

## ORDINARY MEETING OF COUNCIL

**Minutes** of the Ordinary Meeting of Council  
held at the Council Chamber,  
15 Stead Street, Ballan on  
Wednesday 2 May 2018, at 6:00 p.m.

### Members:

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

### Officers:

Mr. Rob Croxford	Chief Executive Officer
Mr. Phil Jeffrey	General Manager Infrastructure
Mr. Satwinder Sandhu	General Manager Growth and Development
Mr. Danny Colgan	General Manager Social and Organisational Development
Mr Justin Horne	Co-ordinator, Environmental Planning
Mr Chris Parkinson	Manager, Information & Communication Technology
Mr Tristan May	Senior Project Engineer
Ms Jacinta Erody	Co-ordinator, Revenue & Procurement
Mr Steve Ivelja	Chief Financial Officer
Ms Sharon McArthur	Manager, Child, Youth & Family

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

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**1. OPENING OF MEETING AND PRAYER**

*The Mayor, Cr. Tatchell, opened the meeting with the Council Prayer at 6.00 pm*

**2. ACKNOWLEDGEMENT TO COUNTRY**

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

**ADJOURNMENT OF MEETING – 6.01 pm**

**Crs. Edwards/Bingham**

*That the meeting now stand adjourned due to a disruption to proceedings.*

**CARRIED.**

**RESUMPTION OF MEETING – 6.08 pm**

**Crs. Edwards/Keogh**

*That the meeting now be resumed.*

**CARRIED.**

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

**Officers:**

<b>Mr. Rob Croxford</b>	<b>Chief Executive Officer</b>
<b>Mr. Phil Jeffrey</b>	<b>General Manager Infrastructure</b>
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<b>Mr Chris Parkinson</b>	<b>Manager, Information &amp; Communication Technology</b>
<b>Mr Tristan May</b>	<b>Senior Project Engineer</b>
<b>Ms Jacinta Erdody</b>	<b>Co-ordinator, Revenue &amp; Procurement</b>
<b>Mr Steve Ivelja</b>	<b>Chief Financial Officer</b>
<b>Ms Sharon McArthur</b>	<b>Manager, Child, Youth &amp; Family</b>
<b>Ms Emma Szymanski</b>	<b>Minute Taker</b>

**5. APOLOGIES**

**Nil.**

**6. CONFIRMATION OF MINUTES**

**6.1 Special Meeting of Council – Wednesday 28 March 2018**

**Resolution:**

**Crs. Keogh/Edwards**

*That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 28 March 2018.*

**CARRIED.**

**6.2 Ordinary Meeting of Council – Wednesday 4 April 2018**

**Resolution:**

**Crs. Edwards/Dudzik**

*That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 4 April 2018.*

**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.

***Cr. Sullivan wished to bring to the attention of Council and requested it to be noted that he had declared a conflict of interest in the report contained in Agenda Item 12.2 - Section 86 Delegated Committees – Section 86 Development Assessment Committee Meeting - Wednesday 21 March 2018.***



## 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.

***No questions were received.***

***Ms. Moira Ross addressed the Council as a supporter of the petition in relation to Gisborne Rd and Hansons Quarry Permit Application PA2017135***

**9. PETITIONS**

**9.1 Gisborne Rd and Hansons Quarry Permit Application PA2017135**

Council has received a petition containing 60 signatures from Community members of Coimadai Primary School.

Their petition states:

‘Community members of Coimadai Primary School, are extremely concerned about the heavy truck traffic on Gisborne Road that passes the Bennetts Lane turnoff to Coimadai Primary School daily;

There are no dedicated turning lanes to Coimadai Primary School on either side of Gisborne Road;

Community has experienced near misses on several occasions – the most recent in March 2018; and

Every student that attends Coimadai Primary School and all staff members travel to school by private vehicle as there is no other option.’

The petition outlines concerns in relation to the current and future amount of heavy trucks passing the school turnoff and the increased risk to the school community. The petitioners go on to request Council’s assistance to ‘ask/demand’ VicRoads to:

- ‘1. Do a traffic assessment on the traffic on Gisborne Road and the risks to the community
2. Limit truck movement around school times
3. Make Gisborne Road safe for all commuters.’

Part 6, Clause 6.7 (h) of the Local Law No.9 Meeting Procedure Local Law, states that a petition to a planning application will be treated as a joint submission to the planning application. Whilst this petition will be considered as a submission to the planning application PA2017135, an exception has been made on this occasion to also consider this petition in line with the provisions under Meeting Procedure Local Law No.9, Part 6 - Clause 6.7 due to the petitioners requesting Council’s assistance pertaining to road matters.

**Resolution:**

**Crs. Dudzik/Keogh**

***That the petition containing 60 signatures in relation to current and future traffic on Gisborne Road, Coimadai, be received by Council and that the community’s concerns be presented in writing to VicRoads.***

**CARRIED.**

## 10. PRESENTATIONS / DEPUTATIONS

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

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

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

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

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

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

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

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

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

Item No	Description	Name	Position
9.1	<i>Gisborne Rd and Hansons Quarry Permit Application PA2017135</i>	<i>Moira Ross</i>	<i>Objector</i>
11.4.4	<i>Draft Municipal Rate Strategy 2018/19</i>	<i>John Spain</i>	<i>Objector</i>
11.4.4	<i>Draft Municipal Rate Strategy 2018/19</i>	<i>Chris Sharkey</i>	<i>Objector</i>
11.4.4	<i>Draft Municipal Rate Strategy 2018/19</i>	<i>Margaret Scarff</i>	<i>Objector</i>
11.4.5	<i>Consideration of the 2018/19 Annual Budget</i>	<i>John Spain (withdrew from addressing council)</i>	<i>Objector</i>

**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.

**Nil.**

## **11. OFFICER'S REPORTS**

### **11.1 CHIEF EXECUTIVE OFFICER**

#### **11.1.1 Draft 2017-2021 Council Plan (2018 Revision)**

##### **Introduction**

File No.: 02/02/002  
Author: Danny Colgan  
Chief Executive Officer: Rob Croxford

The following report is presented for Council's consideration of the draft 2017-2021 Council Plan (2018 Revision), including the Strategic Resource Plan, and to resolve to place the document on public exhibition inviting public inspection and submissions for consideration prior to adoption.

##### **Background**

A review of the 2017-2021 Council Plan has been conducted which has resulted in adjustments to the document. In accordance with Section 125 of the Local Government Act 1989 (the Act), Council must consider whether the Council Plan requires any adjustment and if there are adjustments, Council must seek public submissions under Section 223 of the Act.

The 2017-2021 Council Plan has been reviewed by Councillors and officers and some adjustments have been made to confirm actions for the next financial year which will support the objectives and strategies contained within the Council Plan.

The reviewed 2017-2021 Council Plan (2018 Revision) is shown in Attachment 11.1.1.

##### **Strategic Resource Plan**

Council must also develop a Strategic Resource Plan as per Part 6 Section 126 of the Local Government Act 1989. The attached Strategic Resource Plan details the resources required to achieve the objectives and strategies outlined in the 2017-2021 Council Plan. It includes the following information for the next 4 financial years:

- the standard statements describing the required financial resources in the form and containing the information required by the regulations; and
- statements describing the required non-financial resources, including human resources.

The Strategic Resource Plan for each financial year is subject to final determination as part of Council's Annual Budget process. Councillors will note that the Comprehensive Income Statement, Balance Sheet, Cash Flow Statement and Statement of Capital Works in the Council Plan will require updating to align with the draft Budget once it is reviewed by Council.

## Proposal

That Council, in accordance with section 223 of the Local Government Act 1989, place the draft 2017-2021 Council Plan (2018 Revision) on exhibition, inviting public submissions during the prescribed period of no less than 28 days as required under the Act.

## Policy Implications

The Council Plan 2017-2021 provides as follows:

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

**Context 1B:** Our People

The proposal to review the draft 2017-2021 Council Plan (2018 Revision) is consistent with the Council Plan 2017-2021.

## Financial Implications

In accordance with Section 126 of the Local Government Act 1989, Council has prepared a draft 2017-2021 Strategic Resource Plan that details the resources required to achieve the 4 strategic objectives outlined in the draft 2017-2021 Council Plan (2018 Revision) being:

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

The Strategic Resource Plan includes the standard statements describing the required financial resources in the form and containing the information mandated by the regulations from 1 July 2017 and concluding 30 June 2021.

The standard statements section of the Strategic Resource Plan show the:

- Comprehensive Income Statement
- Balance Sheet
- Cash Flow Statement; and
- Capital Works

The draft 2017-2021 Council Plan (2018 Revision) to be placed on exhibition will be updated to reflect the Council's resolution in relation to the 2018/19 Annual Budget.

Over the 4 year life of the 2017-2021 Council Plan, the Strategic Resource Plan will be updated as part of Council's Annual Budget Process.

## Risk & Occupational Health & Safety Issues

There are no risk implications in relation to this report.

## Communications Strategy

Under section 125(3) of the Local Government Act 1989, a person has a right to make a submission under section 223 on the proposed Council Plan.

A communications plan has been developed to advise the community via Council's website, media release, social media, Council's community consultation website: [haveyoursay.com.au](http://haveyoursay.com.au) and with hard copies available at all Council offices.

Advertisements are being placed in regional and local papers and members of the community will have no less than 28 days to make a submission.

In preparing the draft 2017-2021 Council Plan (2018 Revision), Councillors and Council staff were afforded the opportunity to provide their input and comments.

In accordance with the Local Government Act 1989, the draft 2017-2021 Council Plan (2018 Revision) and Strategic Resource Plan will progress through the following consultation and adoption process:

Timetable for the Consultation and Adoption of the 2017-2021 Council Plan (2018 Revision) inclusive of the Strategic Resource Plan	
OMC - Draft 2017-2021 Council Plan (2018 Revision) presented to Council	Wednesday 2 May
Advertise draft 2017-2021 Council Plan (2018 Revision), inviting public inspection and submissions according to Section 223 of the Local Government Act 1989, in both regional and local newspapers. Ballarat Courier – Saturday 5 May 2018 Moorabool News – Tuesday 8 May 2018	Advertising cut-off Thursday 3 May
Have your Say Moorabool website update.	From Friday 4 May to Tuesday 5 June
Statutory advertisement period ends (allows for no less than a 28 day consultation period).	Tuesday 5 June
SMC - Consideration of Submissions on draft 2017-2021 Council Plan (2018 Revision)	Wednesday 20 June
SMC - Adoption 2017-2021 Council Plan (2018 Revision)	Wednesday 27 June
Checklist Post-Adoption: <ul style="list-style-type: none"> <li>• Notice of Adoption of Council Plan Ballarat Courier – Saturday 30 June Moorabool News – Tuesday 3 July</li> <li>• Copies for Public Inspection at Council Offices</li> <li>• Submit Council Plan 2017-2021 to Minister for Local Government</li> </ul>	Monday 2 July  Thursday 28 June

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

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

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

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

Chief Executive Officer – Rob Croxford

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

Author – Danny Colgan

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

### **Conclusion**

The draft 2017-2021 Council Plan (2018 Revision) and Strategic Resource Plan is presented for Council's consideration, in accordance with section 223 of the Local Government Act 1989, to place on public exhibition inviting public submissions during the prescribed period of no less than 28 days as required under the Act.

### **Resolution:**

#### **Crs. Sullivan/Edwards**

- 1. That, having considered the details of the draft 2017-2021 Council Plan (2018 Revision) attached to this report, Council, in accordance with the requirements of Part 6 Section 125 and 126 of Local Government Act 1989:**
  - 1.1 authorises the Chief Executive officer to give public notice that the draft 2017-2021 Council Plan (2018 Revision) has been prepared and is available for public inspection; and**
  - 1.2 gives public notice and have ready for public inspection all prescribed information to be available from 5 May 2018 until 5 June 2018.**
- 2. That Council resolves to allow no less than 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council will hear submissions on Wednesday 20 June 2018 at a Special Meeting of Council to be held in the Council Chamber, 15 Stead Street, Ballan commencing at 6.00 pm.**



3. ***That in accordance with Section 125 of the Local Government Act 1989, Council resolves to notify and place on public notice its intention to adopt the Council Plan 2017-2021 on Wednesday 27 June 2018 at the Ordinary Meeting of Council to be held in the Council Chamber, 15 Stead Street, Ballan commencing at 6.00 pm.***

**CARRIED.**

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**Report Authorisation**

**Authorised by:** 

**Name:** Rob Croxford

**Title:** Chief Executive Officer

**Date:** Thursday, 12 April 2018

## 11.2 GROWTH AND DEVELOPMENT

### 11.2.1 Street Tree Strategy 2017-2031

#### Introduction

Author: Justin Horne  
General Manager: Satwinder Sandhu

#### Background

On 1 June, 2016 Council adopted the Urban Tree Management Policy including the Moorabool Shire Council (MSC) Approved Street Tree Species Guide. This Policy provided the technical direction which aimed to balance amenity and risk in relation to daily operations for the planting and management of street trees. The existing policy will be a key reference document.

The Draft Strategy was presented to Council at the October 2017 Ordinary Meeting of Council and endorsed the Strategy for the purpose of community exhibition for a period of four weeks.

#### Proposal

The proposal is for Council to adopt the Strategy.

The Street Tree Strategy 2017-2031 aims to strengthen the Urban Tree Management Policy by outlining how to utilise street trees and to assist in improving the existing amenity and identity of Bacchus Marsh, Ballan, Gordon and small towns such as Wallace, Bungaree, Dunnstown, Elaine, Blackwood, Mt Egerton and Myrning now and to 2041 (figure 1).

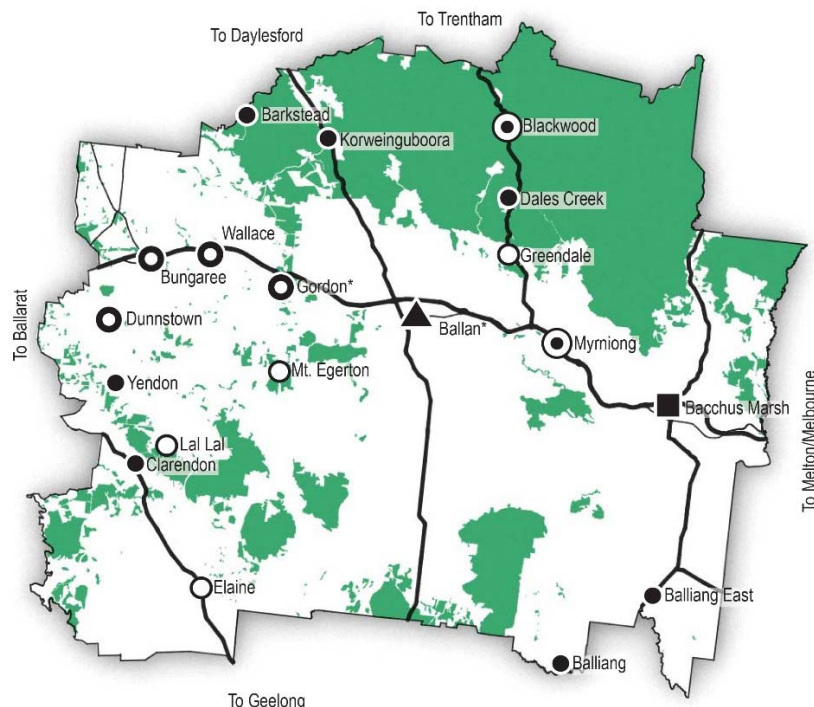


Figure 1: Towns and Settlements that the Street Tree Strategy applies to



**Figure 2:** Hierarchy of documents relating to Street Trees  
(Green: new documents, blue: existing documents)

The development of a Street Tree Strategy 2017-2031 is also supported as a targeted action in the following documents:

- Draft Bacchus Marsh Urban Growth Framework;
- Small Towns and Settlements Strategy 2016;
- Housing Bacchus Marsh to 2041 (Bacchus Marsh Housing Strategy) 2016; and
- Moorabool Sustainable Environment Strategy 2016-2025.

In addition, streetscapes and sense of place were consistent themes of the consultation process for the Bacchus Marsh Urban Growth Framework, Ballan Structure Plan and Small Towns and Settlements Strategy.

The Strategy will assist in providing a framework for the implementation of future urban design programs, maintenance (including replacement) of existing plantings and the establishment of new plantings, within existing urban areas and new subdivisions.

