a result of implementing the strategies. The draft Health and Wellbeing Plan is contained in Attachment 11.3.1.

It is proposed that the Council endorse the draft *Moorabool Municipal Public Health and Wellbeing Plan 2017-2021* for the purposes of public exhibition for a period of four weeks. Following the exhibition period and consideration of feedback, the draft plan will be then be presented to Council on the 6 December 2017 for adoption.

Policy Implications

The 2017– 2021 Council Plan provides as follows:

Strategic objective 4	Improving social outcomes
Context 2b	Health and wellbeing
Actions	Adopt a revised health and wellbeing plan

The proposed draft *Moorabool Health and Wellbeing Plan 2017-2021* is consistent with the 2017-2021 Council Plan.

Financial Implications

The draft plan 2017-2021 contains an action plan outlining key strategies and actions to be implemented over the next four years. Actions will be implemented through a partnership funding model which may include funding from external agencies, State and Federal Government funding bodies and the Council. Council funding will be subject to approval through the Council's annual budget process.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Health and Wellbeing Plan	Council is required to develop a Health and Wellbeing Plan under the Public Health and Wellbeing Act 2008	Low	Council to develop and adopt a Health and Wellbeing Plan for the Shire.

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	'Have Your Say Moorabool' online community engagement portal	124 surveys completed
Consult	Service providers	'Have Your Say Moorabool' online community engagement portal	27 surveys completed
Consult	Early Years, Youth and Aged Services groups and programs	"Tell us about your health and wellbeing" postcards distributed	90 postcards returned
Consult	Residents	"Tell us about your health and wellbeing" postcards- Libraries, customer service, Family Services agencies, Volunteer event, Indigenous event, Disability services	
Collaborate	Key stakeholders	Establish Health and Wellbeing Advisory Committee	Advisory Committee established and has provided input into development of themes
Consult	Youth	Survey and discussions with individual groups	2 groups provided with opportunity to engage

The draft plan will be placed on public exhibition for four weeks. The exhibition of the draft plan will involve:

- The Have Your Say website, Council's on-line engagement portal;
- Making copies of the draft plan available at Council's Customer Service locations, Lerderderg Library, Ballan Library and all rural library sites;
- Providing a copy of the draft plan to members of the Council's Health and Wellbeing Committee, other community groups and organisations, State and Federal Government departments and agencies and adjoining municipalities; and
- Providing a copy of the draft plan to all Council delegated committees of management.

The process for submissions will be advertised through local newspapers and other communication processes i.e. email groups, Council's Facebook page and Twitter account as well as Council's website.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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General Manager – Danny Colgan

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

Author – Tania Barry

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

Conclusion

The draft plan 2017-2021 will guide future investment and direction in improving the health and wellbeing of the communities of Moorabool for both Council and key community partners. The Plan will be implemented and evaluated by the Council's Health and Wellbeing Committee and the Committee members will be directly involved in implementing the actions in the draft plan.

Resolution:

Crs. Tatchell/Dudzik

That the Council:

- 1. *endorse the draft Moorabool Health and Wellbeing Plan 2017-2021 for the purposes of public exhibition for a period of four weeks.***
- 2. *receive a further report at the conclusion of the exhibition period for consideration of feedback and finalisation of the Moorabool Health and Wellbeing Plan 2017-2021.***

CARRIED.

Report Authorisation:



Authorised by:

Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Tuesday 24 October 2017.

11.3.2 Draft Service Review and Planning Report - Provision of Aged and Disability Services

Introduction

File No.: 02/03/013
Author: Claire Conlon
General Manager: Danny Colgan

The purpose of this report is to recommend that the Council endorse the Draft Service Review and Planning Report – Provision of Aged and Disability Services for the purpose of community exhibition for a period of four weeks.

Background

At its meeting held on the 6 April 2016, the Council adopted a Service Review and Planning Policy and Framework.

At its meeting, held on the 1 June 2016, the Council endorsed a review of the Active Ageing and Community Access Service Unit.

A Service review has been conducted of Council's provision of Aged and Disability Services delivered through the Council's Active Ageing & Community Access Unit. The review has centred on the provision of the Commonwealth Home Support Program (CHSP) and Victorian Government Home and Community Care (HACC) Program for Younger People.

The purpose of this review is to provide an overview of the Aged and Disability services currently provided by Council and the options for Council in relation to the provision of aged and disability services from 2020. The review outlines the implications of national policy and funding changes which have been progressively implemented across Australia since 2012.

The review should inform Council's decision about the most appropriate, effective and sustainable role it can and should play into the future. However, it is unclear at this stage as to what the service system will look like beyond the 1 July 2020, when the current funding agreements expire.

Proposal

Aged Services helps frail, older people living in the community to maximise their independence. Through the delivery of timely, high quality entry-level support services taking into account each person's individual goals, preferences and choices and underpinned by a strong emphasis on wellness and re-ablement, the services help frail older people stay living in their own homes for as long as they can and wish to do so.

The current level of service provided by the Council involves the delivery of 1300 services to 650 Moorabool residents per week employing 48 staff with most of the staff being part time direct care (community support) workers, with the investment shared between Council, State and Federal Government and client fees. The Council provides services to all areas of the municipality where other providers may only provide services to certain areas of the municipality.

The Council has delivered a total of 205,480 hours of services provided across all of the service types over the past three years (2013-2016).

The Council has an agreement with the Commonwealth Government to deliver the Commonwealth Home Support Program (CHSP) and the Victorian Government to deliver the HACC Younger Persons Program and Regional Assessment Services (RAS) until the 30 June 2019. However the CHSP and HACC programs are to be extended until 30 June 2020 while further consideration of the future provision of aged care services in Australia is given by the Commonwealth Government. The Council is also funded to deliver the Building Inclusive Communities Program of the Department of Health and Human Services. The Council has for some years also been funded by the Victorian Department of Health and Human Services to deliver Community Respite Programs (weekends) for people with a disabilities. However, with the transition of clients to the National Disability Insurance Scheme (NDIS) this funding has been significantly reduced and forms part of the Victorian Governments contribution to the NDIS.

The Council is currently the predominant provider of aged care services in the Shire of Moorabool. Other services including Djerriwarrh Health Services and Ballan and District Health and Care provide services as well, however they largely complement the services provided by the Council. Council also provides services to these and many other agencies through a brokerage arrangement whereby council has an agreement to provide services on a fee for service basis.