The Street Tree Strategy, will provide a strategic vision regarding the development and enhancement of streetscapes in Bacchus Marsh, Ballan, Gordon and selected small towns:

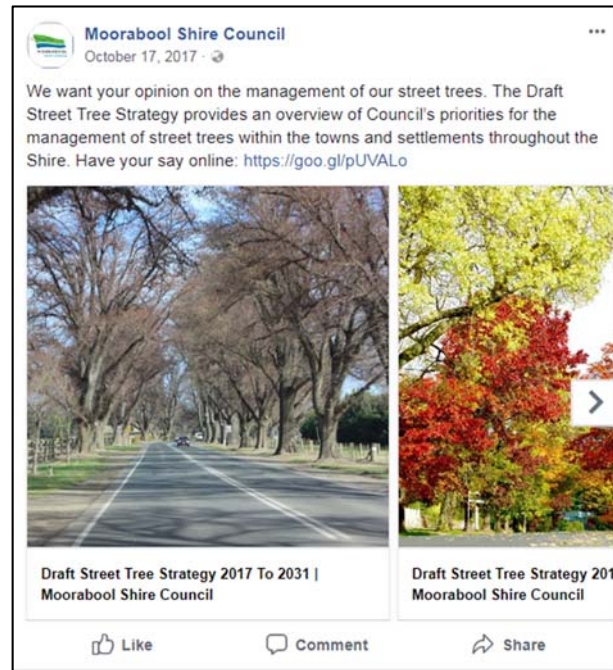
- The value of streetscapes to define the sense of place;
- The amenity, economic (including tourism), environmental and social value of improved streetscapes;
- A framework for upgrading, replacing and maintaining new and existing streetscapes; and
- Short, medium and long term implementation goals.

### Community Consultation

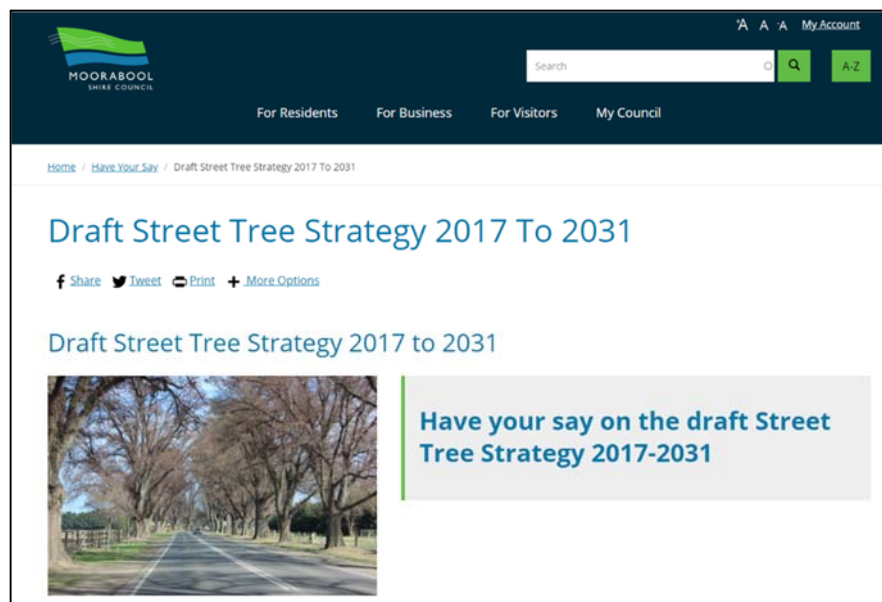
In accordance with the resolution at the October Ordinary Meeting of Council, the Draft Street Tree Strategy was made available for public comment for a period of four (4) weeks between 17 October and 14 November, 2017.

The Draft Strategy was made available to the public via:

- Council Website;
- Display copies at Darley and Ballan Council offices and Lerderberg Library;
- Facebook (image 1); and
- Have Your Say (image 2).



**Image 1:** Facebook post on Council page.



**Image 2:** Have Your Say screenshot

In total, 16 written responses were submitted. A detailed summary of the responses received on the Strategy is provided in Attachment 11.2.1a.

In summary, the feedback received was supportive of Council being more proactive in regards to the planting of street trees.

Of the responses received, there was particular interest in:

- Improved community engagement and consultation by Council regarding tree removal, maintenance and plantings;
- Tree selection – both for amenity and biodiversity;
- Equity in the implementation of tree planting programs across the Shire – including implementation of the cost recovery process when it is developed; and;
- Improved mapping and data collection both in regards to improved management of street tree assets but also to capture data on areas not covered in the initial mapping.

Many of the responses also raised matters regarding street tree management that are currently covered under the adopted Street Tree Policy.

In response to the submissions received the following changes were made to the strategy:

- General edits to text and referencing
- Edit to Key Action 4 from “Retain and manage existing street trees: Ensure trees are maintained to a high standard to maximise longevity” to “Retain and manage existing street trees: Retain and maintain existing street trees for their amenity and ecological values”
- Edit to the Action Plan (page 30) to remove year to implement action, and replaced with High (1-3 years), Medium (4-10 years) and Low (10+ years) priority ranking score.
- Edit to Action 3 in the Implementation Plan (page 30) from ‘Develop process for suitable replacement of street trees that are removed by residents for the construction of crossovers or subdivisions’ to ‘Develop a cost recovery process for replacement of street trees that are removed by or for entities other than council’.
- Edit to Action 5 in the Implementation Plan (page 30) to include external funding as an opportunity to assist Council achieve the goal of obtaining the goal of a 5% vacancy rate by 2041.
- Change status of priority for Action 12 (Develop engagement process for street tree program) from medium to high.
- Inclusion of two components to Action 13 relating to database management to develop processes to:
  1. Publish key data findings (to assist the Council and the community better understand the state and condition of street tree assets)
  2. Mapping of tree canopy cover at key intervals
- Addition of Action 14: Mapping of habitat values to encourage planting of native tree species near environmentally sensitive areas such as waterways

## **Key aspects of the Street Tree Strategy 2017-2031**

### **1. Strategy Vision:**

To assist in providing a direction for Council in relation to street trees, an overarching vision has been developed:

	<b>1. Enhance sense of place</b> Through the provision of attractive tree lined streets.
	<b>2. Ensure safe and functional streetscapes</b> Through the implementation of best practice street tree management – <b>the right tree in the right place.</b>
	<b>3. Ensure social equity</b> Through the equitable delivery of the street tree planting programs across all identified settlements
	<b>4. Retain and manage existing street trees</b> Ensure trees are maintained to a high standard to maximise longevity.
	<b>5. Engage the community</b> Raise awareness of the importance of street trees in influencing positive public health and wellbeing outcomes.
	<b>6. Improve the liveability of our settlements</b> Work together across Council, with the community and developers to ensure street tree benefits are maximised for the community and street trees are adaptable to future changes in climate.

## 2. Key Actions:

In reviewing the 2015 street tree data, seven (7) key actions have been identified to assist Council in commencing a successful street tree planting program now and into the future:

1. Undertake an active tree planting program to reduce the total number of vacant spaces in existing streetscapes to less than 5% of tree locations by 2041.
2. Identify areas and roads of high local character value that require unique design solutions above that of standard plantings e.g. gateways, view lines key entry points and streets.
3. Develop and implement appropriate design solutions in line with appropriate strategic directions, strategies and plans.
4. Work towards minimising conflicts with the built environment and to provide protection to and from tree growth.
5. To implement a priority based program for the continual rejuvenation of street trees within Moorabool.
6. To involve members of the community in the selection, planting and protection of street trees through programs of education, promotion and consultations.
7. Improved management of tree database.

## 3. Cost Recovery for Removal of Street Trees:

When a resident or government agency makes a request to modify Council land which results in the removal of a Council street tree asset, a cost recovery fee will be charged by Council.

The fee is charged to ensure the community are compensated for the loss of the trees and also allows Council to replant new trees as required.

The fee structure is outlined in Table 1 and is structured such that small trees i.e. those less than 5m in height, attract a flat cost recovery fee of \$430.00 inclusive of GST. This is the Purchase + Planting + 2 summers establishment (e.g. watering and formative pruning) and forms the base value for street tree replacement.

However, cost recovery fees applicable for Council trees over this size are calculated using the following formula Revised Burnley Method (ATV) + Purchase + Planting + 2 summers establishment.

Revised Burnley Method (ATV) + Purchase + Planting (BASE VALUE) + two summers establishment.	
Street trees	Current cost inc GST (2016/17)
Cost Recovery and Replacement Fee (New or Juvenile) ; 5m in height or less	\$430 (base value)
Cost Recovery and Replacement Fee (Other)	(ATV) + Purchase + Planting + 2 Summers Establishment

**Table 1:** Cost recovery fee structure associated with street tree replacement.

#### 4. Street Tree Road Hierarchy:

In developing the planting programs, consideration of the primary function of the road as well as the road contribution to overall amenity value of the town or settlement is taken into account.

As such the Street Tree Implementation Plan, has identified roads into two categories:

- a. Road Management Plan 2017-21 classification; and
- b. Level of Significance.

In addition the type of planting to be undertaken is also taken into account.

In regards to ensuring that resources are distributed equitably across the Shire the towns and settlements as per the Small Town Strategy 2016 is also identified.

The Level of Significance is assessed based on the connection the road has to the surrounding landscape including key features (built and natural), visibility and historic significance and aims to assist in providing additional support for the implementation of street tree plantings based on amenity.

Road Management Plan 2017-21	Level of Significance	Level of Significance Street Tree Planting Type	Township definition
<ul style="list-style-type: none"> <li>• Freeway (VicRoads)</li> <li>• Highway (VicRoads) (5)</li> <li>• Trunk Collector (5)</li> <li>• Collector (4)</li> <li>• Access Level 1 (3)</li> <li>• Access Level 2 (2)</li> <li>• Unsealed Level 1 (1)</li> <li>• Unsealed Level 2 (1)</li> <li>• Fire Access Track (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Entrance (10)</li> <li>• Significant street (8)</li> <li>• Retail/Main St (6)</li> <li>• Level A (4)</li> <li>• Level B (2)</li> <li>• Level C (1)</li> </ul>	<ul style="list-style-type: none"> <li>Vacancy (6)</li> <li>Replacement (4)</li> <li>Infill (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Centre (Bacchus Marsh)</li> <li>• Town (Ballan)</li> <li>• Small Town Consolidation growth investigation (Gordon, Wallace, Bungaree, Dunnstown)</li> <li>• Small Town Incremental Growth (Myrniong, Blackwood)</li> <li>• Small Town Consolidation (Elaine, Lal Lal, Mt Egerton, Greendale)</li> <li>• Small Town Rural Settlement (Clarendon, Yendon, Balliang, Balliang East, Dales Creek, Korweinguboora, Barkstead)</li> <li>• Other</li> </ul>

**Table 2:** Assessment criteria for Street Tree Plantings (work priority weighting shown in brackets).

To assist in the identification of the priority of works, the work priority weighting scoresheet will be utilised. Table 3 provides an example of how the proposed work priority weighting scoresheet will be used. Under the example, priority of planting would be given to Example Road as its total score (5+6+6 = 17) exceeds the score of Example Street (4+4+6 = 14).

	Road Management Plan Score	Level of Significance	Street Tree Planting Type	Score (total of the three columns)
Example Street, Example	4 (Collector)	4 (Level A)	6 (Vacancy)	14
Example Road, Example	5 (Trunk Collector)	6 (Significant Street)	6 (Vacancy)	17

**Table 3:** Work priority weighting scoresheet example.

## Policy Implications

The 2017 – 2021 Council Plan provides as follows:

**Key Result Area** Enhanced Infrastructure and Natural and Built Environment

**Objective** Management of assets and infrastructure

**Strategy** Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances.

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

## Financial Implications

There are no immediate financial implications associated with the consideration of this report. However, if the document is adopted by Council, some of the proposed initiatives would require consideration as part of future recurrent budget proposals, capital improvement programs or through external funding (e.g. state or federal government grants).

The Strategy will guide decision making in relation to street tree management over the long term (25 plus years), consequently it will require an ongoing staffing commitment across the organisation.



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

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

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

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

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

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

General Manager – Satwinder Sandhu

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

Author – Justin Horne

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

## **Conclusion**

The Street Tree Strategy 2017-2031 aims to give further direction to the Urban Tree Management Policy by outlining how to utilise street trees and to assist in improving the existing amenity and identity of Bacchus Marsh, Ballan, Gordon and small towns such as Wallace, Bungaree, Dunnstown, Elaine, Blackwood, Mt Egerton and Myrniong into the future.

The Street Tree Strategy 2017-2031 includes four key aspects:

- Development of a vision for street trees in Moorabool;
- Seven key actions;
- Cost recovery proposal for trees removed by residents and government agencies; and
- Street tree hierarchy and weighting scoresheet.

**Resolution:**

**Crs. Edwards/Bingham**

***That Council:***

- 1. Acknowledges submissions received and the subsequent amendments to the draft Street Tree Strategy.***
- 2. Adopts the Street Tree Strategy 2017-2031 (May 2018) for implementation.***

**CARRIED.**

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**Report Authorisation**

**Authorised by:**

**Name:**

  
Satwinder Sandhu

**Title:**

General Manager Growth and Development

**Date:**

Thursday, 12 April 2018

## 11.2.2 Information Communications Technology (ICT) Strategy

### Introduction

Author: Chris Parkinson  
General Manager: Satwinder Sandhu

### Background

The purpose of this report is to recommend that the Council endorse the attached draft Information, Communication and Technology (ICT) Strategy 2018 which will provide the direction and governance framework to improve the ICT service delivery to staff and the community for the next five (5) years.

The long term success of any organisation is dependent on its strategic planning to provide a clear understanding of its direction, identify its needs and capabilities, identify weaknesses and mitigate risks.

The prime focus of developing the ICT Strategy was to provide a strategic plan to improve and enhance the operation of MSC's ICT systems and functions for staff to engage and support the community. The strategic plan had to focus on a short, medium and long term approach to the development of MSC's ICT systems, ensuring best practice and relevant industry benchmarking is considered. The strategy must also support and enhance ongoing business transformation within Council.

The strategy must ensure wherever possible that:

1. ICT decisions are made in the context of an appropriate ICT Governance Framework which ensures:
  - ICT systems continue to be maintained in accordance with business requirements;
  - ICT infrastructure can adapt to changes in circumstances and requirements;
  - The systems and infrastructure are managed in an environment which ensures continued alignment with the business requirements of the organisation;
  - Return on investment is demonstrated through productivity improvements or improved service levels.
2. ICT systems and infrastructure are of suitable standard that minimises basic maintenance and manual effort, releasing ICT resources to focus on value-adding to the business and focusing on continued improvement;
3. An appropriate and realistic Application Framework is established to ensure that current and future applications can meet and take advantage of current and future technologies as they may be relevant to MSC's operations. A key aspect of this is to ensure that undue demands are not placed on ICT resourcing to provide support for an ever-expanding set of technologies without adequate review, oversight and understanding of impacts.

Over an extended period of time, there has been an under investment in ICT to the level required to progressively enhance and improve Council's systems and the resources and infrastructure supporting them.

The current ICT environment has become more complicated to support, has increased demands and expectations of the service delivered to staff and the community, and the real fact that many of our core systems are not meeting the current demands with some close to 20 years old.

Apart from some ad hoc improvement initiatives, Council is now in the position where it needs to replace many of its bespoke systems to be able to accommodate future growth, provide enhanced and new services to the community and enable staff to more easily access information in the office and in the field and minimising excessive duplication.

This underinvestment has also generated a higher level of risk that Council is now exposed to around a number of areas including system failures, vendor stability, obsolete technology, staff satisfaction and efficiency and security.

Council was presented with the draft ICT Strategy for consultation at an Assembly of Councillors on 13 December 2017 with further consultation undertaken throughout January and February 2018.

The draft ICT Strategy is now appended to this report for Council's consideration.

### Proposal

To enable Council to deliver on the ICT Strategy, the following 6 guiding principles or Strategic Business Areas have been used to support improved ICT service delivery through the strategy:

ICT Governance	• Management and Governance of ICT Operations and Service Delivery
Core Business Systems	• Deployment of, and support for, Core Business Systems.
Specific Business Systems	• Deployment of, and support for, Specific Business Systems
Digital First	• Effective support and management of service delivery via digital means.
ICT Infrastructure	• Provision of ICT Infrastructure to support the business systems and operations of MSC.
ICT Service Delivery	• Delivery of Service to the organisation, and the community, by the ICT Business Unit.

The strategy identifies 48 ICT initiatives linked to these categories. Out of the 48 distinct initiatives, 7 were identified and supported existing programmes to 'Continue to Do'. 20 initiatives were identified as 'Must Do', business critical initiatives to deliver over a five (5) year work plan to improve and enhance the ICT delivery and service.

The remaining 21 initiatives have not been included in the five (5) year work plan and have been identified as discretionary due to budget limitations.

The Strategy also provides a framework for the implementation of the initiatives and any future ICT related projects or opportunities.

### **The Need for Change**

There were a number of drivers identified during the consultation workshops with staff to mandate a need to change the way Council has been managing and investing in its ICT services. Some of the key ones are summarised below:

- Service capacity of organisation is being stretched.
- Organisational expectations of ICT are expanding and growing.
- ICT systems becoming more complex to manage.
- Small IT team and inability to meet expectations of the business.
- Minimal governance processes and controls.
- Historical under-investment in ICT.
- Many of the current systems are aged and not being developed.
- Regulatory functions reliant on manual spreadsheets and workarounds.
- Records Management not meeting PROV or organisational requirements.
- A need to move from manual, band aid systems to something that will support the organisation as it grows towards 2021 and beyond.
- Significant need to reduce risk exposure to system failures and inability to service business needs.
- Improve productivity across the business by reducing double and triple handling.

### **Meeting Future Requirements**

The current Council Plan 2017-2021 identifies that Moorabool is one of the fastest growing municipalities with an overall growth of 2% and lead by Bacchus Marsh with 3% by itself.

With this growth there needs to be a focus on better technology and new thinking. The way we provided technology services in the past will not meet the requirements and the expectations of the future and predominately both for staff, Councillors and the community, these expectations are moving to more online access, information and services.

This can only be achieved by providing the tools and allowing the organisation the freedom to be creative, innovative and ground breaking in approach.

A summary of this need and approach is presented in the following table:

Design	Take current systems, technology, processes and services and rebuild your thinking, maybe from scratch. Define and design new ways of working, simpler process and efficient workflow to support MSC, our culture and our customers
Challenge	Challenge the norms within which we work. Ask questions, especially WHY? Avoid procurement renewal without fresh consideration. Drive all decisions from business requirements, not from technical preferences.
Explore	Research should be the lifeblood of a technologist – use the power and resources at your fingertips to build and own the MSC of the future. Open your mind to new ideas, new technologies and new approaches with service excellence and efficiency always front-of-mind

And just as the current Council plans states that Moorabool will be “Open for Business” in terms of attracting new investments and job growth opportunities, so must Council be “Open for Business” for the community to engage and provide the services they need and when they want it.

### **Cater for Growth to 2041**

The challenge of planning for the future of Moorabool is being driven by the significant population growth that is forecast for the Shire. By 2041, Moorabool's Shire's population will double to 54,418 residents and as Council plans for public infrastructure to cater for this growth, we need to ensure our office systems can also meet this growth and the demand placed on our services 24/7.

### **Improving Services to the Community**

Aligning our customer service standards with current expectations of the community means investing in ICT governance, systems and process to achieve this. The community expectation is growing faster than Council can accommodate and the current disparate and aged systems are not allowing us to provide services such as SMS messaging of appointments, reminders of rate payments or animal registrations and online access to rates notices as some of many examples.

By providing staff with a more holistic view of the customer when they do make contact and having as much information about them in one central location means better customer service can be delivered and improved community satisfaction. At the moment, many of these system are segmented and there is no awareness of all services that a member of the public receives.

### **Reduced Training for Staff when using more Common Industry Applications**

The complex range of systems currently used causes training and usage issues, compounded by their lack of integration. Council needs to strategically move away from the best-of-breed approach to business systems and implement a more corporate system approach which provides the core functions such as property, rating, building, planning and records management functions to simplify the level and amount of training for staff.

As new staff are recruited, the training effort required is significantly reduced as there is a higher chance that they have already used the same system at other Councils or if not from a Council background, completing one training session instead of six.

### **Benchmarking**

Such a broad investment in ICT services and systems is not unusual at this time with many Councils carrying out similar reviews and identifying shortfalls in their current corporate applications or finding their systems are dated and development has not kept pace with technological advances and online services. The below table provides examples of Councils that have been through, or going through a similar change in corporate systems and shows the expenditure that these have incurred to reach similar outcomes.

**Table 1: Council Benchmarks**

<b>Council</b>	<b>Est. Project Budget</b>
Surf Coast Shire	\$6.39M
Warrnambool City	\$3.08M

In both of these cases, Property & Regulatory services, Document Management and Statutory Planning were some of the key systems updated with the expenditure covering procurement, licencing, implementation and staff costs.

### **Project Initiatives**

In developing the ICT Strategy and its initiatives, both actual costs and high level budget estimates have been used to calculate the funding required to deliver the 5 year work plan.

All initiatives were assigned a rating by the project control group that provided a local perspective on the perceived status of each initiative. A simple approach was adopted being:

1. Continue to Do – Initiative is already being undertaken, and should continue
2. Must Do – Initiative must be undertaken to maintain service delivery
3. Should Do – Not mandatory, but should be undertaken
4. Could Do – Initiative could be undertaken, but should be assessed annually
5. Can't Do – Initiative is a possible item to be undertaken, but of a lower priority

Those projects that have been deemed Must Do and are of the highest priority and of a Business Critical nature fundamentally to reduce Council's risk exposure are presented below in Table 2:

**Table 2: Must Do Projects – Business Critical**

<b>ICT Governance Framework &amp; Standards</b>
Replacement of Lynx Property & Regulatory and Content+ Records Management system
ICT Policy Development
Network Penetration Testing
ICT Staffing & Investment
Increased Disaster Recovery Capacity
Process Improvement and Management
Consolidation of Phone Systems
Information Portals
CiAnywhere Deployment
Ongoing Development of GIS Implementation
Ongoing development and rollout of Asset Management functions
Statutory Planning systems update preparation
Update of Citrix Environment
Ongoing WAN Communications Developments
Mobile Computing Initiative and Development
Mobile Device Policy and Standardisation
HRP Functions and Improvements
Customer Service System Improvements

The remaining projects categorised as Should Do, Could Do and Can't Do are presented in Table 3 reiterating that these projects have not been included in the 5 year work plan.

**Table 3: Secondary Priority Should Do, Could Do and Can't Do Projects**

<b>Should Do</b>	<b>Online Collaboration Development</b>
	Implementation of Open Data Datasets
	Organisational Management System
	SMS Messaging
	Agendas and Minutes Management
	Emergency Management System Recovery Centres
	Waste Management Systems Support
	Fleet Maintenance Systems Consolidation
	ICT Consulting Services Budget
<b>Could Do</b>	Technology One Financials Improvements
	Governance Registers and Corporate Calendar
	Facilities Booking System Implementation/s
	Strategic Planning Systems Support
	Strategic Planning Community Infrastructure
	Rostering System/s Implementation
	Grant Funding Management
	Early Years Systems Support
	Image Management (Digital Asset Management) Systems
	Develop Improved Visitor Wi-Fi
	Systems for Marketing & Communications outside of Intranet/Internet
<b>Can't Do</b>	Capital Works and Project Management
	Events and Ticketing Systems



For all of these projects in Table 3, they will be assigned to the relevant service unit manager for detailed business cases to be developed and will be reviewed on merit through the annual budget initiative assessment process currently in place.

### Policy Implications

The Council Plan 2017 – 2021 provides as follows:

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

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

The proposed draft Moorabool ICT Strategy is consistent with the Council Plan 2017 – 2021.

### Financial Analysis & Initiative Costs

At a macro level, the IT Strategy has highlighted in total \$10.25M in projects (capital and operating). The initiatives identified as Continue to Do projects are fundamentally funded but acknowledge there is a small shortfall which will be addressed through operating efficiencies and reduced service costs.

The remaining initiatives funding requirements are summarised below in Table 4, with acknowledgement that the overall quantum of projects is not affordable in the current operating environment and constraints. Those projects assessed as 'Must Do' and are business critical are considered most important and total \$5.29M.

**Table 4: ICT Strategy Funding of New Projects Identified**

Council Priority	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Must Do Projects	246,000	1,789,000	1,331,000	831,000	1,101,000	5,298,000
Should Do projects	40,000	410,000	390,000	425,000	195,000	1,460,000
Could Do Projects	10,000	182,000	307,000	177,000	95,000	771,000
Can't Do projects	-	-	142,000	122,000	-	264,000
<b>Total Identified Projects</b>	<b>296,000</b>	<b>2,381,000</b>	<b>2,170,000</b>	<b>1,555,000</b>	<b>1,391,000</b>	<b>7,793,000</b>

Council has the current financial capability to fund an additional \$2.4M of ICT projects through existing operational budget and the current strategic financial plan (SFP) allocations over a 5 year period. There remains therefore a shortfall still of \$2.89M to undertake all the 'Must Do' categorised projects.

While the focus of the Council needs to be at a minimum to provide for the delivery of the business critical, 'Must Do' projects, there are 3 strategic options presented below to further explore for adoption:

#### Strategic Option 1

Fund all of the business critical, Must Do initiatives of \$5.29M which is accepted to be beyond the current level of affordability. This would require an extra \$2.9M over and above what is in the existing SFP and most likely trigger the need to look at alternate finance options through a rate cap variation.

### Strategic Option 2

Work within our current available SFP (no additional funding required) of \$2.4M. This would allow a very minimal approach to progressing the ICT Strategy but hinders the ability to fully resolve pressing issues and risks and does not meet any of the fundamental objectives of developing the strategy, namely to improve and enhance the operation of MSC's ICT systems and functions for now and the future.

### Strategic Option 3

This option provides for addressing those projects that remove the largest strategic risk issues to Council and a reasonable amount of the next priority business critical projects. The total investment for this option is \$3.44M comprised of the existing SFP and operational budget of \$2.4M and an additional \$1.04M which would need to be funded through increased loan borrowings. This total of \$3.44M equates to around 65% of the budget required to fully complete the Must Do projects.

A summary of the funding gap analysis and options is shown presented in Table 5.

**Table 5: Funding Gap Analysis**

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Funds set aside in Strategic Financial Plan	0	750,000	750,000	0	0	1,500,000
Funds contained within the existing Operating Budget	180,000	180,000	180,000	180,000	180,000	900,000
<b>Total Funds available</b>	<b>180,000</b>	<b>930,000</b>	<b>930,000</b>	<b>180,000</b>	<b>180,000</b>	<b>2,400,000</b>
<b>Strategic Option 1.</b>						
<b>(Rate Cap Variation required)</b>						
Do all Projects identified as "Must Do"	246,000	1,789,000	1,331,000	831,000	1,101,000	5,298,000
<b>Funding shortfall if all projects are completed</b>	<b>-66,000</b>	<b>-859,000</b>	<b>-401,000</b>	<b>-651,000</b>	<b>-921,000</b>	<b>-2,898,000</b>
<b>Strategic Option 2.</b>						
<b>(No additional funding required)</b>						
Work within current budget and Strategic Financial plan	180,000	930,000	930,000	180,000	180,000	2,400,000
<b>Funding shortfall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Strategic Option 3.</b>						
<b>(Managed via additional loan borrowing)</b>						
If Council wishes to fund approximately 65% of business critical projects identified as "Must Do"	159,900	1,162,850	865,150	540,150	715,650	3,443,700
<b>Funding shortfall</b>	<b>20,100</b>	<b>-232,850</b>	<b>64,850</b>	<b>-360,150</b>	<b>-535,650</b>	<b>-1,043,700</b>

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Inadequate funds to fund initiatives	Medium	Assignment through SFP or additional borrowings of required funds

### Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Inform	Community	Media release, Education, Social Media	n/a	April 2018 and ongoing	Community awareness

### Communications and Consultation Strategy

In preparing this Strategy, initial workshops were held with Council management and staff across all service areas. Extensive reviews and prioritisation of the initiatives to determine the best outcome for Council and customers were carried out with the final outcomes presented to staff at briefings on 1 March, 2018.

Councillors were presented with a draft Strategy at an Assembly of Council on 13 December, 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 – Satwinder Sandhu

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

Author – Chris Parkinson

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

### Conclusion

The Moorabool Shire ICT Strategy is a significant piece of work that outlines the priority and financial investment necessary for Council to reduce its technological risk, improve services to the community, make more informed decisions and provide staff with a much more integrated and relevant set of tools and systems to support the community. The recommended projects have been put forward in a constrained economic environment.

**Resolution:****Crs. Keogh/Dudzik**

***That Council, having considered the document titled Moorabool ICT Strategy 2018 resolves to:***

- 1. Adopts the document titled Moorabool Shire Council ICT Strategy 2018.***
- 2. Endorses Option 3 as the preferred approach as detailed in the report and summarised as follows:***
  - a. removes the largest strategic risk issues to Council by funding around 65% of the “must do” and business critical projects; and***
  - b. lists a total investment of \$3.44M comprised of the existing strategic financial plan and operational budgets of \$2.4M and an additional \$1.04M which would need to be funded through increased loan borrowings.***
- 3. Refers the funding options and projects to future budget and strategic financial plan considerations of Council.***

**CARRIED.**

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**Report Authorisation****Authorised by:** **Name:** Satwinder Sandhu**Title:** General Manager Growth and Development**Date:** Thursday, 24 April 2018

## 11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

### 11.3.1 Telecommunications Tower Facility Lease to Telstra Corporation Limited (Telstra) – Western Freeway and Dickson Road, Myrning

#### Introduction

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

#### Background

Moorabool Shire Council has held a lease with Telstra Corporation Limited for a telecommunications tower facility adjacent to Dicksons Road, Myrning since 2000. The initial term of the lease was 10 years and two further terms of 5 years each. The first further term was taken up in 2010. Upon looking to renew the Lease for a second further term, at the request of Telstra Corporation Limited, Council negotiated a new lease agreement for a longer term lease. The longer term will provide Moorabool Shire with a steady stream of annual income with an annual increment until the expiry of the lease (inclusive of further terms) in 2037.

Section 190 of the Local Government Act 1989 (the Act) requires a Council to publish a public notice where lease terms are 10 years or greater. In accordance with section 190 of the Act, a public notice was placed in the local newspaper for a period of no less than 28 days to notify the public of Council's intention to enter into a lease agreement with Telstra Corporation Limited for a telecommunications tower facility. Under Section 223 of the Act, a person has a right to make a submission on the proposed lease. The deadline for submissions was Tuesday 20 March 2018.

#### Proposal

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

The terms of the lease agreement between Telstra Corporation Limited and Moorabool Shire Council are outlined below. Council's lawyers have assessed the Agreement which is now presented to Council for its consideration.

Rent Commencement as at 27 November 2017	<b>\$8,554.57 per annum (ex. GST)</b>
<b>Review of Rent</b>	The rent is to be increased on each review date by 3% per annum during the term and any further term.
<b>Lease Term</b>	Five (5) years with three (3) further terms of five (5) years each.
<b>Lease Expiry</b>	26 November, 2022 (Initial term of 5 years).

<b>Legal Costs</b>	Telstra will agree to reimburse Council's reasonable legal costs to a maximum of \$1,500 (+ GST) upon completion and return of the lease agreement.
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<p style="text-align: center;"><b><u>Benefits to Council</u></b></p> <ul style="list-style-type: none"> <li>• Council locks in a steady stream of annual income with an annual increment.</li> </ul>	<p style="text-align: center;"><b><u>Benefits to Telstra Corporation Limited (Telstra)</u></b></p> <ul style="list-style-type: none"> <li>• A long term lease is essential for Telstra to remain viable and the leasehold interest can be maintained with Council.</li> <li>• Customers are generally unwilling to invest money to upgrade equipment or to locate on towers once lease expiry approaches. Due to long term network planning and deployment lead-times this may be the case even if the lease has several years to run.</li> </ul>
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It is therefore recommended that Council enter into a lease agreement with Telstra Corporation Limited for a telecommunications tower facility for [Five (5) year term] based on an annual commencement rental of \$8,554.57 (ex GST) with an annual 3% increment. The lease expiry date would be 26 November, 2022 for the initial term of 5 years.

### **Policy Implications**

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 3:** Stimulating Economic Development

**Context 3B:** Investment and Employment

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

### **Financial Implications**

Council will receive income of \$8,554.57 per annum, indexed at 3% per annum from 2014 to 2037.

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

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

## **Communications Strategy**

Where Council enters into a lease agreement for a term 10 years or greater then Council must comply with section 190 of the Local Government Act 1989. Council complied with section 190 of the Act by placing a public notice in the local newspaper with the closing date for public submissions being Tuesday 20 March 2018.