Information obtained from Council's *Community Satisfaction Survey (2017)*, *Active Ageing and Community Access Client Satisfaction Survey (2016)* and *Meals on Wheels Survey (2016)* showed high overall satisfaction with Council's provision of services in the area of Active Ageing and Community Access. These surveys covered users and non-users of the service.

The services most valued, as listed in the *Active Ageing and Community Access Client Satisfaction Survey* were (in ranked order):

1. Domestic assistance
2. Personal care
3. Meals on wheels
4. Respite
5. Property maintenance

An aggregate summary of stakeholder feedback from the AACA certification assessment, conducted in 2016, showed high levels of satisfaction from clients and carers over the service provided by AACA with a strong commitment articulated by staff to the ongoing provision of services to clients and carers.

The Council's Age Well, Live Well & Access and Inclusion Plan (2015-2021) states that Moorabool has an ageing population, reflecting the national trend with almost 13 per cent of the population aged over 65 years in 2011. People aged 50 years and over represent just under a third (31% or 9,451 people) of the total population in 2011, which is expected to increase to 12,959 people, or 36 per cent of the total population, in 2036. Significantly, there will be almost a 90 per cent increase in population of retirement age (65+) by 2026.

An ageing population not only presents challenges for government agencies, and 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 almost four-fold by 2050.

The Commonwealth Government is currently exploring the future arrangements for aged services through a discussion paper entitled: Future Reform – An Integrated Care at Home Program to Support Older Australians. The Commonwealth Government is considering a range of models for the home support service system post 2020.

This may include:

- greater individual client budgets;
- choice of providers;
- block funding for some types of services;
- greater consumer choice and a
- broader market of potential providers.

The Commonwealth has advised the Municipal Association of Victoria (MAV) that no firm decisions have been made as yet on the service design issues, and local governments and the MAV have the opportunity to try and influence design and service models. There is a strong case to be put for block funding for some types of community support services.

At this point, it is too early to make a decision about the role of Council in the provision of aged services beyond 1 July 2020. The future make-up of the aged care sector can be expected to be clearer once the government has considered the feedback on the discussion paper and formulated a position.

The following options have been identified in undertaking the service review:

Options	Implications
<p>Option 1</p> <p>Continue with, and build upon the existing service including the further development of the existing brokerage and other fee for service arrangements. No defined percentage cap on Council contribution as is currently in place.</p>	<p>The cost to Council could be reduced through the generation of additional revenue through increasing the existing brokerage arrangements and introducing other fee for service arrangements including the exploration of a commercial arm, resulting in a mixed market of self-funded and government subsidised services.</p>
<p>Option 2</p> <p>Continue needs based services with Council contribution contained within the band of 6-10 per cent of total expenditure.</p>	<p>This option would result in the provision of aged services at the current level but does not take into account variables such as population growth or the ageing population.</p> <p>This could result in demand management strategies such as a waiting list or application of additional eligibility criteria.</p>

Options	Implications
	The cost to Council could continue to be reduced through the generation of additional revenue through increasing the existing brokerage arrangements and introducing other fee for service arrangements.
<p>Option 3</p> <p>Withdraw from the service and do not enter into new contracts for service post 1 July 2020.</p>	This option would see a significant withdrawal in existing services available to the communities of Moorabool, particularly those in more rural areas of the Shire, given the council is the predominant provider of aged services in the municipality.

It is recommended that the Council continue to provide aged services consistent with the resolution of the Council at its meeting held on September 7, 2016 and in accordance with the current funding agreements. Further that the Council continue with, and build upon the existing service including the further development of the existing brokerage and other fee for service arrangements including the provision of Home Care packages to coordinate care and provide case management to eligible clients.

At the Ordinary Meeting held on the 7 October 2016, the Council resolved to:

- Continue to provide aged care services to people aged 65+ through the Commonwealth Home Support Program;
- Continue to provide services to people aged under 65 through the Victorian HACC Program for Younger People;
- Continue to strengthen its role in making Moorabool a more inclusive and accessible community and advocating for the needs of people with disabilities.

The draft report recommends:

1. That in accordance with the action in the Council Plan 2017-2021, Officers prepare a directions paper/business plan to deliver Aged Services in a consumer directed care (CDC) market based environment for consideration of the Council by June 2018.
2. That the Council continue with, and build upon the existing services including the further development of the existing brokerage and other fee for service arrangements that includes a mixed market of self-funding and government subsidised services.
3. That the Council seek to become a provider of Home Care packages which includes coordinating care and providing case management to eligible clients.
4. Reviewing existing financial modelling and staffing arrangements for each Home Care service type to be undertaken to prepare for aged care servicing post 2020.

5. Pursuing funding for the Rural Access service under the proposed National Disability Insurance Scheme (NDIS) Information, Linkages & Capacity Building (ILC) arrangements.
6. That Council's Information Technology & Communications (ITC) supports the provision of efficient services, billing arrangements and reporting so we continue to build and refine the Home Care Manager system to ensure it reflects the needs of the service.
7. That Council continue to further strengthen our partnerships with local services including health and social supports that complement Council Home Care services and ensure that we can respond to the needs of Moorabool's ageing community.
8. That Council continue to support and develop volunteering opportunities that benefits both the volunteer and the Moorabool community. Volunteers play an important role in the aged and disability space in Moorabool.
9. That the 2015-2021 Age Well, Live Well and Access and Inclusion plan and plan be revised for 2020 with a focus on social support programs, consumer transport options and Friendly visiting program.
10. That a comprehensive marketing and promotional strategy be developed that highlights the Home Care services in a competitive market which leverages off Council's reputation and brand.
11. To support and lobby the realignment of assessment functions to achieve practice consistency which needs to ensure key strengths such as knowledge of local service systems, local service, local planning and development.
12. Determine whether it is a viable option to continue to provide service for HACC clients post State funding negotiations, subsequent to the NDIS roll out.

The draft report discusses the roll of out of the National Disability Insurance Scheme (NDIS) in Moorabool this year. The experience of the roll-out of the NDIS in Moorabool has identified gaps in the provider market with some individuals assessed as eligible for the NDIS, provided a package to purchase services but unable to access service providers which reflect the "thin" market.