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

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

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

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

General Manager – Danny Colgan

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

Author – Ajay Ramdas

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

## **Recommendation:**

### **That Council:**

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

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

**Resolution:****Crs. Dudzik/Edwards*****That Council:***

***Resolves to authorise the Chief Executive Officer to sign and apply the Council seal on the Lease Agreement with Telstra Corporation Limited for a site rental of \$8,554.57 per annum situated on the corner of the Western Highway and Dickson Road, Myrning based on the following terms:***

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

**CARRIED.**

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**Report Authorisation****Authorised by:****Name:** Danny Colgan**Title:** General Manager Social & Organisational Development**Date:** Thursday, 12 April 2018



### 11.3.2 Third Quarter (January – March) Council Plan Actions 2017-2018

#### 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 Third Quarter Progress Report contained in Attachment 1 shows each of the actions and their progress comments for the 2017/18 Financial Year. Overall there are 80 actions being reported in quarter 3, with 41 actions having reached 90% or greater of their target for the period, and 29 actions having achieved between 60 and 90% of target. 10 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	3	24
2. Minimising Environmental Impact	0	12	0	1	13
3. Stimulating Economic Development	0	13	1	3	17
4. Improving Social Outcomes	1	13	0	3	17
2016/17 actions carried over from the previous Council Plan	0	6	0	3	9
<b>Totals</b>	<b>1</b>	<b>65</b>	<b>1</b>	<b>13</b>	<b>80</b>

### 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** Providing Good Governance and Leadership

**Context** Our Business and Systems

**Strategic Action** Service Reviews

### 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 third quarter. Overall there are 80 actions being reported in quarter 3, with 41 actions having reached 90% or greater of their target for the period, and 29 actions having achieved between 60 and 90% of target. The 10 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. Bingham/Edwards**

***That Council receives the Third Quarter (January - March) 2017/18 Council Plan Actions Progress Report.***

**CARRIED.**

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## Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Social & Organisational  
Development

Friday, 13 April 2018

### 11.3.3 Child Safety Standards and Reportable Conduct Scheme Policies

#### Introduction

File No: 17/02/002  
Author: Sharon McArthur  
General Manager: Danny Colgan

The purpose of this report is to recommend that the Council adopt the Child Safety Standards and Reportable Conduct Scheme Policies.

#### Background

At the Ordinary Meeting of Council on Wednesday 4 April 2018, Council considered the Child Safety Standards Policy and Reportable Conduct Scheme Policy and the following was resolved:

Crs. Dudzik/Edwards

That the Council in accordance with "Moorabool Shire Council Policy Protocol, Consideration of items which affect beyond the current year", the draft Child Safety Standards Policy and Draft Reportable Conduct Scheme Policy now lay on the table for further consideration at the next Ordinary Meeting of Council on the 2 May 2018.

As part of the Council Plan 2017-2021 under strategic objective "Providing Good Governance and Leadership", an action is listed to, Prepare and implement child safety standards across the organisation.

In accordance with the resolution of Council on Wednesday 4 April 2018, the Child Safety Standards Policy and Reportable Conduct Scheme Policy are now presented to Council for adoption.

#### Proposal

The **Child Safety Policy** outlines:

- Council's commitment to child safety by creating and maintaining a child safe workplace that supports the health and wellbeing of all of children within Moorabool Shire.
- Council's commitment to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Councillors, employees, contractors and volunteers.

The Policy reflects Council's legislative responsibility in meeting the requirements of the Victorian Child Safe Standards and our commitment to the community to create and sustain an environment where children are safe and protected from abuse.

The **Reportable Conduct Scheme Policy** outlines:

- Council's approach and commitment to managing appropriate responses to Reportable Allegations made against staff and others engaged by Council in relation to children.
- Council's responsibility for reporting any allegations of 'reportable conduct' raised against employees (and contractors, volunteers, and other office holders) who are 18 years or over to the Commission for Children and Young People (CCYP).
- The Reportable Conduct Scheme imposes new obligations on the heads of organisations (CEO). This includes requirements to:
  - Have in place systems to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response
  - Ensure that the Commission is notified and given updates on the organisation's response to an allegation

The Policy reflects Council's legislative responsibility in meeting the requirements of the Child Wellbeing and Safety Act 2005 Amendment.

### **Consideration**

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.

### **Policy Implications**

The Council Plan 2017 – 2021 provides as follows:

**Strategic Objective 1:** Providing good governance and leadership

**Context 1B:** Our People

The proposed Child Safety and Reportable Conduct Scheme Policies are consistent with the Council Plan 2017 – 2021.

### **Financial Implications**

The policies were prepared within existing budgetary resources.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
People & Reputational	Child Safe Standards reportable conduct scheme not adhered to by Council  Risk to children and possible action against Council	High	Policy adopted and applied. Staff training and education.
Financial	Fines associated with failure to adhere to Child Safe Standards & Reportable Conduct Scheme	High	Policy adopted and applied. Staff training and education

### Community Engagement Strategy

Feedback was sought on the draft policies through making them available on Have Your Say, Council's on-line engagement portal and advertising on Social Media; and hard copies available at the Bacchus Marsh Libraries and Service Centres and Child, Youth & Family Services sites. If adopted, policies will be available on the Council Website and at Child, Youth and Family Services sites.

### 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 – Sharon McArthur

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

## Conclusion

The Child Safety Standards and Reportable Conduct Scheme policies provide information and procedures that assist Council in meeting legislative requirements. It ensures that Council operates within the best interests of children and young people.

Having resolved on the 4 April 2018 that the policy lay on the table for further consideration and adoption at the next Ordinary Meeting of Council, the Child Safety Standards and Reportable Conduct Scheme policies are now placed before the Council for adoption.

### Resolution:

**Crs. Bingham/Dudzik**

*That the Council in accordance with Moorabool Shire Council Policy Protocol, Consideration of items which affect beyond the current year, now adopt the Child Safety Standards Policy and Reportable Conduct Scheme Policy.*

**CARRIED.**

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## Report Authorisation

**Authorised by:**



**Name:**

Danny Colgan

**Title:**

General Manager Social & Organisational  
Development

**Date:**

Monday, 23 April 2018

## 11.4 INFRASTRUCTURE

### 11.4.1 Capital Improvement Program Quarterly Report – March 2018

#### Introduction

Author: Sam Romaszko  
General Manager: Phil Jeffrey

#### Background

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

#### Proposal

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

#### Implementation of the 2017/2018 Capital Improvement Program

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

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

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

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

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 31 March 2018:



CIP Program Delivery Stage	Actual as of 31 March 2018	
	No. of Projects	%
Not Commenced (inactive)	3	
Not Commenced	1	2.2
Documentation/Design Preparation	3	6.5
Tender/Quote Stage	2	4.3
Project Awarded – Waiting Commencement	2	4.3
In Progress/Under Construction	21	45.7
Complete	17	37.0
<b>TOTAL</b>	46	100.00

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

#### Program Status

At this stage of the financial year the program is tracking well with over 80% of the program is either complete or currently under construction.

#### Project Updates

Fisken Street / Main Street intersection, Bacchus Marsh

The 2017/18 CIP program included pavement rehabilitation works at the intersection of Fisken Street and Main Street, Bacchus Marsh. The project included a budget allocation of \$50,000 to rehabilitate the failing pavement which has deteriorated due to the increased volume and size of vehicles using the intersection.

The current layout of the intersection contains deficiencies which contributes to not only the pavement showing signs of distress but other infrastructure within the intersection. The existing kerb & channel in areas is in poor condition, certain drainage infrastructure is failing, the intersection layout isn't pedestrian friendly and particular vehicle movements through the intersection are problematic.

On review of the project, Council officers believe that a re-aligned scope of the project is necessary from a small pavement rehabilitation project to become a preplanning project. The project will now include a full scale review of the intersection and the preparation of design documentation for future CIP budget considerations that reflect an intersection layout which caters for current and future needs.

### Dog Trap Gully Road, Rowsley – Bridge Works

This project was funded through the 2017/18 CIP as a timber stringer (beam) replacement project. During detailed investigative works, it has been found that treating the timber stringers only is not a long term solution. Termites are evident in other timber components and would likely impact new timber elements if replaced. There are other substandard elements of the bridge that also require assessing and rectifying as part of a package of works.

Council officers have undertaken geotechnical testing, feature survey work and are currently in the process of preparing Design & Construct tender specification for the replacement of the bridge structure.

Following the preplanning phase and the associated costs currently underway, the remaining funds from the 2017/18 CIP will be carried forward with additional funding proposed for 2018/19 to deliver the replacement of the superstructure of this bridge.

### Old Western Hwy, Gordon (Western Freeway interchange)

The preplanning of a 155m section of Old Western Highway, Gordon is included in the 2017/18 CIP. The small section is located at the south west corner of the Western Freeway interchange at Gordon. During initial project scoping works, it was noted that the rectification works required were predominantly pavement works and weren't on a large scale.

Council officers determined that the initial funds allocated to undertake the preplanning works would be sufficient to rehabilitate the minimal area required. The contract for this work has been let and the works are expected to be complete by the end of April 2018.

### Halletts Way, Darley

The 2017/18 CIP program included \$250,000 for asphaltting works within the now VicRoads managed Halletts Way / Western Freeway Interchange project. At the time of budgeting for the 2017/18 CIP, Council was responsible for pavement areas within the project's limit of works.

Recent changes to the Road Management Act 2004 – 'Operation Responsibility for Public Roads' has resulted in VicRoads accepting greater responsibilities at Freeway interchanges. Therefore the budgeted \$250,000 isn't required for the original intended use and it is proposed to use the savings from this project to offset the anticipated overspend for the 2017/18 CIP.

Alternatively there is an option available to utilise approximately \$150,000 of these funds to rehabilitate the roundabout of Halletts Way / Holts Lane, immediately north of the current VicRoads project's limit of works. The pavement condition of the roundabout is showing signs of degradation and will require rectification works in the future. The rehabilitation of this pavement would further future proof the expected increase in traffic that Halletts Way will expected once the interchange works are complete. This option would exacerbate the projected program overspend and thus is not being recommended.

## Policy Implications

The Council Plan 2017 – 2021 provides as follows:

<b>Strategic Objective</b>	Providing Good Governance and Leadership
<b>Context</b>	Our Assets and Infrastructure
<b>Action</b>	Deliver Annual Capital Improvement Programs

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

## Financial Implications

The current program is expected to be approximately \$80,000 to \$100,000 over budget. This includes the savings in the Halletts Way pavement works now being undertaken by VicRoads and the Inglis Street Streetscape works overspend.

Although the current forecast is an \$80,000 to \$100,000 program overspend, this figure could change as there are a number of large projects still under construction with unknown latent conditions.

In addition, there is \$2.65M estimated to be incomplete at year end and carried forward into the 2018/19 year. Some of the larger projects include; Bacchus Marsh Racecourse and Recreation Reserve, Haddon Drive Extension, and Maddingley Park Lighting Upgrade.

## Risk & Occupational Health & Safety Issues

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

## Communications Strategy

Progress on the Capital Improvement Program will be reported in the following formats:

- Infrastructure update on active projects Weekly
- Update on major projects Monthly
- Moorabool Matters Quarterly
- Moorabool News As required
- Report to Council Quarterly

Specific projects are communicated to the community and affected residents as required through a range of methods including but not limited to advertisements, mail outs and letter drops.

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

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

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

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

General Manager – Phil Jeffrey

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

Author – Sam Romaszko

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

### **Conclusion**

This report provides a summary of the progress of the Capital Improvement Program for the third quarter of the 2017/2018 period for the information of Councillors.

#### **Resolution:**

**Crs. Dudzik/Edwards**

***That Council receives the Capital Improvement Program Quarterly Report to 31 March 2018.***


**CARRIED.**

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### **Report Authorisation**

#### **Authorised by:**

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Thursday, 12 April 2018



## 11.4.2 Hard Waste Collection Service Determination

### Introduction

File No.: 16/05/017  
Author: Daniel Smith  
General Manager: Phil Jeffrey

### Background

The Moorabool Waste Management and Resource Recovery Strategy sets the direction for management of waste by the Shire over the next 5 to 10 years. One of the recommendations within the implementation plan is to investigate options for a hard waste collection service, currently not provided by Council.

A survey of residents conducted to gauge community appetite, and a resolution to determine Council's position in relation to hard waste was also an action in the 2015 Council Plan. A survey was subsequently undertaken in August of that same year. It was conducted over four weeks, and was made available to the community electronically and in hard copy.

A range of hard waste service models provide residents with the opportunity to dispose of non-putrescible waste items (materials that do not emit offensive odours, attract vermin or other vectors, or readily decay). These items typically do not fit or belong in kerbside garbage or recycling services. Examples commonly include obsolete furniture, building materials, e-waste and large branches. It is notable that hard waste service provision tends to be offered predominantly by metropolitan councils.

The results of the Moorabool community survey (Attachment A) were presented to Council in April 2016, with Council resolving the following:

That Council:

1. Not proceed with the implementation of a new hard waste service at this time.
2. Request officers write to Grampians Central West Waste and Resource Recovery Group in relation to a regional procurement approach for a potential future on call service.

### Community Survey

The survey yielded 498 responses from members of the community. The majority of those (69%) identified themselves as living within the urban townships of Bacchus Marsh or Ballan. Options presented ranged from on call pickup to transfer station drop off, and all were listed on a full cost recovery basis.

A high number of responses opted for transfer station vouchers - provided via Council with Rate and Valuation Notices - rather than an on call collection. This is most likely reflective of the quoted price difference (\$10-\$20 versus \$40-\$60) and the awareness of "free" services offered by other councils. This preference was evident from urban, rural township and rural living respondents alike.

Feedback from the community within rural/farming areas indicated a lower level of support for any hard waste service model, with the majority of those residents indicating they would not utilise a service.

### **Servicing Options**

There are a number of hard waste disposal options available to communities, and the advantages and disadvantages of each were discussed in the April 2016 Council Meeting (refer Attachment B).

Options range from on call services for individual properties, through to a once-a-year precinct or universal collection. It is worth noting that interest and expectations for a hard waste service from metropolitan council communities differ markedly from regional/rural areas, the latter for which the following factors can be surmised:

- travel distance and limited operating hours of transfer stations
- existing waste disposal practices within properties (e.g. burning, burial)
- strong community links through local, informal and/or online buy/swap/sell arrangements.

### **Other councils**

The Grampians Central West Waste and Resource Recovery Group (GCWRRG) undertook a 2015-16 report on hard waste in the region. Of 42 metropolitan and regional/rural councils that provided data on their services, 14 offer an annual collection and 17 offer an on call service.

An excerpt of comments and methodology follows:

- Hard waste collection every 2<sup>nd</sup> year for small towns with limited access to Transfer Stations. Cost \$17,000 per year. (Swan Hill)
- Not an efficient way to collect and recover waste and is unsightly. Cost is close to \$1 million/annum to provide the service. Community uses Facebook Buy Swap and Sell sites and garage sales. (Mildura)
- Free passes were misused for disposing of putrescible waste. (Buloke)
- Consideration was given for a limited on call service for health care card holders. This limited the potential cost whilst still providing a service to the vulnerable section of the community. (Greater Shepparton)

Councils that do not currently provide any form of hard waste collection include Mount Alexander, Gannawarra, Buloke, Macedon Ranges, Goulburn Valley and the north east councils.

Regional/rural councils have widely stated that collecting from properties is an expensive way to manage hard waste.

## Proposal

A joint procurement option was flagged at a GCWWRRG eastern region network meeting on 16 March 2018. The objective was to potentially offset fiscal pressures and constraints on in-house resources, by collaborating with neighbouring councils. The outcome however was resounding disinclination, still due to likely costs and logistics.

In addition, a key consideration was what issue a hard waste service would resolve for councils and their communities. For Moorabool, the majority of interest in a collection service came from urban residents with reasonable existing access to transfer stations. (This is in contrast to Swan Hill's method of servicing outlying localities only, for whom access is an issue.) As Moorabool's non-urban residents have low desire for a hard waste service, introducing one would not serve a purpose on the grounds of accessibility.

Furthermore, a clear recurring theme from our residents was that cost is a deciding factor, most either expecting a "free service" like other (metropolitan) Councils offer, or not being prepared to pay more than a nominal fee.

The metropolitan councils of Wyndham and Greater Geelong were also contacted. The City of Wyndham has just signed onto a new contract and so would be unable to draw up a shared arrangement with Moorabool. The City of Greater Geelong (CGG) currently offers an at-cost pick up service specifically for mattresses and sofas.

CGG is considering a full hard waste service however community feedback suggests that most residents prefer the on call (booked) service over an annual universal collection. The final model is undecided and there could be the possibility of further discussions about a joint procurement model for a hard waste service.

For Moorabool Shire, an alternative to a costly full hard waste service could be Greater Geelong's model of offering a collection service, for items that are typically the most difficult to dispose of without access to a trailer or ute, such as mattresses and sofas. Other bulky items such as refrigerators tend to be less problematic as they can be collected by specialist recyclers, depending upon the 'going rate' for scrap metal and travel distance.

## Policy Implications

The 2017 - 2021 Council Plan provides as follows:

<b>Strategic Objective</b>	Minimising Environmental Impact
<b>Context</b>	Natural Environment
<b>Action</b>	Determine Council's position on hard waste.

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

### Financial Implications

There are no financial implications associated with the recommendation within this report.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
OH&S	Manual handling risks	Low	Collection process is undertaken by contractors with Safe Operating Procedures in place
Financial	Loss of existing revenue through the gate entry fee	Low	Officers to monitor
Public Liability	Contractor	Low	Collection process is undertaken by contractors with Safe Operating Procedures in place

### Communications Strategy

The extensive consultation undertaken in late 2015 informed Council of community views on the provision of a hard waste service. Council may elect to publish the survey outcomes on its website, and its subsequent decision on the issue of hard waste.

### 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 – Daniel Smith

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



## Conclusion

Council's Waste and Resource Recovery Strategy sought to investigate options for a hard waste collection service for Moorabool Shire.

The subsequent 2015 survey of residents identified that the majority of interest came from residents with reasonable access to Moorabool's transfer stations.

It was further determined that, with the possible exception of Greater Geelong, other regional/rural and peri-urban councils do not currently wish to engage in joint procurement for a hard waste service.

## Recommendation:

### That Council:

1. **Not proceed with the implementation of a full hard waste service at this time.**
2. **Continues its practice of enabling residents to dispose of their hard waste at its transfer stations for prescribed gate fees.**

## Resolution:

**Crs. Dudzik/Edwards**

### *That Council:*


1. ***Not proceed with the implementation of a full hard waste service at this time.***
2. ***Continues its practice of enabling residents to dispose of their hard waste at its transfer stations for prescribed gate fees.***
3. ***Receives a further report on the introduction of issuing transfer station vouchers with rates notices prior to the consideration of the 2019/20 budget.***

**CARRIED.**

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## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Friday, 20 April 2018

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

#### Introduction

Author: Daniel Smith  
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 many other areas.

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

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

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

*Resolution:*  
*Crs. Sullivan/Toohey*

*That Council:*

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

*CARRIED.*

*Subsequently, a report was presented at the Ordinary Meeting of Council on 07 February 2018 which detailed the submissions from the public consultation period, and recommended that Council formally adopt the OSMMP and the OSRMSR. During this Ordinary Meeting of Council the following was resolved;*

*Resolution:*

*Crs. Toohey/Sullivan*

*That Officers prepare an alternate report in regards to the road slashing component of the Open Space Maintenance Management Plan and bring it back to Council.*

**CARRIED.**

### **Proposal**

As a result of the resolution at the Ordinary Meeting of Council on 07 February 2018, a further internal review has been completed, with the following changes proposed;

1. Retention of sealed roads currently slashed and removal of all Gravel (Unsealed) Road slashing representing a budget saving of \$17,412
2. Removal of urban roadside mowing that do not comply with the 'Fit to Principles' assessment as specified in the OSRMSR, representing a budget saving of \$19,238. These are mostly urban naturestrips.
3. Reducing expenditure on contractors to maintain Open Space assets by \$26,086 and utilising staff time to undertake this maintenance internally. Also, bring all open space maintenance in-house.
4. Reducing expenditure on contractors to perform roadside slashing for locations that have a maintenance frequency greater than once per year by \$12,000 and utilising staff time to undertake this maintenance internally.
5. Increasing the roadside slashing contractor budget by 7.5% to allow for expected rises in contractor rates as a result of an anticipated reduction in scale of efficiency, due to a reduced amount of roads being slashed.
6. Increasing the time estimates to accomplish Open Space maintenance tasks by 50% where the maintenance frequency has decreased, (i.e. less maintenance visits per year) to allow for higher vegetation growth and density levels.

By making the above proposed changes, the modelling has calculated that a compliment of 11 on-the-ground maintenance staff (not including the Team Leader – Open Space Maintenance) is required to deliver this level of service, of which matches the current organisational structure and 2018/19 financial year budget, therefore no staff increase is required.

The result of making these changes and undertaking the OSMMP and OSRMSR is as follows;

1. Ongoing operating budget saving of \$74,736 (proposed to be reallocated to other initiatives)
2. Making available the equivalent of 1.4 EFT staff hours during off peak periods (typically January-March and June-July) to allow for other maintenance tasks to be accomplished by the Parks and Gardens Unit
3. Establishing clear defined service levels for all Open Space assets, with the goal of providing clean, safe and fit for purpose recreation spaces for both residents and visitors.

The OSRMSR has been amended, with the above changes for consideration, which can be found in Attachment B.

The OSMMP has been amended, with one change for consideration, which can be found in Attachment A. The OSMMP registers will also need to be amended to reflect the revised outcomes in the review if adopted.

### 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

Implementation of the OSMMP and OSRMSR would provide budget savings of \$74,736 in isolation. However, it is proposed that these savings be reallocated as follows;

1. \$15,000 to fund a new Parks Furniture Maintenance budget
2. \$22,750 to establish a new Small Town and Reserve improvement budget. Note that a new initiative for the 2018/19 financial year was for consideration amounting to \$40,000.
3. Allocate \$37,000 to subsidise the new budget initiative 'Parks and Gardens Unit Resource Increase' for an additional staff member for new open space assets as part of new subdivisions and estates.

Overall, this would balance out the savings outlined in the report.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Customer Satisfaction	Receipt of customer complaints due to	Low	Ongoing monitoring of

	amended frequencies of open space and roadside maintenance		customer requests and officer feedback
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### **Communications Strategy**

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

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

It is acknowledged that the implementation of the service review may cause some concern amongst residents used to receiving a slashing service in front of their properties, namely gravel roads and urban naturestrips. To allay up front angst, it is proposed that a phased implementation be adopted whereby if requests are received in the first year, that area will be maintained as a once off and staff explain to the requestor that it will be the last time it will be maintained.

### **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 – Daniel Smith

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

## Conclusion

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

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

## Recommendation

### That Council:

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

## Resolution

Crs. Edwards/Sullivan

### *That Council:*

1. ***Adopts the Roadside Mowing Service Review as attached, with tracked changes in the attachment.***
2. ***Adopts the Open Space Maintenance Management Plan as attached, with tracked changes, and requests an update to the registers to reflect the Service Review.***
3. ***Implements the outcomes of the Open Space Maintenance Management Plan and Roadside Mowing Service Review from 01 July 2018.***
4. ***Makes the Open Space Maintenance Management Plan document publicly available by placing a copy on Council's website.***

5. ***Notes that a periodic (at least annual) review of the associated registers within the Open Space Maintenance Management Plan be undertaken, as delegated to the General Manager Infrastructure.***
6. ***Receives a report 12 months after the adoption of review, including an analysis of the success of the implementation of the review and to include feedback from the community.***

**CARRIED.**

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**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Friday, 13 April 2018



***Mr. John Spain addressed the Council as an objector to the resolution to Item 11.4.4 - Draft Municipal Rate Strategy 2018/19***

***Mr. Chris Sharkey addressed the Council as an objector to the resolution to Item 11.4.4 - Draft Municipal Rate Strategy 2018/19***

***Ms. Margaret Scarff addressed the Council as an objector to the resolution to Item 11.4.4 - Draft Municipal Rate Strategy 2018/19***

#### **11.4.4 Draft Municipal Rate Strategy 2018/19**

##### **Introduction**

Author: Jacinta Erdody/Steve Ivelja  
General Manager: Phil Jeffrey

##### **Background**

Council's existing Rate Strategy was initially adopted in May 2014 for a period of two years. Since that time, annual reviews of the strategy have been undertaken and the document formally adopted on two further occasions. The existing strategy is due to expire in May 2018 and the Council Plan 2017-2021 identified an action to conduct a Rate Strategy Review.

During the review, a number of assemblies were held with Councillors, covering a broad spectrum of rate issues encompassing legislative requirements through to the specifics of the Moorabool rate structure. A thorough review of rate categories and associated levels was undertaken and subsequently modelled to understand the impact of change to the different rate categories.

At the 7 February 2018 OMC, a draft Municipal Rate Strategy was presented to Council where the following was adopted:

That Council:

1. subject to points 4 and 5, endorses the draft Municipal Rate Strategy 2018-2022 for the purposes of public exhibition for a period of four weeks.
2. enhance the opportunity for the community to respond by all methods available to the community.
3. receives a further report at the conclusion of the exhibition period for consideration of feedback and finalisation Municipal Rate Strategy 2018-2022.
4. That the Municipal charge be removed from the proposed rate strategy.
5. That the farming rate remains status quo.

Moorabool's communities were subsequently consulted with the opportunity to provide feedback on the proposed Municipal Rate Strategy which progressively implements changes over the four year plan of the strategy.



It should also be noted, that with the issue of the 2018/19 Rate and Valuation Notices, the final biennial valuation (2018 General Revaluation) will be implemented. From the 2019/2020 financial year, ratepayers will then experience annual valuation changes through the recent amendments to the Valuation of Land Act 1960.

### Proposal

Below is a summary of the rate model that was put out for consultation with Moorabool's Community:

Model #	Summary of model	Change from existing
3	Consolidation of some vacant land categories and a change in levels for some categories	<p>Over a four year plan transition to the consolidation of vacant land categories with lower levels and reduce levels of other existing categories.</p> <p>Summary of Key Features</p> <ol style="list-style-type: none"> <li>1. Consolidation and reduction of some vacant land categories being;               <ol style="list-style-type: none"> <li>a. Vacant land General progressively reduced from 2.1 to 2.0</li> <li>b. Vacant land GRZ progressively reduces from 2.5 to 2.0</li> <li>c. Vacant land Commercial / Industrial progressively reduces from 2.6 to 2.0</li> </ol> </li> <li>2. Commercial / Industrial progressively reduces from 1.6 to 1.5</li> <li>3. Reduce the Residential Retirement level progressively from 0.90 to 0.82</li> </ol>

The community had the opportunity to either complete a survey with questions around:

- Whether the community felt the proposed categories resulted in an appropriate apportioning of rates across the municipality;
- What other categories they would like to see and why;
- Whether the community felt that the rate level of each category was appropriate;
- If no, what changes would they suggest and why;
- Further comments to assist Council with the review; and
- Whether they wanted to speak to their submission.

In addition to the survey, the community also had the opportunity to put a written submission. The draft Rating Strategy was initially advertised in the Ballarat Courier and Moorabool News (17 Feb 18 and 20 Feb 18) and at regular intervals throughout the consultation phase posted on the Councils Facebook page.

Community Consultation for the draft Strategy closed on 19 March 2018. At the time of closure the Council had received the following submissions:

- 8 Surveys completed online;
- 1 Survey completed and submitted in hard form;
- 3 written submissions (two further to completed surveys and another where no survey had been completed).

Of the nine surveys, all submissions were from property owners currently rated under the General differential rate and all were from the Bacchus Marsh district (Bacchus Marsh, Maddingley and Darley). Of these respondents:

- there were four respondents who believed that the proposed rate categories resulted in appropriate distribution of rates across the municipality, whilst a further four respondents felt the categories resulted in an inappropriate distribution of rates - one respondent did not answer the question;
- there were three respondents that felt the categories established had appropriate levels, whilst there were four respondents that believed that there were issues with the levels of the rate categories and one respondent did not answer the question;
- All submissions except one, had general comments around their responses which has been outlined below.

Below is a summary of the feedback received from the consultation including comments from completed surveys and stand-alone submissions:

Comments Submission	Officer Feedback	Speak to Submission
<p><b>Query 1</b></p> <p>Rates already ridiculously high, clients planning on moving as soon as they have no ties to the area – high rates are a huge determining factor the areas of growth and the reason why many leave.</p>	<p><b>Response 1</b></p> <p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties.</p> <p>In terms of rates affordability, the Council has acknowledged that rates affordability is a significant issue for many residents. For this reason, Council has chosen to operate within the confines of the rate cap (as set down by the Minister for Local Government). As a result, for 2018/19, the proposed rate increase is 2.25%.</p> <p>Average residential rates per residential property assessment in Moorabool Shire was \$1,512.85 as at the 30<sup>th</sup> June 2017. This compares favourably to the state average rates of \$1,571.58 and the average rates for similar sized councils of \$1,639.54 (source: <a href="http://www.knowyourcouncil.vic.gov.au">www.knowyourcouncil.vic.gov.au</a> - 2016/17 annual results).</p>	<p>No – Anonymous</p>
<p><b>Query 2</b></p> <p>Rates to high, should be based on income not property worth. As people get older they may not be able to afford to live out their days in their home due to sky rocketing house prices – not fair. We all deserve the right to make a home and live there without being rated out by investment.</p>	<p><b>Response 2</b></p> <p>The Council has acknowledged that rates affordability is a significant issue for many residents. For this reason, Council has chosen to operate within the confines of the rate cap (as set down by the Minister for Local Government). As a result, for 2018/19, the proposed rate increase is 2.25%.</p> <p>Average residential rates per residential property assessment in Moorabool Shire was \$1,512.85 as at the 30<sup>th</sup> June 2017. This compares favourably to the state average rates of \$1,571.58 and the average rates for similar sized councils of \$1,639.54 (source: <a href="http://www.knowyourcouncil.vic.gov.au">www.knowyourcouncil.vic.gov.au</a> - 2016/17 annual results).</p>	<p>No – Anonymous</p>

	<p>Any change in the basis of the rate calculation is controlled by the legislative constraints of the Local Government Act 1989 (LGA) and the calculation process is the same across the State of Victoria.</p> <p>Moorabool Shire has a range of payment options and formal Hardship provisions to assist residents remain in their homes for longer.</p>	
<p><b>Query 3</b></p> <p>Reduce rates and make cuts to the council expenditure. You don't need Ballan office – close it. Cut the jobs accordingly and then you will not need so much money. Also cut the amount of councillors – too many and they don't do enough – get rid of 4 and that's a saving of \$100k a year.</p>	<p><b>Response 3</b></p> <p>In terms of council expenditure, Moorabool Shire has an active program of annual service reviews and over the years has identified and implemented a number of saving and efficiency measures which has significantly improved councils long term financial sustainability.</p> <p>As a measure of its resource efficiency, Moorabool Shire spends \$2,798.23 per property assessment. This compares favourably with the state average expenses of \$3,076.54 and even more favourably to that of similar councils who spend \$3,276.34 per property assessment. (source: <a href="http://www.knowyourcouncil.vic.gov.au">www.knowyourcouncil.vic.gov.au</a> - 2016/17 annual results). Notwithstanding this, Council recognises the importance of ongoing resource efficiency and financial responsibility.</p>	No - Anonymous
<p><b>Query 4</b></p> <p>Please only increase rates if you're going to increase your service. Eg: Tip passes, weekly recycle collection, hard rubbish collection.</p>	<p><b>Response 4</b></p> <p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties and the services and initiatives that will be funded on an annual basis.</p>	No - Anonymous
<p><b>Query 5</b></p>	<p><b>Response 5</b></p>	No - Anonymous

There should be an online credit card payment option	Online credit card payments are available through both Bpay and Billpay payment channels	
<b>Query 6</b>  Supplementary rates notices need to have more information on them	<b>Response 6</b>  Current Supplementary Valuation Rate notices have all information required under the LGA with available space on the notice containing as much information as possible. Additional information regarding supplementary valuation notices can be found on Council's website ( <a href="https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/property-valuations-explained">https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/property-valuations-explained</a> )	No – Anonymous
<b>Query 7</b>  You should be able to update mailing address over the phone and not have to write in every request	<b>Response 7</b>  Council are obligated to operate within the provisions of the Information and Data Protection Act 2014 to ensure that changes to personal information is taken from the person themselves or nominated representatives. A change can be provided by the completion of a form or email to Council and is obtained in writing to protect the privacy and details of our ratepayers.	No – Anonymous
<b>Query 8</b>  Your website should show all payment dates and payment options	<b>Response 8</b>  Our website does currently show all payment dates and payment options ( <a href="https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/rate-payment-options-and-channels">https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/rate-payment-options-and-channels</a> )	No – Anonymous
<b>Query 9</b>  Text message reminders in the lead up to due dates would be helpful, due to the long timeframe between original notice being sent and 15 February payment date	<b>Response 9</b>  Council currently issues a reminder notice with no penalty interest applied to all property owners who have opted for the full payment option of 15 February.	No – Anonymous