People that have previously been clients of council are unable to access the services that they were getting from Council prior to transitioning to the NDIS. A key issue has been the pricing structure and the cost of travel not being sufficiently factored into the price. Some providers are not servicing people in "rural and remote" areas as it is at a cost disadvantage to the service to do so.

The State Government recognises the 'thin' market in Moorabool and is continuing to fund Council to support clients as they transition to the NDIS. At this stage, the funding is going to continue until 31 December 2017 and then be reviewed again.

It is proposed that the Council write to the Federal Minister for Social Services, the Hon. Christian Porter MP and the Victorian Minister Housing, Disability and Ageing, the Hon. Martin Foley MP calling on them to address the shortage of disability service providers in Moorabool to ensure eligible Moorabool residents receive services under the NDIS.

Policy Implications

The 2017 - 2021 Council Plan provides as follows:

Strategic Objective 4: Improving Social Outcomes
Context: Health and Wellbeing.

Strategic Objective 4: Improving Social Outcomes
Context: Community Connectedness and Capacity.

The Draft Report is consistent with the 2017-2021 Council Plan and the Council's Service Review and Planning Policy.

Financial Implications

The Service Review was conducted using existing budget allocations.

The Council's direct expenditure on Aged & Disability Services was \$3.07m in 2016/2017. This comprised of State and Federal Government grants of \$2.220m; Fees of \$655,930 and Council contribution of \$194,061.

Council's contribution was 6.0% of total direct costs. The remaining 94.0% was made up of Commonwealth and State Government grants, brokerage charges and client fees.

The budget for 2017/2018 is under review and subject to change as the funding is to be reconciled at the end of December to reflect the transition of clients to the National Disability Insurance Scheme which will involve a reduction in funding to Council.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Loss of Services - with the changing nature of the funding arrangements and service delivery, community members may miss out on services which has been the experience for some Council clients that have transferred to the National Disability Insurance Scheme.	High	Continued provision of services

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Uncertainty of funding levels.	High (post 2020)	Generate additional revenue through increasing fee of service arrangements. Manage client number to reflect funded hours

Community Engagement Strategy

The exhibition of the Draft Report will involve:

- Have Your Say, Council's Online Community Engagement Portal
- Making copies available at Council's Customer Service locations
- Making copies available at the Lerderderg Library and the Ballan Library.
- Providing copies to all service clients; State and Federal Government Departments; associated community groups and organisations.

Communications Strategy

This process will be advertised through local newspapers and other communication processes including Council's Web page and the Moorabool Families and Children Facebook Site.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Claire Conlon

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

Conclusion

A Service review has been conducted of Council's provision of Aged and Disability Services delivered through the Council's Active Ageing & Community Access Unit.

The purpose of this review is to provide an overview of the Aged & Disability services currently provided by Council and the options for Council in relation to the provision of aged and disability services from 2020. The review outlines the implications of national policy and funding changes which have been progressively implemented across Australia since 2012.

The review should inform Council's decision about the most appropriate, effective and sustainable role it can and should play into the future. However, it is unclear at this stage as to what the service system will look like beyond the 1 July 2020 when the current funding agreements expire.

It is recommended that the Council continue to provide aged services consistent with the resolution of the Council at its meeting held on September 7, 2016 and in accordance with the current funding agreements. Further that the Council continue with, and build upon the existing service including the further development of the existing brokerage and other fee for service arrangements including the provision of Home Care packages to coordinate care and provide case management to eligible clients. Further, that a directions paper/business plan be prepared for consideration by the Council on the operation of aged services post 2020.

The draft Service Review and Planning Report – Provision of Aged and Disability Services was presented to the meeting of the Council's Social Development Advisory Committee meeting held on the 20 September. The Committee resolved to (i) receive the Draft Service Review and Planning Report - Provision of Aged and Disability Services for the purpose of review and feedback to Officers; refer the draft report to an Assembly of Councillors; and (iii) requests that the Draft Service Review and Planning Report - Provision of Aged and Disability Services (with any identified amendments) be presented to the November 2017 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.

Resolution:

Crs. Tatchell/Dudzik

That:

1. ***The Council endorse the Draft Service Review and Planning Report – Provision of Aged and Disability Services for the purpose of community exhibition for a period of four weeks including the following recommendations of the report:***
 - ***Council continue to provide aged services in accordance with the current funding agreements in place until 2020.***
 - ***Council continue with, and build upon the existing services including the further development of the existing brokerage and other fee for service arrangements including the provision of Home Care packages to coordinate care and provide case management to eligible clients.***
2. ***A further report be presented following the community exhibition period***

3. ***In accordance with the action in the Council Plan 2017-2021, Officers prepare a directions paper to deliver Aged Services in a consumer directed care (CDC) environment for consideration of the Council by June 2018.***
4. ***A further report be presented to Council containing a business plan on expanding the brokerage and other fee for service arrangements (including for people not eligible for subsidised services) from 2018-2020.***
5. ***The Council write to the Federal Minister for Social Services, the Hon. Christian Porter MP and the Victorian Minister Housing, Disability and Ageing, the Hon. Martin Foley MP calling on them to address the shortage of disability service providers in Moorabool to ensure eligible Moorabool residents receive services under the NDIS.***

CARRIED.

Report Authorisation:



Authorised by:

Name: Danny Colgan
Title: General Manager Social & Organisational
Development
Date: Tuesday, 24 October 2017.

11.3.3 Insuring Non-Council Owned Assets Policy

Introduction

File No.: 21/02/001
Author: Vanessa O'Toole
General Manager: Danny Colgan

The purpose of the report is to recommend that the Council adopt the Insuring Non-Council Owned Assets Policy.

Background

The Council previously considered this item at the Ordinary Meeting of Council held on the 6 September 2017 where it was resolved to lay the Draft Insuring Non-Council Owned Assets Policy on the table for further consideration at the November meeting of Council.

The policy protocol relating to the consideration of items which affect beyond the current year is applied for consideration of matters whose impact or influence will extend to directly affect the activities and/or financial planning of Council for a period beyond the term of the Current Council Budget, and whether relating to Council policy pronouncements or specific projects.

The Shire of Moorabool contains a range of Community Halls, Recreation Reserves and other physical assets that are either owned by Council, the Department of Environment, Land, Water & Planning (DELWP) or a Community Cooperative.

The Council recognises that for many communities the non-council owned reserves and halls are often the only community asset in the area and a vital resource for community members. Council provides operational grants to many committees operating in non-Council owned recreation reserves and community halls.