<p><b>Query 10</b></p> <p>Email option for receiving notices</p>	<p><b>Response 10</b></p> <p>Constraints within existing software do not currently allow the direct issue of Rate and Valuation Notices via email. However, ratepayers can register with Bpay View to receive their Rate and Valuation Notices via email through this mechanism.</p>	<p>No – Anonymous</p>
<p><b>Query 11</b></p> <p>Allow the 10 alternative instalments to be opened to other methods Eg: credit card – great initiative, however, direct debit is not convenient for everyone</p>	<p><b>Response 11</b></p> <p>The implementation of the 10 Alternative Instalment payment option is additional to the legislative payment options Council is required to offer the community. This option has been implemented on the basis that there should be minimal additional work/resources to ensure collection of instalments and is currently a constraint within current software that this option can only be made via the direct debit payment channel.</p>	<p>No – Anonymous</p>
<p><b>Query 12</b></p> <p>If you are going to put rates up, then do things within the community to warrant it. Like a basketball stadium, an aquatic centre, youth drop in centre, better facilities for families. Don't claim that federal funds are your own and that federal projects are your own! Stop wasting money on wages/casual wages that aren't necessary and do something for the community.</p>	<p><b>Response 12</b></p> <p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties and the services and initiatives that will be funded on an annual basis.</p>	<p>No – Anonymous</p>
<p><b>Query 13</b></p> <p>Rates should be capped per household to \$2500. Property prices are increasing significantly and raising rates on this increase is greedy and unfair</p>	<p><b>Response 13</b></p> <p>A change in the basis of rate calculation is controlled by the legislative constraints of the Local Government Act 1989 (LGA) and the calculation process is no different across the State of Victoria.</p>	<p>No – Anonymous</p>

<p>when there is also a percentage increase and the same service for rates of \$1000 and \$5000.</p>	<p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties and the services and initiatives that will be funded on an annual basis.</p>	
<p><b>Query 14</b></p> <p>Incentivise ‘farm’ rate and remove reductions for Residential Retirement categories</p> <p>Remove Retirement Village as a category if the criteria is “low income”. Residents in these villages are mostly ‘well off’. If they are on a pension then they already get a concession</p> <p>Pensioners contribute to the community through volunteer work. We all have to qualify for reductions</p> <p>Farmers need to ‘do something’ (qualify) for their reduction such as provide proof of weed and rabbit control and any initiatives they use to save water and care for the environment</p>	<p><b>Response 14</b></p> <p>Ministerial Guidelines for Differential Rating specifically stipulates that Council must give consideration to reducing the rate burden through use of a reduced differential rate include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Farm land (as defined by the Valuation of Land Act 1960); and</li> <li>• Retirement village land (as defined by the Retirement Villages Act 1986)</li> </ul> <p>The Draft Rate Strategy - Section 4 (The Decision Making Process) specifically states:</p> <ul style="list-style-type: none"> <li>• “Provide support to our ageing and vulnerable community members and choose to achieve this through advocating to the Government to increase the pensioner concession rebate and services to this sector of our communities. Additional to this advocacy, they will continue to consider and review targeted programs to support this sector of our community via the annual budget process”</li> </ul> <p>To be granted the farm rate, applicants need to apply and provide a range of information to substantiate that they qualify for the farm rate with the definition of a farm defined within the Valuation of Land Act 1960. Additional to the application form, Council’s contract valuers also conduct site inspections of the property/s at the time of application.</p>	<p>Yes Margaret Scarff</p>

<p><b>Query 15</b></p> <p>This rate review misleads the community if approved (differential rates) it will result in an increase in rates for many residents. I suspect this is in response to the rate cap not being challenged this year</p>	<p><b>Response 15</b></p> <p>Moorabool Shire Council has levied rates with the use of differential rates for many years and attempts to recognise the diversity of property categories across the Municipality.</p>	<p>Yes Margaret Scarff</p>
<p><b>Query 16</b></p> <p>Please explain what sources of information are used to determine Council's decision making process in relation to the Farm rate category?</p> <p>Below information demonstrates how easy it is to give a misleading picture of an individual rating category and the cumulative effects this has on the businesses that operate in this category</p> <ul style="list-style-type: none"> <li>• MSC Rate Category 1377 Properties (Nov 2017) – Average Rates paid \$2328</li> <li>• Remplan Data (2016) Registered Farm Businesses (owner of property must be registered farm business) – 430 – Average Rates paid \$7454</li> </ul> <p>Is Council satisfied they are using all the available information to ensure they are not discriminating against any one category? Please explain</p>	<p><b>Response 16</b></p> <p>Moorabool Shire levies rates and charges on rateable land parcels. A registered farming business may have multiple land parcels that forms part of a farming enterprise. For this reason, there is no correlation between Remplan data (Registered farm business numbers) and Moorabool Shires farm rate differential rate category (which is based on rateable land parcels)</p> <p>During the development of the 2013/14 Rate Strategy review there were queries raised in relation the number of true farming properties and the impact this would have on the distribution of rates from farming to residential rate categories.</p> <p>Council employs a process of progressively reviewing eligibility for the farm rate exemption as the properties changed ownership. Since this review process has been put in place, the number of farm properties has reduced from 1,507 farm properties to 1377 as at November 2017.</p> <p>A review of the 1,377 remaining farm land parcels indicates approximately 850 enterprises within the group of farm properties. This number is likely to further reduce into the future as council continues its progressive review of farm properties.</p>	<p>Yes Chris Sharkey</p>
<p><b>Query 17</b></p> <p>Mainly concerned with the rationale behind the differential rates – not convinced that the rationales</p>	<p><b>Response 17</b></p> <p>Noted</p>	<p>Yes John Spain</p>



<p>offered in the strategy are sufficiently strong and there is a lack of evidence supporting the proposed reasons for several differential rate categories. Additionally, of the opinion that the justification for several of the differential rate categories are actually in conflict with other Council Strategies.</p>		
<p><b>Query 18</b></p> <p>Context – Section 2 – reminds us that the review is aligned with the Council Plan</p>	<p><b>Response 18</b></p> <p>Noted</p>	<p>Yes John Spain</p>
<p><b>Query 19</b></p> <p>Principles – Section 4 – identifies 4 considerations summarised as:</p> <ul style="list-style-type: none"> <li>• Firm and consistent basis for rating vacant land;</li> <li>• Exploration of a Municipal Charge (though this was nullified in the recommended rating model by Council resolution at the February OMC</li> <li>• Support to ageing and vulnerable community through advocacy and budget processes</li> <li>• Recognition of the benefit and importance of the farming sector to MSC</li> </ul>	<p><b>Response 19</b></p> <p>Noted</p>	<p>Yes John Spain</p>
<p><b>Query 20</b></p> <p>Vacant Land</p>	<p><b>Response 20</b></p> <p>Historically Council has implemented a range of vacant land differential rates with varying levels to recognise the capacity/likelihood of the property being developed.</p>	<p>Yes John Spain</p>

<ul style="list-style-type: none"> <li>• Support strategy to consolidate vacant land categories</li> <li>• No documented evidence that the long standing practice of placing higher differential on vacant properties actually works</li> </ul>	<p>The implementation and intent of the varying and higher level differential rates has been to encourage development of vacant land within the Municipality. The higher level differential assumes development right as highly likely, versus where the rate level is lower, it recognises that there may be some restrictions with the development of the property.</p> <p>The highest of the vacant land differential rates (V/Land GRZ) is rated 2.50 times higher than our general rate. These properties represent all vacant land which is zoned in the General Residential zone. At the time of undertaking the current Rating Strategy, 36% of property owners in this category have owned the property for more than 3 years which indicates that the majority of these vacant properties are being developed within a reasonable timeframe.</p> <p>The draft Strategy has questioned whether this structure of 'significantly' higher rates for vacant land properties supports new property owners and first home buyers where finances can be tight and increased rates on yet to be developed properties can add to the pressure of a building and developing a home. Council has proposed a consolidation and a modest lowering of vacant land categories in the proposed Rating Strategy.</p>	
<p><b>Query 21</b></p> <p>Commercial / Industrial</p> <ul style="list-style-type: none"> <li>• Support proposed reductions – suggest reduction ought to be greater</li> <li>• Justification of higher rate (generally a higher capacity to pay due to income capacity of property) – not backed up by evidence</li> <li>• Also note same assumption could be made about properties to which the Farm rate is applied yet we have a generous discount applied in the case of the Farm rate</li> </ul>	<p><b>Response 21</b></p> <p>As part of the Rating Strategy review, the strategic benchmarking indicated that average rates for commercial / industrial properties within Moorabool Shire ranks amongst the highest of all the benchmark partners.</p> <p>Strategic advice from the Economic Development Unit broadly supported the principle of lower rate differentials for Commercial / Industrial / Vacant Commercial and Industrial Land. Support for the principle is based on the notion of equity and relativity (i.e. it is entirely appropriate to reduce the differentials to ensure we are comparable and competitive with other councils).</p>	<p>Yes John Spain</p>

<ul style="list-style-type: none"> <li>Further, discriminating against Commercial / Manufacturing properties would seem to be in conflict with the Council Plan being mindful of Stimulating local economic development</li> </ul>	<p>It should be noted however, that the lowering of rate differentials for Commercial / Industrial properties will likely have a negligible (if any) impact on job creation or increasing economic activity within the Shire. Any decision to lower rates for commercial and industrial properties on this premise would overlook the 'whole of council' approach required to facilitate economic development.</p> <p>Rather – the principle is proposed on the premise that it represents a serious intent on the part of the Council to engage with the business community and stakeholders. This is consistent with the Economic Development Strategy.</p> <p>In relation to the differences between Farm properties and Commercial /Industrial properties, the submitter's comments are noted. Notwithstanding, Moorabool Shire has a long standing practice of supporting farm properties through a lower differential rate. The rate is currently set at 0.78 times the general rate is proposed to remain at the same level for duration of the proposed Rating Strategy. The farm rate differential recognises the benefit and importance of the farming sector to Moorabool Shire.</p> <p>In addition to this, it is consistent with the Ministerial Guidelines for Differential Rating which specifically stipulates that Council must give consideration to reducing the rate burden through use of a reduced differential rate for Farm Land (as defined by the Valuation of land Act 1960.</p>	
<p><b>Query 22</b></p> <p>Residential Retirement (summarised)</p> <ul style="list-style-type: none"> <li>Strategy proposes that, over 4 years, this category of properties get an increasing discount relative to the General (base) rate – do not support this strategy</li> <li>Justification is "Lower than base to recognise that ratepayers within this sector are generally on fixed/low income via a pension"</li> </ul>	<p><b>Response 22</b></p> <p>The proposed Rate Strategy recommends that the differential rate for residential retirement properties be progressively decreased from a rate of 0.90 to a rate of 0.82 over a 4 year period.</p> <p>The Ministerial Guidelines for Differential Rating specifically requires that Council must give consideration to reducing the residential retirement rate burden through use of a reduced differential rate.</p>	<p>Yes John Spain</p>

<p>– probably a fair assumption about incomes, but poor justification for subsequently giving a discount to properties in this category.</p> <ul style="list-style-type: none"> <li>• Reading between lines, referring to Background and Rate Model Review Report, of the opinion that the increased reduction of rate differential was developed to ensure that should a Municipal Charge be introduced, the total rate bill paid for this category of properties would roughly remain aligned with General rate category             <ul style="list-style-type: none"> <li>○ Strategy identifies 239 in this rate category, 2016 Census conducted by ABS indicates MSC has 4492 people over the age of 65 (pension age) – assumption 2 person households, 2246 households of pension age</li> <li>○ Based on above 239 of 2246 pension age households get significant rate break – hardly fair and equitable</li> <li>○ Increasing rate differential discount for this category should not be accepted</li> </ul> </li> </ul>		
<p><b>Query 23</b></p> <p><b>Farm</b></p> <ul style="list-style-type: none"> <li>• Do not argue for any change to the reduced differential rate applied to this category – note justification “to recognise benefit, culture and environment that genuine farm properties bring to the municipality”</li> </ul>	<p><b>Response 23</b></p> <p>The Proposed Rate Strategy is recommending that the farm rate differential remains unaltered at a rate of 0.78 times the general rate for the duration of the Proposed Rating Strategy.</p>	<p>Yes John Spain</p>

<ul style="list-style-type: none"> <li>• Would say there is an existing historical and cultural sentiment regarding the value of farming to MSC and that sentiment supports the reduced rate</li> <li>• However, there is little economic justification – may be social and cultural justification</li> <li>• Farming sectors is of reducing economic importance to MSC – this has been examined in the MSC 2015 Economic Development Strategy:             <ul style="list-style-type: none"> <li>○ Income delivered by farming sector into MSC runs at less than \$100 million per annum</li> <li>○ Income delivered by commuting workforce, who are in many (most) cases property owners in the General rate category, delivers about \$500 million per annum</li> <li>○ Farming sector ranks somewhere between 9<sup>th</sup> and 10<sup>th</sup> as source of employment for Moorabool citizens</li> </ul> </li> <li>• Do not propose reducing the rate for genuine farming properties/enterprises – more to life than economics and iconic nature of genuine farming enterprises is still important to many of us in MSC</li> </ul>		
<p><b>Query 24</b></p> <p>Extractive Industry</p> <ul style="list-style-type: none"> <li>• Justification for higher differential “recognise significant environmental impact and</li> </ul>	<p><b>Response 24</b></p> <p>Council supports the principle of maintaining the highest differential rate for extractive industry properties. It is proposed to remain at a rate of 3.12 for the duration of the Rating Strategy.</p>	<p>Yes John Spain</p>

<p>damage that may be caused to surrounding roads and infrastructure – plausible justification but no document evidence offered</p> <ul style="list-style-type: none"> <li>• Damage may occur is not revealed in Council reports or budget allocations</li> <li>• Other industry sectors using heavy vehicles appear to escape remediation costs via the rating system (Eg: Grain carriers, Waste Management Dump Trucks). In these cases are remediation contributions made via planning permits?</li> </ul>	<p>Council can seek other avenues to levy fees or implement agreements that seek to preserve or prevent damage to its roads or infrastructure. This is in the form of Section 173 agreements, planning permit conditions or asset protection permits.</p>	
<p><b>Query 25</b></p> <p>Benchmarked Councils – probably time to consider collecting a new group for benchmarking purposes – not clear what the relevance of Swan Hill or Ararat (to name two) has to MSC</p>	<p><b>Response 25</b></p> <p>The Council's benchmarked as part of the 2013/14 were categorised as similar type Council's to Moorabool and to ensure consistency in our comparisons we continued to benchmark against the same group of Council's in our 2017/18 review.</p>	<p>Yes John Spain</p>
<p><b>Query 26</b></p> <p>Link to other Strategies – no strong link between other Council strategies and Rating Strategy. Believe there is conflict between Rating Strategy objectives and objectives of other strategies</p>	<p><b>Response 26</b></p> <p>During the development of the Proposed Rating Strategy Council gave due regard to other important council strategies in formulating its recommended proposals. Specifically, the Rating Strategy workshops considered the Council Plan, the Economic Development Strategy and the Age Well Live Well Strategy 2015- 2021.</p>	<p>Yes John Spain</p>

## Policy Implications

The Council Plan 2017 – 2021 provides as follows:

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

**Context 1C:** Our Business Systems

The proposal to conduct of Review of Council's Rate Strategy is consistent with the Council Plan 2017 – 2021.

## Financial Implications

The total amount of revenue generated as a result of the Fair Go Rates System controls the overall value of revenue generated and the rate model is the distribution tool. The below tables incorporates the minister approved rate cap (2.25%) for the 2018/19 financial year (noted as year 1 in below table).

The following table demonstrates the rate shifts that can be expected with the proposed changes to the rate differential levels and the implementation of the 2018 General Revaluation:

Differential Rate Category	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	3.08%	0.63%	0.59%	0.54%	4.84%
Residential Retirement	-4.91%	-1.66%	-1.75%	-1.86%	-10.17%
Commercial/Industrial	-1.01%	-1.28%	-0.71%	-1.44%	-4.44%
Vacant Land Commercial/Industrial	7.54%	-7.42%	-8.16%	-4.25%	-12.29%
Extractive Industry	-7.16%	0.63%	0.59%	0.54%	-5.41%
Farm	-1.99%	0.63%	0.59%	0.54%	-0.24%
Vacant Land General	4.98%	0.63%	0.59%	-4.25%	1.95%
Vacant Land GRZ	3.44%	-7.42%	-8.16%	-4.25%	-16.39%
Vacant Land FZ or RCZ	5.36%	0.63%	0.59%	0.54%	7.11%

It should be noted that the above table does not show any valuation shifts or rate increases for years 2 through to 4. However, it does demonstrate how valuation shifts within some categories affects what happens within others.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Non compliant rate structure in accordance with legislative and guideline frameworks	Medium	Adopted structure and levels of rate categories to ensure equitable distribution of rates

**Community Engagement Strategy**

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Date</b>	<b>Outcome</b>
Collaborate and Consult	Councillors	Assemblies of Council – provide input into future structure and level of categories	Councillors provided feedback and direct guidance in formulating proposal	Applicants groups supported to submit applications
Collaborate	Revenue Services	Maintain project plan, prepare assembly and council meeting documentation	Prepare draft rate strategy in accordance with legislative and guideline constraints that can be administered within rating system.	
Consult and Involve	Community	Media – public notice within Ballarat Courier and Moorabool News	Feedback obtained from community in accordance with legislative requirements via formal written submissions and opportunity to present before meeting of Council in support of submission.	