The DELWP has advised that it does not insure Crown assets and committees are responsible for arranging insurance for damage to building on the reserve (property insurance) and for loss of or damage to contents and other assets owned by the committee (contents insurance) if they desire. If the buildings are occupied under a lease, the tenant can be required to insure the premises.

Over recent years, Council has participated in a range of joint initiatives to redevelop or replace existing assets at various sites. This has included the Bungaree Recreation Reserve redevelopment, the Wallace Jubilee Hall redevelopment, the Blackwood Recreation Reserve redevelopment and a program to replace several children's playgrounds and other assets.

At the Ordinary Meeting of Council on the 7 September 2005 the Council resolved to insure community halls, some of which were non-council owned assets. The report did not make reference to reserves, however a number of non-Council owned reserves are currently included on Council's insurance register. However, there are also some facilities that haven't been insured.

The lack of insurance coverage raises concerns that if a severe or catastrophic loss occurred, Council may be liable to fund the full replacement cost without the assistance of its insurer. Council has recently undertaken a valuation of non-council owned assets for its annual insurance renewal process. Further work is being undertaken to ensure this information is captured within Council's Asset register.

Proposal

It is proposed that the Council insure the list of Non-Council owned assets in the Policy contained in Attachment 11.3.3.

As Council is the appointed committee of management for the following Non-Council Owned Facilities, the Council already insures the following building:

- Bacchus Marsh Racecourse & Recreation Reserve
- Darley Park
- Maddingley Park

The Council as the owner insures the following buildings:

- Dunnstown Recreation Reserve
- Elaine Recreation Reserve
- Greendale Reserves
- Mason's Lane Reserve
- Bacchus Marsh Public Hall
- Bungaree Hall
- Gordon Public Hall
- Lal Lal Soldier's Memorial Hall
- Millbrook Community Centre
- Navigators Community Centre
- Wallace Public Hall
- Wallace Recreation Reserve
- Darley Civic & Community Hub Multipurpose Pavilion
- Blacksmith Cottage & Forge

In 2005 a commitment was also made to cover the cost of user groups' contents insurance, however due to the difficulty in managing and monitoring this process, the draft policy recommends that the Council should no longer provide coverage of contents insurance for non- council owned assets.

It is proposed that the committees purchase their own content insurances through the operational grants provided to the Committee by the Council.

The responsibilities of the Council and Committees of Management are defined in the draft policy.

When Council purchases insurance it is signing an agreement to take due care of the insured asset and as such commits to act in a way which minimises the risk of property loss or damage. Where the insured asset is managed by a committee this responsibility falls to them; the policy will not change this currently management practice. However, where willful or intentional negligence has been identified which is conflict with the requirements of the Council's Insurance Policy, the draft policy reserves the right of the Council to withdraw its insurance coverage.

Feedback was sought on the draft Insuring Non-Council Owned Assets Policy through making it available on Have Your Say, Council's on line engagement portal; direct mail to committees of management and the Department of Water, Environment, Land and Planning (DWELP) and at the Bacchus Marsh and Ballan Libraries and Service Centres. At the closing date on the 25 October, the feedback received from a representative of the Yendon Recreation Reserve Committee and a representative of the Mount Wallace Hall & Reserve Committee.

Unfortunately the feedback from the representative of the Yendon Recreation Reserve Committee was not completed and whilst this was individual was contacted by council staff, no further information was offered. However the representative of the Mount Wallace Hall & Reserve Committee provided the following feedback

- That *'the draft policy looks good'*
- That the name of the facility was incorrectly named as Mount Wallace Hall Reserve as opposed to the correct title of Mount Wallace Hall & Reserve
- That there was interest in capturing all assets within the hall and reserve such as fences, public toilets etc
- That interest was expressed in participating in future audits of the Mount Wallace Hall & Reserve to minimise risks to these facilities as well as receiving advice in respect to obligations to ensure compliance

Policy Implications

The 2017-2021 Council Plan provides as follows:

Council Plan Reference

Strategic Objective 1: Providing Good Governance and Leadership

Context: Our Assets and Infrastructure

The proposed Insuring of Non-Council Owned Assets Policy is consistent with the 2017-2021 Council Plan.

Financial Implications

The policy has been prepared using existing resources. The inclusion of non-council owned assets on Council's asset register may require additional resources and will be subject to budget.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Environment and Community	Loss or significant deterioration of building/asset resulting in loss of community facility	Low	Regular valuations and assessment of maintenance requirements to minimise deterioration

Financial	Rising cost of building replacement and maintenance possibly unsustainable	Low	Regular valuations and assessment of maintenance requirements to minimise deterioration
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Community Engagement Strategy

The following engagement activities will be undertaken in accordance with the Council's Community Engagement Framework and Policy.

The draft policy was made available on Have your Say, Council's online community engagement portal for comment. The draft policy was also sent to Committees of Management who are responsible for managing non-council owned assets; and the DELWP.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Vanessa O'Toole

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

Conclusion

The Insuring Non-Council Owned Assets Policy sets out the Council's commitment to insuring and maintaining non-council owned assets. The policy reflects Council's legislative obligations along with outlining the responsibilities of both Council and Committees of Management to ensure assets are valued and adequately insured.

Having resolved on the 6 September 2017 that the draft Revised Community Grants Policy lay on the table for further consideration at the November Ordinary Meeting of Council, the Insuring Non-Council Owned Assets Policy is now placed before the Council for adoption.

Resolution:

Crs. Dudzik/Sullivan

That the Council in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of items which Affect beyond the Current Year', now adopts the Insuring Non-Council Owned Assets Policy 2017.

CARRIED.

Report Authorisation

Authorised by 
Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Wednesday 25 October 2017

11.3.4 First Quarter (July – September) Report – 2017/18 Council Plan Actions

Introduction

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

Background

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

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

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

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

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

Discussion

The 2017/18 Council Plan Actions First Quarter Progress Report contained in Attachment 11.3.4 shows each of the actions and their progress comments for the 2017/18 Financial Year. Overall there are 77 actions being reported in quarter 1, with 55 actions having reached 90% or greater of their target for the period, and 9 actions having achieved between 60 and 90% of target. 13 actions remain at less than 60% of their target.