## Victorian Charter of Human Rights and Responsibilities Act 2006

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

### Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Jacinta Erdody/Steve Ivelja

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

### Conclusion

That the Council adopt the Rating Strategy proposal.

### Recommendation:

#### That Council:

1. **Having considered the public submissions adopts the Municipal Rate Strategy 2018-2022 which incorporates the following rate structure and associated levels;**

Differential Rate Category	Current	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	1.00	1.00	1.00	1.00	1.00	0.00
Residential Retirement	0.90	0.88	0.86	0.84	0.82	-0.08
Commercial/Industrial	1.60	1.58	1.55	1.53	1.50	-0.10
Vacant Land Commercial/Industrial*	2.60	2.50	2.30	2.10	2.00	-0.60
Extractive Industry	3.12	3.12	3.12	3.12	3.12	0.00
Farm	0.78	0.78	0.78	0.78	0.78	0.00
Vacant Land General*	2.10	2.10	2.10	2.10	2.00	-0.10
Vacant Land GRZ*	2.50	2.50	2.30	2.10	2.00	-0.50
Vacant Land FZ or RCZ	1.00	1.00	1.00	1.00	1.00	0.00

\* Consolidation of categories by year 3

2. resolves not to declare a municipal charge for the period that the strategy remains in place.

**Resolution:**

**Crs. Bingham/Edwards**

**That Council:**

1. **Having considered the public submissions adopts the Municipal Rate Strategy 2018-2022 which incorporates the following rate structure and associated levels;**

<b>Differential Rate Category</b>	<b>Current</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total proposed change</b>
<i>General</i>	1.00	1.00	1.00	1.00	1.00	0.00
<i>Residential Retirement</i>	0.90	0.90	0.90	0.90	0.90	0.00
<i>Commercial/Industrial</i>	1.60	1.58	1.55	1.53	1.50	-0.10
<i>Vacant Land Commercial/Industrial*</i>	2.60	2.50	2.30	2.10	2.00	-0.60
<i>Extractive Industry</i>	3.12	3.12	3.12	3.12	3.12	0.00
<i>Farm</i>	0.78	0.78	0.78	0.78	0.78	0.00
<i>Vacant Land General*</i>	2.10	2.10	2.10	2.10	2.00	-0.10
<i>Vacant Land GRZ*</i>	2.50	2.50	2.30	2.10	2.00	-0.50
<i>Vacant Land FZ or RCZ</i>	1.00	1.00	1.00	1.00	1.00	0.00

*\* Consolidation of categories by year 3*


2. resolves not to declare a municipal charge for the period that the strategy remains in place.

**CARRIED.**

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**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday, 12 April 2018

## 11.4.5 Consideration of the Proposed 2018/19 Annual Budget

### Introduction

File No: 07/01/012  
Author: Steve Ivelja  
General Manager: Phil Jeffrey

### Background

This report relates to the commencement of the process for Council to adopt the 2018/19 Annual Budget, in accordance with Section 127 of the Local Government Act 1989 (as amended).

The process includes giving public notice to allow 28 days for submissions to be made by members of the public and such submissions will be heard prior to Council adopting the 2018/19 Annual Budget.

In accordance with Section 127 of the Local Government Act 1989 (the Act) and part 3 of the Local Government (Planning and Reporting) Regulations 2014 (the Regulations), Council is required to commence the statutory process to adopt the Proposed 2018/19 Annual Budget.

The proposed budget recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible. It is part of a four year Strategic Financial Plan that aims to secure a viable and sustainable path to achieve the Shire's objectives.

The budget proposal is for a 2.11% rate increase for 2018/19. The rate increase is to fund the Capital Improvement Program, New Initiatives, service growth and Council operations. The budget document appended to this report (Appendix A) provides detailed information with regard to the major impacts for 2018/19. It also provides details with regard to Council's financial management principles to ensure a financially sustainable future.

### Proposal

#### Key Influencing Trends:

#### Revenue

The 2018/19 budget includes a 2.11% rate increase. For the 2018/19 financial year, Council has chosen to keep rate increases contained within the 2.25% rate cap as set down by the Minister for Local Government. In addition to the proposed rate increase, the 2018/19 budget is premised on an acceleration of fees & charges under a 'user pays' model. As a result, a number of Fees & Charges will be escalated in 2018/19 until full cost recovery is achieved. These include;

1. Animal Registration fees are proposed to increase on average by up to 15% pa until full cost recovery is achieved;
2. Septic Tank – New Installation fees are proposed to increase on average by 20% pa until full cost recovery is achieved

3. Progressively increase Transfer Station charges until recovery of the waste disposal and transport cost is achieved.
  - a. In 2018/19 it is proposed to increase Transfer Station Charges by 15% for residents
  - b. In 2018/19 it is proposed to increase Transfer Station Charges for non-residents so that they are higher than neighbouring Councils, reducing the possibility of non-resident's receiving a Council subsidy on waste disposal.

The proposal to increase Fees & Charges for these areas until full cost recovery is achieved will be monitored and reviewed each year.

Please refer to Appendix A of the Proposed 2018/19 Budget for a full listing of Council proposed Fees & Charges.

### **Expenditure**

Total operating expenditure is budgeted to decrease by 4.4% or \$2.222 million as compared to the 2017/18 Forecast Actual. The major changes by expenditure category are shown below;

- Total employee costs are budgeted to increase by 8.1% as compared to the 2017/18 Forecast Actual. This is larger than expected due to the 2017/18 Forecast containing significant savings for vacancies. The actual percentage increase compared to the 2017/18 Adopted Budget is only 4.54%, which relates to EBA increments, banding movements and the impact of proposed New Initiatives.
- Expenditure on Materials and Consumables is budgeted to decrease by 20.2% as compared to the 2017/18 Forecast Actual. This is primarily due to the Forecast for 2017/18 containing costs for the Blackwood Localised Septic Program and Flood/Storm Recovery. It can also be attributed to a focus on cost control of discretionary expenditure.
- Other expenses are budgeted to decrease by 25.0% as compared to the 2017/18 Forecast Actual due to Council no longer leasing Computers and Servers and moving these costs to the Capital Improvement Program.
- Depreciation charges are budgeted to increase by 1.8% as compared to the 2017/18 Forecast Actual.
- Borrowing costs are predicted to increase by 5.5% as compared to the 2017/18 Forecast Actual which reflects \$3.534 million in new borrowings for 2018/19.

In addition to planned delivery of recurrent services, the 2018/19 Annual Budget is proposing to fund a number of New Initiatives being:

Proposed Recommended	NET COST 2018/19
Bacchus Marsh Aerodrome - Updated Masterplan	\$ 20,000
Moorabool 2041 Amendments	\$ 50,000
Domestic Waste Water Management Plan Review	\$ 10,000
Parwan Employment Precinct - Marketing and Initiatives	\$ 20,000
Local Area Traffic Management Study, Bacchus Marsh; Stage 2	\$ 20,000
Ballarat Rail Line Action Committee (BRAC)	\$ 15,000
BM Racecourse Recreation Reserve - Increase of Maintenance Budget	\$ 24,000
Windfarm Officer	\$ 58,828
Bald Hill Feasibility Study	\$ 30,000
Maddingley Waste Hub	\$ 20,000
Youth Traineeship Revenue Unit	\$ 6,000
Food Safety Projects	\$ 29,216
Municipal Building Surveyor	Zero Net Cost
Small Town and Reserve Improvements	Zero Net Cost
Open Space Framework	\$ 15,000
ICT For Studio 22 (Youth Space)	\$ 22,195
Secure Cash Pick Up and Deposit	\$ 35,000
Building Inspector	Zero Net Cost
Providing Work Experience and Training Opportunities for Unemployed People - Commonwealth Employment Subsidies	\$ 38,280
Councillor Training	\$ 15,000
Sewer Upgrade Gordon Recreation Reserve	\$ 50,000
Heritage Planning Advice	\$ 10,000
Roadside Weed Control	\$ 11,000
Youth Services Casual Staff	\$ 4,918
Statutory Disclosure and Compliance Software	\$ 13,825
Update of profile.id and forecast.id	\$ 27,000
Ballan Men's Shed	\$ 8,000
Community Infrastructure Funding - Scoping Study	\$ 10,000
Economic Development Officer - Increase to Full Time	\$ 18,233
Health Promotion Officer - Increase to Full Time	\$ 34,035
Senior Infrastructure Planning Engineer	\$ 31,201
Revenue Department Resource Increase	-\$ 3,609
Property, Rating, Local laws, Stat Planning, Building and Records System Replacement	\$ 90,000
Masons Lane #2 Sportsground - Increase of Maintenance Budget	\$ 10,000
Parks and Gardens Unit Resource Increase	\$ 24,644
Community Grants Increase	\$ 20,000
Victorian Motor Sports Hub at Fiskville	\$ 100,000
	<b>\$ 887,767</b>

In total, Council has proposed to invest \$0.888 million in new service initiatives across service areas. The investment in New Initiatives of has been delivered whilst at the same time achieving minimal growth in overall expenditures.

### Capital projects

Council's Capital Works program maintains a mix between the need to maintain existing infrastructure and build new assets to meet community expectations. Included in the 2018/19 budget is \$18.165 million (includes \$3.427 million in projects carried forward from 2017/18) in funds set aside for the delivery of the Capital Improvement Program. Some of the projects proposed as part of the 2018/19 Capital Program include;

- Bacchus Marsh Racecourse and Recreation Reserve - (\$3.200 million)
- McCormacks Road Roundabout - (\$1.500 million)
- Woolpack Road, Maddingley - Pavement Rehabilitation (\$0.675 million)
- Wittick Street, Darley - Pavement Rehabilitation (\$0.642 million)
- Inglis Street, Ballan - Footpath (\$0.600 million)
- Ironbark Road, Ingliston - Gravel Road (\$0.521 million)
- Shoulder Resheet Program (\$0.428 million)
- Franklin Street, Maddingley - Pavement Rehabilitation (\$0.400 million)
- Old Melbourne Road, Millbrook – Pavement Rehabilitation (\$0.380 million)
- Main Street, Gordon - Kerb and Channel (\$0.350 million)
- Ballan Recreation Reserve - Netball Court Upgrade (\$0.340 million)
- Solar Panels and Lighting Upgrade to LED - Council Offices (\$0.250 million)
- Darley Park - Oval Lighting (\$0.250 million)
- Clarkes Road, Glen Park - Pavement Rehabilitation (\$0.250 million)
- Dog Trap Gully Road, Rowsley - Bridge Works (\$0.245 million)
- Coalmine Road, Lal Lal - Gravel Road (\$0.212 million)
- Maddingley Park Tennis Club Upgrade (\$0.150 million)
- Duncan Street, Ballan - Kerb and Channel (\$0.135 million)
- Haywood Road, Lal Lal - Gravel Road (\$0.126 million)
- Lidgett Street Reserve - Play Equipment (\$0.105 million)

### **Parameters**

The rate cap as set down by the Minister for Local Government is 2.25% for the 2018/19. After accounting for necessary adjustments in the rate calculation in the current year, the average rate increase for Moorabool Shire is 2.11%. In addition to this, the original budget parameters used in formulating the 2018/19 budget was a projected CPI increase of 2.25%, and population growth within the Shire of 2.4%. Council has made significant savings in Operating budget expenses to accommodate the proposed 2.11% rate increase in the face of a difficult fiscal environment with major areas of Operating budget expenses increasing at a rate significantly lower than the original budget parameters.

### **Rates**

Rates will increase by an average of 2.11% in the 2018/19 budget raising total rates and charges of \$33.889 million. This includes rates raised through supplementary valuations, the various waste management charges and any special rate schemes.

The Waste Management Service Charge will reduce from \$101.00 to \$87.00 and the overall Waste Collection Charge will increase from \$144.00 to \$179.00. The State Landfill Levy will increase by \$1.00 from \$35.00 to \$36.00 and the optional Kerbside Greenwaste service will be \$71.00 for 2018/19 (a reduction of \$9.00 from 2017/18).

### **Loan Funding**

The 2018/19 budget includes new borrowings of \$3.534 million which will be used to fund the 2018/19 CIP Program.

The 2018/19 budget also includes loan principle repayments of \$1.121 million.

## Cash Management

Overall, total cash and investments of \$20.042 million are forecast as at 30 June 2019.

## Policy Implications

The 2017-2021 Council Plan provides as follows:

<b>Strategic Objective</b>	Providing Good Governance and Leadership
<b>Context</b>	Our Business and Systems
<b>Action</b>	Financial Sustainability

The proposal "Consideration of the Proposed 2018/19 Annual Budget" is consistent with the 2017-2021 Council Plan.

## Financial Implications

The 2018/19 Budget contains details of the financial resources required to deliver the Council Plan.

## Communications Strategy

After Council has accepted the Proposed 2018/19 Budget, an advertisement will be placed in local newspapers. The process includes giving public notice to allow 28 days for submissions to be made by members of the public and such submissions will be heard prior to Council adopting the 2018/19 Annual Budget.

Copies of the Proposed 2018/19 Annual Budget will be available for inspection on weekdays between 8.30am and 5.00pm from Tuesday 8 May 2018 up to and including Tuesday 5 June 2018 at Council offices at:

- 15 Stead Street, Ballan;
- 215 Main Street, Bacchus Marsh; and
- 182 Halletts Way, Darley

Copies of the Proposed 2018/19 Annual Budget can also be viewed on Council's website: [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

Residents are invited to make submissions in relation to the Proposed 2018/19 Annual Budget until 5.00pm on Tuesday 5 June 2018.

Feedback should be made in writing and be addressed to:

The Chief Executive Officer  
Budget Submission  
Moorabool Shire Council  
PO Box 18  
Ballan VIC 3342

Alternatively, submissions can be emailed to [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) or submitted online at [haveyoursaymoorabool.com.au](http://haveyoursaymoorabool.com.au)

Any person requesting that he or she be heard in support of a submission is entitled to appear before the Special Meeting of Council either personally or by a person acting on his or her behalf. Any person who wishes to be heard in support of a submission should indicate this request in their written submission. A special meeting to hear submissions is scheduled to occur on Wednesday 20 June 2018 at 5.00pm at a destination to be confirmed.

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

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

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

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

General Manager – Phil Jeffrey

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

Author – Steve Ivelja

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

### **Conclusion**

The proposed budget presents Council's immediate and longer-term financial strategy and links the actions set out in the Council Plan. It also identifies the capital works and services the community can expect from Council during the 2018/19 financial year and beyond.