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

Strategic Objective	Not Started	In Progress	Deferred	Completed	Total
1. Providing Good Governance and Leadership	0	21	0	2	23
2. Minimising Environmental Impact	0	12	0	1	13
3. Stimulating Economic Development	0	14	1	2	17
4. Improving Social Outcomes	0	15	0	0	15
2016/17 actions carried over from the previous Council Plan	0	7	0	2	9
Totals	0	69	1	7	77

Proposal

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

Policy Implications

The 2017–2021 Council Plan provides as follows:

Strategic Objective 1 Providing Good Governance and Leadership

Context 1C Our Business and Systems

Financial Implications

There are no financial implications from this report.

Risk & Occupational Health & Safety Issues

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

Communications and Consultation Strategy

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Vanessa O'Toole

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

Conclusion

Council is making good progress in all areas of the Council Plan for this first quarter. Overall there are 77 actions being reported in quarter 1, with 55 actions having reached 90% or greater of their target for the period, and 9 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 later quarters.

Resolution:

Crs. Toohey/Keogh

That Council receives the First Quarter (July-September) 2017/18 Council Plan Actions Progress Report.

CARRIED.

Report Authorisation

Authorised by

Name:

Title:

Date:



Danny Colgan

General Manager Social & Organisational Development

Thursday 12 October 2017

11.4 INFRASTRUCTURE

11.4.1 Draft Investment Policy

Introduction

Author: Steve Ivelja
General Manager: Phil Jeffrey

Background

The purpose of Council's Investment Policy and Procedure is to 'provide for the effective and responsible investment of Council's surplus cash funds to maximise earnings within approved risk parameters and to ensure security of funds within the government legislative framework.'

Council's current Investment Policy was due for review in February 2014. A review of the existing document has been undertaken, with minor edits being made in order to make the policy clearer and more succinct.

The Draft Investment Policy was presented to the Audit & Risk Management Committee on Wednesday 9 August 2017. Some further minor changes were discussed at the meeting which have been reflected in the draft policy presented as part of this report.

Proposal

It is now proposed that Council adopt the updated Investment Policy as attached.

Policy Implications

The 2017 - 2020 Council Plan provides as follows:

Strategic Objective 1: Providing Good Governance & Leadership

Strategic Context 1C: Our Business & Systems

The proposal is consistent with the 2017 – 2020 Council Plan.

Financial Implications

The Investment Policy provides for the effective and responsible investment of Council's surplus cash funds to maximise earnings within approved risk parameters and to ensure security of funds within the government legislative framework.

Risk & Occupational Health & Safety Issues

There are no risk or occupational health and safety implications associated with the adoption of this policy.

Communications and Consultation Strategy

The Investment Policy will be made available to relevant staff and the public via Council's web site.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Steve Ivelja

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

Conclusion

Council's Investment Policy documents current investment practices and ensures they meet the relevant standards and guidelines. A review of the existing policy has been undertaken and it is now proposed that Council adopt the updated Investment Policy as attached.

Resolution:

Crs. Sullivan/Keogh

That:

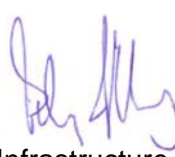
- 1. Council receives the Draft Investment Policy; and**
- 2. In accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, the Investment Policy (IS017) as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.**

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Wednesday, 25 October 2017



11.4.2 Capital Improvement Program Quarterly Report – September 2017

Introduction

Author: Tristan May
General Manager: Phil Jeffrey

Background

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

Proposal

This quarterly report provides Council with an overview of the progress of Council's 2017/2018 Capital Improvement Program to 30 September 2017.

Implementation of the 2017/2018 Capital Improvement Program

The 2017/2018 Capital Improvement Program currently consists of 47 projects, of which 2 are inactive and cannot commence. Therefore the table below reports on the 45 active projects in terms of percentage. This number will be adjusted throughout the year as other projects become active.

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

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

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

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 30 September 2017:

CIP Program Delivery Stage	Actual as of 30 September 2017	
	No. of Projects	%
Not Commenced (inactive)	2	
Not Commenced	3	6.7
Documentation/Design Preparation	16	35.6
Tender/Quote Stage	4	8.9
Project Awarded – Waiting Commencement	11	24.4
In Progress/Under Construction	9	20.0
Complete	2	4.4
TOTAL	45	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 4% of the program is complete there are several projects awarded and waiting for commencement along with a number of projects under construction and almost complete.

Projects Inactive or On-Hold

Ballan Recreation Reserve - Netball/Tennis Court Reconstruction

This project is currently on hold to allow the Ballan Recreation Reserve Masterplan development process to take place. The Masterplan will provide direction at a high level for all aspect of the recreation reserve and in particular the Netball and Tennis Courts. The masterplan will set the framework for how this area will utilised into the future and how both Netball and Tennis co-exist which will ultimately feed a revised scope for this project.

Ballan Depot Facility

The project was deferred through the adoption of the 2017/18 budget process. The design contract has been suspended until a further report on the future of the existing depot is presented to council for consideration.

Griffith Street and McCormacks Road, Maddingley – Roundabout Construction.

As part of the development and growth areas in West Maddingley, a section 173 agreement was entered into between Council and Developers. The agreement included provision for the upgrade of Griffith St adjacent to the development to an urban standard as well as construction of a roundabout at the intersection of Griffith Street/O'Leary Way/McCormacks Road.

Contributions from Essence Estate have been received and based on current trends, it is envisaged that the trigger from Stonehill for this upgrade is 12 months for one component and in excess of 24 months for the other. As

O'Leary Way is now open and traffic numbers increasing in the area with a temporary arrangement in place, officers propose to allocate \$106,493.00 from the Developer Contribution Reserve fund to undertake design works this year in preparation for construction funding in subsequent years. This will enable the project to be put forward for consideration as part of the 2018/19 Capital Improvement Program adoption process for construction.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1	Providing Good Governance and Leadership
Context 1A	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 – Tristan May

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 2017/2018 period for the information of Councillors.

Resolution:

Crs. Sullivan/Keogh

That Council:

- 1. Receives the Capital Improvement Program quarterly report to 30 September 2017.***
- 2. Allocates \$106,493.00 from the Developer Contribution Reserve to undertake design works for the Griffith Street upgrade and new roundabout at the intersection of Griffith Street and McCormacks Road, Maddingley.***

CARRIED.

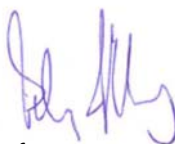
Report Authorisation

Authorised by:

Name: Phil Jeffrey

Title: General Manager Infrastructure

Date: Wednesday, 25 October 2017



11.4.3 Quarterly Financial Report – September 2017

Introduction

Author: Steve Ivelja
General Manager: Phil Jeffrey

This Quarterly Report covers the period of 1 July 2017 to 30 September 2017. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast result at the end of the financial year is an increase in the surplus by \$0.322m. 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 2017.

Policy Implications

The adoption of the Quarterly Report – September 2017 meets Council's statutory obligations under section 138 – Quarterly Statements of the Local Government Act (1989).

The 2017-2021 Council Plan provides as follows:

Strategic Objective 1 Providing Good Governance and Leadership

Context 1C Our Business and Systems

Action Financial Sustainability

The proposal to adopt the Quarterly Report – September 2017 is consistent with the Council Plan 2017-2021.

Amended Budget

Generally, at the end of the financial year it is not uncommon for projects (both Capital projects and Operating projects) to be incomplete. This can happen for a number of reasons, such as delays in construction due to weather or other events, deferral of projects due to operational matters, late receipt of government funding for one off projects, lack of internal resources to complete one off new initiatives due to staff turnover etc.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2016/17 financial year. These include grant funded one off projects, Council approved New Initiatives from prior years that are not yet complete, and incomplete/deferred capital projects. The following schedule

provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

Impact on Cash on Hand

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$5.496m 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	\$1.372m
Net 2015/16 CIP Carry Forwards	<u>\$4.124m</u>
Total Cash Required	\$5.496m

As at the 30 June 2017, Council held \$11.075m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

Operating Budget

The net effect on the Operating Budget is a favourable variance of \$0.238m.

Net Operating Surplus in the Adopted 2017/18 Budget	\$9.311m
Net New Initiatives / Grant Funded Projects	(\$1.376m)
2016/17 Carry Forward Capital Grants	<u>\$1.615m</u>
Amended Operating Budget Surplus	\$9.549m

Capital Budget

The effect on the capital budget is an increase in expenditure of \$5.759m.

2017/18 Adopted Budget for Capital Expenditure	\$10.222m
Add:	
2016/17 Carry Forward Capital Projects	\$5.739m
Other Minor Adjustments	<u>\$0.020m</u>
Amended Capital Budget	\$15.981m

The attached Quarterly Financial Report, 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 - Capital" (\$0.200m) which relates to new funding received since the adoption of the budget for Bus Shelter Upgrades.
- Favourable in "Other Income" (\$0.778m) primarily due to reimbursements for the Flood/Storm event of September 2016, and the Blackwood Localised Septic Program;

- Favourable in “Employee Costs” (\$0.592m) mainly due to predicted savings in Active Ageing and Community Access, plus various other Service Units. Most of this relates to vacancies and some of these funds have been used to fund the use of temporary contract staff.
- Increase in “Materials and Services” (\$1.056m). The bulk of the expected overspend relates to costs associated with the Storms/Flood event, with the majority of costs to be reimbursed. There are also continuing costs relating to the Blackwood Localised Septic Program.

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$0.322m to \$9.871m.

Cash

The forecast cash balance at 30 June 2017 has increased by \$0.122m to \$15.143m in comparison to the amended budget.

Capital Improvement Program (CIP)

The total cash expenditure forecast for the CIP at this stage has increased by \$0.200m to \$16.181m. This is due to new funding received for Bus Shelter Upgrades.

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 1 November 2017, and to the Audit Committee meeting on 8 November 2017.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – 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 2017 has been prepared in accordance with Section 138 – Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

Resolution:

Crs. Tatchell/Dudzik

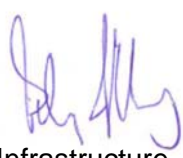
That Council:

1. *receives the Quarterly Financial Report – September 2017.*
2. *notes the carried forward amounts into the 2017/18 year for the purpose of budget reporting as the Amended Budget.*

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Wednesday, 25 October 2017

11.4.4 Draft Open Space Maintenance Management Plan and associated Mowing Service Review

Introduction

Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

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

A draft Open Space Maintenance Management Plan (OSMMP) has been developed to define the service levels associated with open space within the Shire where previously a published management plan for the provision of this service to the community had not been in place. This document can be found in Attachment 11.4.4(a).

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation. This document can be found in Attachment 11.4.4(b).

Proposal

Open Space Maintenance Management Plan

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

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

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

Further to this, maintenance of roadsides (specifically grass mowing/slashing) is included in this review and a hierarchy applied that provides guidance relating to frequency of grass mowing.

The OSMMP includes adjustments to the current regime in order to gain efficiencies. Moorabool is a growing municipality and the OSMMP documents the hierarchies, activities and associated frequencies thus establishing a base service level.

Open space maintenance generally consists of the following areas;

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

Specifically, the OSMMP defines:

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

The OSMMP has been developed to:

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

Service Review – Open Space and Roadside Mowing

A review of the mowing component of the OSMMP has been undertaken to assess Council's current service levels. This consists of open space amenity mowing and roadside grass slashing and amenity mowing.

Council maintains 261 reserves, equating to 214ha of public open space. Of Council's 1440km road network, a total of 583km (or 41%) currently receive a roadside mowing or slashing service. This equates to 591 individual locations, with a combination of amenity mowing and fire prevention activities occurring.

The OSMMP document can be found in Attachment 11.4.4(b). It is considered that other components of the OSMMP can be looked at in subsequent reviews.

A service review may be used to determine whether the particular service is provided at all to the community along with the associated impacts. In this instance, it was considered that it is a necessary service being a land owner and manager thus not providing the service at all wasn't considered further. Instead, a number of options were explored in relation to service levels with consideration to resourcing and budget.

A model of the service delivery and associated options has been developed to inform the resourcing and budget impacts. A number of assumptions have been used in the modelling as detailed below;

- Estimate of mowing hours per site.
- Estimate of travel time to each site.
- Estimate of staff numbers per site.
- Estimated fleet costings.
- Estimated total workable hours.

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

In terms of reviewing the mowing service, a number of options have been developed for consideration for both open space and roadside mowing. Although listed separately, there is integration between the two along with the options.

OPEN SPACE MOWING

- *Option 1; Implementation of peak/off peak maintenance frequencies*

Implementation of a peak and off peak maintenance frequency that would see frequencies of open space mowing, garden bed maintenance and roadside slashing amended due to seasonal requirements.

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

This option would provide additional capacity during the off peak season to undertake activities including mulching, minor park improvements, park furniture maintenance and tree maintenance activities that are typically undertaken on an infrequent basis.

The implementation of off peak frequencies would result in additional capacity within the team and allow maintenance of open space reserves currently undertaken by contractors to be undertaken by council staff. The current contractor budget allocation would be transferred to staff time under this option.

- *Option 2; Consideration of current development*

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

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

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

A review of future developments has also occurred, including Stonehill Estate and the recently rezoned Underbank Estate that will see significant open space gifted to Council in the coming years. As such, it is imperative staffing requirements are reviewed on an annual basis to ensure there is adequate capacity within the team to undertake maintenance activities and ensure service levels are maintained.

ROADSIDES

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

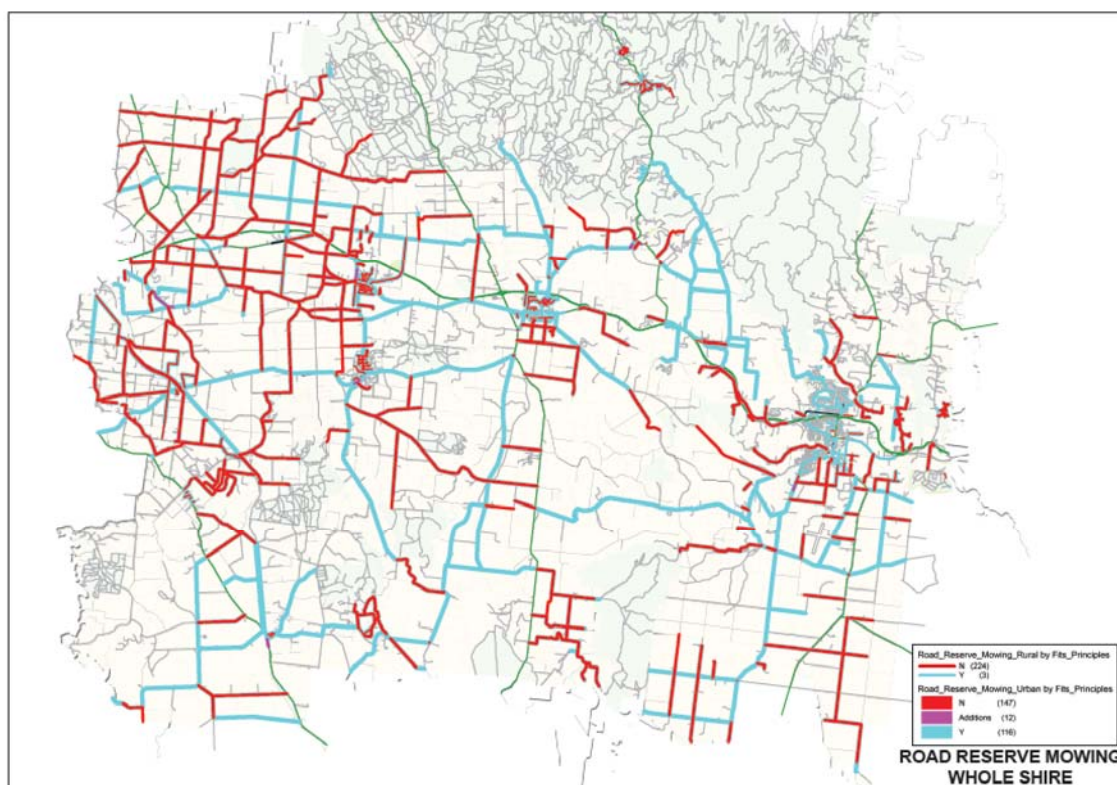
An assessment has been undertaken of roadsides we currently mow in both rural and urban areas. It is apparent that an adhoc approach has been applied in the past and activities being undertaken were historical agreements, locations that had multiple complaints from residents or councillor requests. It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

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

Principles for Maintenance

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

The assessment of currently maintained roadsides against the maintenance principles above would result in 384 roads of the 591 roads removed from the register (equating to 65%). These roads are marked red in the plan below which is also included in Attachment 11.4.4(b).



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

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

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

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

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

Of this \$77,000, it is proposed to reallocate \$25,000 of the current contractors budget allocation to a 'parks furniture maintenance' budget item that will fund maintenance of park furniture within open space that includes assets such as tables, seating, bollards, drinking fountains. At present, there is no dedicated maintenance budget for assets of this type.

▪ *Option 4; Consideration of the Bushfire Management Overlay*

In lieu of using the 'principles for maintenance' in option three, an alternate option could be to slash roadsides only in the Bushfire Management Overlay (BMO). The BMO is a planning control designed to ensure that protection measures are included where new development occurs, to reduce the risk of bushfire threat to people and property.

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

An assessment has been undertaken that identifies an estimated 335km of our road network is within the BMO, of which we currently mow 115km. In the event consideration is given to maintain road reserves within the BMO and Municipal Fire Management Plan only, a saving of \$45,000 is estimated however, it is questionable if many of these roads could be slashed due to heavy vegetation cover.

▪ *Option 5; Consideration of the road network hierarchy*

A further option for roadsides takes into consideration the road network hierarchy. We currently mow 583km of our 1425km road network length.

In the event mowing was undertaken with consideration of the road network hierarchy, and including amenity mowing of town entrances that would be undertaken by our in house parks team, a cost saving of \$50,000 is estimated which allows for the same reallocation of \$25,000 to a Parks Furniture Maintenance budget.

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

Service Review Recommendations

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

The service review recommends that;

- Option 1 'Implementation of peak/off peak maintenance frequencies' be implemented, and current contractor budget allocation transferred to staff time.
- That Option 2 'Consideration of future development' be implemented, using staff time savings in Option 1.
- That Option 3 'Roadsides Fit to Principles assessment' be implemented following community engagement process.

- That \$25,000 be allocated to a Parks Furniture Maintenance budget.
- Bring all mowing services in house, other than fire slashing and sports field mowing.
- That a business case be developed to investigate undertaking sports field maintenance in house.

The staff and budget outcome of the above recommendation is;

- Annual staff time costs of \$744,000
- A reduction in contractor costs to \$158,000
- Overall budget saving of \$52,813 as per the table below

Financial Overview

	Total	
	CURRENT	Recommended
Annual Cost Staff-time (total)	\$703,113	\$744,000
Annual Plant Costs (total)	\$453,168	\$483,168
Annual Contractor Charge	\$306,700	\$158,000
Parks Furniture Maintenance	\$ -	\$25,000
Total	\$1,462,981	\$1,410,168

Policy Implications

The 2017-2021 Council Plan provides as follows:

Strategic Objective 1 Providing Good Governance and Leadership

Context 1C Our Business & Systems

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

Financial Implications

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

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

In the event the recommendations within this report were implemented, this would see;

- Annual staff time costs of \$744,000
- A reduction in contractor costs to \$158,000
- Overall budget saving of \$52,813

Risk & Occupational Health & Safety Issues

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

Communications Strategy

The OSMMP is an operational plan intended to define the service levels associated with open space and roadside maintenance within the Shire.

Communication will be undertaken through Moorabool Matters, Have Your Say, Media Releases and Social Media platforms.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Sam Romaszko

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

Conclusion

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

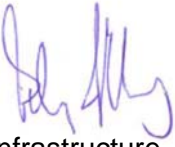
The intent of this recommendation is to allow for public consultation to commence, considering the draft Open Space Maintenance Management Plan document and options detailed within the service review.

Resolution:**Crs. Sullivan/Toohey*****That Council:***

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

CARRIED.

Report Authorisation**Authorised by:**

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Wednesday, 25 October 2017

12. OTHER REPORTS

12.1 Assembly of Councillors

File No.: 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable –

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at www.moorabool.vic.gov.au

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors – Wednesday 4 October 2017 – Draft Health and Wellbeing Plan
- Assembly of Councillors – Wednesday 11 October 2017 – Confidential Matter

Resolution:

Crs. Tatchell/Sullivan

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

- ***Assembly of Councillors – Wednesday 4 October 2017 – Draft Health and Wellbeing Plan***
- ***Assembly of Councillors – Wednesday 11 October 2017 – Confidential Matter***

CARRIED.

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
Development Assessment Committee <i>To download a copy of the minutes, go to the MSC website:</i> https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2017	13 September 2017	Cr. Dudzik, Cr. Keogh, Cr. Tatchell, Cr. Toohey
Gordon Public Hall Committee of Management meeting and Annual General Meeting	9 August 2017	Community Members

Resolution:

Crs. Toohey/Tatchell

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

- ***Development Assessment Committee meeting of Wednesday 13 September 2017***
- ***Gordon Public Hall Committee of Management meeting and Annual General Meeting of Wednesday 9 August 2017***

CARRIED.

13. NOTICES OF MOTION

Nil.

14. MAYOR'S REPORT

Since the last Ordinary Meeting of Council, the Mayor, Cr. Edwards, attended the following meetings and activities:

Cr David Edwards – Mayor's Report	
<i>October/November 2017</i>	
9 October	<ul style="list-style-type: none"> • Cross Government Meeting – Improving Educational Attainment Levels for Young People in Moorabool
10 October	<ul style="list-style-type: none"> • Moorabool Seniors Expo – Celebrating Senior's Week
11 October	<ul style="list-style-type: none"> • Cocktail Event to celebrate the Melbourne Cup Tour in Ballan • Confidential Assembly of Councillors
13 October	<ul style="list-style-type: none"> • Peri Urban Group of Rural Council's Meeting
16 October	<ul style="list-style-type: none"> • Dinner meeting with Melton City Council Councillors prior to their Ordinary Meeting of Council
17 October	<ul style="list-style-type: none"> • Assembly of Councillors – Councillor Only Briefing • Assembly of Councillors – Councillor Only Session: Review of the Statutory Meeting of Council Committees
18 October	<ul style="list-style-type: none"> • Rural Councils Victoria Annual General Meeting • Assembly of Councillors – Priority Projects and Advocacy to December 2018 • Assembly of Councillors – Open Space Maintenance Management Plan • Assembly of Councillors – Draft Service Review & Planning Report: Aged and Disability Services
20 October	<ul style="list-style-type: none"> • Central Highlands Mayors & CEOs Forum
22 October – 23 October	<ul style="list-style-type: none"> • Central Highlands Council Victoria Delegation to Canberra
24 October	<ul style="list-style-type: none"> • Blacksmiths Cottage & Forge Meeting
27 October	<ul style="list-style-type: none"> • Ballan & District Chamber of Commerce Business Excellence Awards
30 October	<ul style="list-style-type: none"> • City of Ballarat Ordinary Meeting of Council – Election of Mayor and Deputy Mayor

1 November	<ul style="list-style-type: none">• Assembly of Councillors – Presentation from the Grampians Central West Waste and Resource Recovery Group• Ordinary Meeting of Council
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Resolution:**Crs. Tatchell/Sullivan*****That the Mayor's report be received.*****CARRIED.**

15. COUNCILLORS' REPORTS

Since the last Ordinary Meeting of Council, Councillors have attended the following meetings and activities:

<i>Cr. Sullivan</i>	
<i>October 2017</i>	
19-20 October	MAV Annual Conference – Accepted Heart Foundation Local Government Award at the conference. Cr. Sullivan commended the work of Mr. Colgan and his staff, and all involved.

<i>Cr. Dudzik</i>	
<i>October 2017</i>	
	Cr. Dudzik was an apology at the last meeting, but would like to congratulate staff involved in the Halletts Way extension.

Resolution:

Crs. Sullivan/Toohey

That the Councillors' reports be received.

CARRIED.

16. URGENT BUSINESS

Nil.

AJOURNMENT OF MEETING – 5.56PM

Crs. Sullivan/Toohey

That the meeting now stand adjourned for a period of 7 minutes.

CARRIED.

RESUMPTION OF MEETING – 6.03PM

Crs. Sullivan/Bingham

That the meeting now be resumed.

CARRIED.

17. CLOSED SESSION OF THE MEETING TO THE PUBLIC**17.1 Confidential Report****17.2 Confidential Report****Resolution:****Crs. Sullivan/Toohey**

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.*

CARRIED.

Items 17.1 and 17.2 are
confidential items and therefore
not included as part of these
Minutes.

18. MEETING CLOSURE

The meeting closed at 6.10pm.

Confirmed.....Mayor.