**Resolution:****Crs. Dudzik/Edwards**

**1.1 That having considered the details of the 2018/19 recurrent and capital budget appended to this report, which includes:**

- 1.1.1 – Link to the Council Plan**
- 1.1.2 – Services and Service Performance Indicators**
- 1.1.3 – Financial Statements**
- 1.1.4 – Notes to the Financial Statements**
- 1.1.5 – Financial Performance Indicators**
- 1.1.6 – Appendix A – Fees and Charges Schedule**

**that the proposed operating and capital budget 2018/19 be the budget prepared for the purposes of section 127 of Act.**

**1.2 That in accordance Part 3 of the Regulations, Council declares its intention to borrow \$3.534 million. Loan redemption for 2018/19 will be \$1.121m.**

**1.3. General Rates**

**1.3.1 That in accordance with Section 158 of the Local Government Act 1989, Council declares a General Rate for the rating period commencing 1 July 2018 and ending 30 June 2019.**

**1.3.2 It be further declared that the general rate be raised by the application of differential rates.**

**1.3.3 A differential rate be respectively declared for rateable land having the respective characteristics specified in the Schedule to this resolution, which characteristics will form the criteria for each differential rate so declared:**

<b>Category</b>	<b>Cents/\$CIV</b>
Commercial & Industrial Rate	0.006097
Commercial & Industrial Vacant Land	0.009647
Extractive Industry Rate	0.012039
Farm Rate	0.003010
General Rate	0.003859
Vacant Land General	0.008103
Vacant Land FZ and RCZ	0.003859
Vacant Land GRZ	0.009647
Residential Retirement Villages	0.003396

**1.3.4 Each differential rate will be determined by multiplying the Capital Improved Value (CIV) of each rateable land (categorised by the characteristics described in the Schedule to this Resolution) by the relevant percentages.**

**1.3.5 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**

- 1.3.5.1** *the respective objectives of each differential rate be those specified in the Schedule to this Resolution; and*
- 1.3.5.2** *the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution; and*
- 1.3.5.3** *the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and*
- 1.3.5.4** *the relevant*
  - (a)** *uses of;*
  - (b)** *geographical locations of; and*
  - (c)** *Planning Scheme zonings of; and*
  - (d)** *types of buildings on the respective types or classes of land be those identified in the Schedule to this Resolution.*

#### **1.4. Municipal Charge**

- 1.4.1** *It be confirmed that no municipal charge is declared in respect of the 2018/19 Financial Year.*

#### **1.5. Annual Service Charge**

- 1.5.1** *An annual service charge be declared in respect of the 2018/19 Financial Year.*

- 1.5.1.1** *The annual service charge be declared in respect of the period 1 July 2018 to 30 June 2019.*

- 1.5.1.2** *The annual service charge be declared for the collection and disposal and management of refuse from land.*

- 1.5.1.3** *The annual service charge be in the sum of, and be based on the criteria, set out below:*
    - (i)** *\$179 per annum for each property that is within the defined urban service area to which a domestic waste collection service is available;*
    - (ii)** *\$179 per annum for each property that is within the defined rural service area to which a domestic waste collection service is available;*
    - (iii)** *\$179 per annum for each property that is not within a defined service area, to which a domestic waste collection service is provided;*
    - (iv)** *\$87 per annum for all rateable properties in all Wards including:*
      - (a)** *each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of*

- Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and*
- (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.*
- (v) \$36 per annum for all rateable properties in all Wards including:*
- (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and*
  - (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.*
- (vi) \$71 per annum non-compulsory and optional charge within the urban (residential and low density residential) areas of Bacchus Marsh and Ballan for kerbside greenwaste collection service.*

*The defined service areas outlined above and the designated routes are defined on a plan, which can be viewed at the Council offices.*

## **1.6. Rebates & Concessions**

- 1.6.1** *It be recorded that Council grants to each owner of rateable land who is an "eligible recipient" within the meaning of the State Concessions Act 1986, a rebate of an amount determined by the Department of Human Services in respect of their principal place of residence. The criteria for "eligible recipient" is also determined by the Department of Human Services.*

## **1.7. Payment**

- 1.7.1** *All rates and charges to be paid in four instalments, in accordance with Section 167 (1) and (2) of the Local Government Act 1989.*

**1.7.2 Unless Council resolves otherwise, a person may only pay rates and charges as a lump sum if payment is made on or before 15 February 2018.**

**1.8. Consequential**

**1.8.1 It be confirmed that, subject to sections 171 and 172 of the Local Government Act 1989, Council will require a person to pay interest on any rates and charges which:**

**1.8.1.1 that person is liable to pay;**

**1.8.1.2 have not been paid by the date specified for their payment.**

**1.9 That it is proposed that an amount of \$33,888,870 be declared as the amount Council intends to raise from the general rates and charges (including Supplementary and Special Rates) for the period from 1 July 2018 to 30 June 2019.**

**1.10 That in accordance with Section 158 of the Act and Regulation 8 of the Regulations, detailed information concerning General Rates and Special Rates and charges is appended to this report.**

**1.11 That as part of the public presentation process for the proposed budget, the following actions will be undertaken in accordance with:**

**1.11.1 Sections 127 and 129 of the Act and Part 3 of the Regulations – that the proposed 2018/19 budget be made available for public inspection.**

**1.11.2 Section 129 of the Act and Part 3 of the Regulations – that the Chief Executive officer be authorised to give public notice that the Proposed 2018/19 Annual Budget has been prepared and is available for public inspection.**

**1.11.3 Sections 158 to 162 of the Act and Part 3 of the Regulations - that Council give public notice and have ready for public inspection all prescribed information to be available from 8 May until 5 June 2018.**

**1.12 That Council resolves to allow 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council will hear submissions on Wednesday 20 June 2018 at the Special Meeting of Council, at a destination to be confirmed.**

**1.13 That in accordance with Section 130 of the Act, Council resolves to notify and place on public notice its intention to adopt the 2018/19 Annual Budget on Wednesday 27 June 2018 at the Special Meeting of Council, at a destination to be confirmed.**

## **SCHEDULE**

### **Differential Rating Categories**

#### **General Developed Land**

##### **Objective:**

**To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –**

- 1. Construction and maintenance of public infrastructure; and**
- 2. Development and provision of health and community services; and**
- 3. Provision of general support services.**

##### **Types and Classes:**

**Rateable land having the relevant characteristics described in the below definition.**

##### **Use and Level of Differential Rate:**

**The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.**

**The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.**

##### **Geographic Location:**

**Wherever located within the municipal district.**

##### **Use of Land:**

**Any use permitted under the Moorabool Planning Scheme.**

##### **Planning Scheme Zoning:**

**The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.**

##### **Types of Buildings:**

**All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.**

##### **Definition:**

###### **Any land:**

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and**

- *which does not have the characteristics of:*
- *Commercial and Industrial Land;*
- *Vacant Commercial and Industrial Land;*
- *Extractive Industry Land;*
- *Farm Land*
- *Residential Retirement Villages Land;*
- *Vacant General Land;*
- *Vacant FZ and RCZ Land; or*
- *Vacant GRZ Land.*

### **Commercial/Industrial Land**

#### **Objective:**

*To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –*

1. *Construction and maintenance of public infrastructure; and*
2. *Development and provision of health and community services; and*
3. *Provision of general support services.*

#### **Types and Classes:**

*Rateable land having the relevant characteristics described in the below definition.*

#### **Use and Level of Differential Rate:**

*The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.*

*The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.*

#### **Geographic Location:**

*Wherever located within the municipal district.*

#### **Use of Land:**

*Any use permitted under the Moorabool Planning Scheme.*

#### **Planning Scheme Zoning:**

*The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.*

#### **Types of Buildings:**

*All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.*

**Definition:**

**Any land which is lawfully used:**

- **for the principal purpose of carrying out the manufacturing or productions of goods; or**
- **for the principal purpose of carrying out trade in goods or services.**

**Vacant Commercial/Industrial Land****Objective:**

**To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –**

- 1. Construction and maintenance of public infrastructure; and**
- 2. Development and provision of health and community services; and**
- 3. Provision of general support services.**

**Types and Classes:**

**Rateable land having the relevant characteristics described in the below definition.**

**Use and Level of Differential Rate:**

**The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.**

**The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.**

**Geographic Location:**

**Wherever located within the municipal district.**

**Use of Land:**

**Any use permitted under the Moorabool Planning Scheme.**

**Planning Scheme Zoning:**

**The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.**

**Definition:**

**Any land:**

- **located within an Industrial or Business zone under the Moorabool Planning scheme; and**
- **which is vacant; or**
- **not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and**

- ***which does not have the characteristics of General Developed Land.***

### **Extractive Industry Land**

#### **Objective:**

***To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –***

- 1. Construction and maintenance of public infrastructure; and***
- 2. Development and provision of health and community services; and***
- 3. Provision of general support services.***

#### **Types and Classes:**

***Rateable land having the relevant characteristics described in the below definition.***

#### **Use and Level of Differential Rate:**

***The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.***

***The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.***

#### **Geographic Location:**

***Wherever located within the municipal district.***

#### **Use of Land:**

***Any use permitted under the Moorabool Planning Scheme.***

#### **Planning Scheme Zoning:**

***The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.***

#### **Types of Buildings:**

***All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.***

#### **Definition:**

##### **Any land:**

- ***which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or***



- ***on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.***

### **Farm Land**

#### **Objective:**

***To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –***

- 1. Construction and maintenance of public infrastructure; and***
- 2. Development and provision of health and community services; and***
- 3. Provision of general support services.***

#### **Types and Classes:**

***Rateable land having the relevant characteristics described in the below definition.***

#### **Use and Level of Differential Rate:**

***The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.***

***The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.***

#### **Geographic Location:**

***Wherever located within the municipal district.***

#### **Use of Land:**

***Any use permitted under the Moorabool Planning Scheme.***

#### **Planning Scheme Zoning:**

***The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.***

#### **Types of Buildings:**

***All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.***

#### **Definition:**

##### **Any land:**

- ***which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.***

### **Vacant General Land**

#### **Objective:**

**To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –**

- 1. Construction and maintenance of public infrastructure; and**
- 2. Development and provision of health and community services; and**
- 3. Provision of general support services.**

#### **Types and Classes:**

**Rateable land having the relevant characteristics described in the below definition.**

#### **Use and Level of Differential Rate:**

**The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.**

**The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.**

#### **Geographic Location:**

**Wherever located within the municipal district.**

#### **Use of Land:**

**Any use permitted under the Moorabool Planning Scheme.**

#### **Planning Scheme Zoning:**

**The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.**

#### **Definition:**

##### **Any land:**

- on which no building is lawfully erected; and**
- which does not have the characteristics of;**
- Vacant Commercial and Industrial Land; or**
- Vacant FZ and RCZ Land; or**
- Vacant GRZ Land.**

**Vacant FZ or RCZ Land****Objective:**

**To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –**

- 1. Construction and maintenance of public infrastructure; and**
- 2. Development and provision of health and community services; and**
- 3. Provision of general support services.**

**Types and Classes:**

**Rateable land having the relevant characteristics described in the below definition.**

**Use and Level of Differential Rate:**

**The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.**

**The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.**

**Geographic Location:**

**Wherever located within the municipal district.**

**Use of Land:**

**Any use permitted under the Moorabool Planning Scheme.**

**Planning Scheme Zoning:**

**The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.**

**Definition:****Any land:**

- on which no building is lawfully erected; and**
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and**
- which does not have the characteristics of Farm Land.**

**Vacant GRZ Land****Objective:**

**To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –**

- 1. Construction and maintenance of public infrastructure; and**
- 2. Development and provision of health and community services; and**
- 3. Provision of general support services.**

**Types and Classes:**

**Rateable land having the relevant characteristics described in the below definition.**

**Use and Level of Differential Rate:**

**The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.**

**The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.**

**Geographic Location:**

**Wherever located within the municipal district.**

**Use of Land:**

**Any use permitted under the Moorabool Planning Scheme.**

**Planning Scheme Zoning:**

**The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.**

**Definition:****Any land:**

- on which no building is lawfully erected; and**
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.**

**Residential Retirement Villages****Objective:**

**To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –**

- 1. Construction and maintenance of public infrastructure; and**
- 2. Development and provision of health and community services; and**
- 3. Provision of general support services.**

**Types and Classes:**

**Rateable land having the relevant characteristics described in the below definition.**

**Use and Level of Differential Rate:**

**The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.**

**The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.**

**Geographic Location:**

**Wherever located within the municipal district.**

**Use of Land:**

**Any use permitted under the Moorabool Planning Scheme.**

**Planning Scheme Zoning:**

**The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.**

**Types of Buildings:**

**All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.**

**Definition:****Any land:**

- Which is defined as a Retirement Village land under the Retirement Villages Act 1986.**

**CARRIED.**

**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Thursday, 12 April 2018



## 11.4.6 Quarterly Financial Report March 2018

### Introduction

File No.: 07/01/004  
Author: Steve Ivelja  
General Manager: Phil Jeffrey

This Quarterly Report covers the period of 1 July 2017 to 31 March 2018. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast result at the end of the financial year is a decrease in the surplus by \$1.846m. 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 – March 2018.

### Policy Implications

The adoption of the Quarterly Report – March 2018 meets Council's statutory obligations under section 138 – Quarterly Statements of the Local Government Act (1989).

The 2017-2021 Council Plan provides as follows:

**Strategic Objective** Providing Good Governance and Leadership

**Context** Our Business and Systems

**Action** Financial Sustainability

The proposal to adopt the Quarterly Report – March 2018 is consistent with the Council Plan 2017-2021.

## **Amended Budget**

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

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2016/17 financial year. These include grant funded one off projects, Council approved New Initiatives from prior years that are not yet complete, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

### **Impact on Cash on hand**

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$5.526m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry forwards	\$1.402m
Net 2015/16 CIP Carry Forwards	<u>\$4.124m</u>
<b>Total cash required</b>	<b>\$5.526m</b>

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

### **Operating Budget**

The net effect on the Operating Budget is a favourable variance of \$0.208m.

Net Operating Surplus in the Adopted 2017/18 Budget	\$9.311m
Net New Initiatives / Grant Funded Projects	(\$1.406m)
2016/17 Carry Forward Capital Grants	<u>\$1.615m</u>
<b>Amended Operating Budget Surplus</b>	<b>\$9.519m</b>

### **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>
<b>Amended Capital Budget</b>	<b>\$15.981m</b>



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

### **Income Statement**

The main changes within the Income Statement are as follows:

- Increase in “Rates and Charges” (\$0.263m) which relates to a higher level of growth in property numbers than what was originally budgeted.
- Unfavourable in “Grants – Capital” (\$0.228m) mainly due to some funding being deferred to the 2018/19 financial year. This is partially offset by new funding received since the adoption of the budget.
- An unfavourable variance in “Contributions – monetary” (\$2.077m) due to a timing issue with Developer Contributions.
- Favourable in “Other Income” (\$2.767m) primarily due to forecast reimbursements for the Flood/Storm event of September 2016, and the Blackwood Localised Septic Program. These amounts represent the total value of expenditure claims that Council expected to lodge for the full year. The timing of the receipt of the claims is reliant on the timeliness of the claims being assessed by external agencies.
- Favourable in “Employee Costs” (\$0.798m) 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 contracted/agency staff.
- Increase in “Materials and Services” (\$3.363m). The bulk of the expected overspend relates to costs associated with the Blackwood Localised Septic Program.

The net effect of these changes and other minor variances causes the total surplus for the year to decrease by \$1.846m to \$7.673m.

### **Cash**

The forecast cash balance at 30 June 2018 has increased by \$0.674m to \$15.665m in comparison to the amended budget.

### **Capital Improvement Program (CIP)**

The total cash expenditure forecast for the CIP at this stage has decreased by \$2.520m to \$13.461m. This is mainly due to some capital projects being deferred to the 2018/19 financial year.

### **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 2 May 2018, and to the Audit and Risk Committee meeting on 23 May 2018.

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

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

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

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

General Manager – Phil Jeffrey

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

Author – Steve Ivelja

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

### **Conclusion**

The Quarterly Report – March 2018 has been prepared in accordance with Section 138 – Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

#### **Resolution:**

**Crs. Bingham/Edwards**

***That Council receives the Quarterly Report – March 2018.***

**CARRIED.**

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### **Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Thursday, 12 April 2018

## 12. OTHER REPORTS

### 12.1 Assembly of Councillors

File No.: 02/01/002

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

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

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

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

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

Council also records each Assembly of Councillors on its website at [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

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

- Assembly of Councillors – Wednesday 28 March 2018 – Review of Draft Budget 2018/2019 (Meeting 1)
- Assembly of Councillors – Wednesday 28 March 2018 – Review of Draft Council Plan (Meeting 1)
- Assembly of Councillors – Wednesday 4 April 2018 – Western Irrigation Network

#### **Resolution:**

**Crs. Dudzik/Keogh**

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

- ***Assembly of Councillors – Wednesday 28 March 2018 – Review of Draft Budget 2018/2019 (Meeting 1)***
- ***Meeting – Wednesday 28 March 2018 – Review of Draft Council Plan (Meeting 1)***
- ***Assembly of Councillors – Wednesday 4 April 2018 – Western Irrigation Network***

**CARRIED.**

***Cr. Sullivan wished to bring to the attention of Council and requested it to be noted that he had declared a conflict of interest in the report contained in Agenda Item 12.2 - Section 86 Delegated Committees – Section 86 Development Assessment Committee Meeting - Wednesday 21 March 2018.***

## **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.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Section 86 Urban Growth Strategy Committee Meeting	Wednesday 14 March 2018	Cr Keogh Cr Bingham Cr Dudzik
Lal Lal Soldier's Memorial Hall Committee Meeting	Tuesday 20 March 2018	
Section 86 Development Assessment Committee Meeting  To download these minutes, go to councils website: <a href="https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees">https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees</a>	Wednesday 21 March 2018	Cr Tatchell Cr Keogh Cr Dudzik Cr Bingham Cr Edwards
Navigators Community Centre Committee Meeting	Wednesday 21 March 2018	
Bacchus Marsh Blacksmith's Cottage & Forge Special Committee	Tuesday 27 March 2018	

**Resolution:****Crs. Dudzik/Bingham*****That Council receives the reports of the following Section 86 - Delegated Committees of Council:***

- ***Section 86 Urban Growth Strategy Committee Meeting - Wednesday 14 March 2018.***
- ***Lal Lal Soldier's Memorial Hall Committee Meeting – Tuesday 20 March 2018***
- ***Section 86 Development Assessment Committee Meeting - Wednesday 21 March 2018.***
- ***Navigators Community Centre Committee Meeting – Wednesday 21 March 2018***
- ***Bacchus Marsh Blacksmith's Cottage & Forge Special Committee - Tuesday 27 March 2018***

**CARRIED.**

### 12.3 Advisory Committees of Council - Reports

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Lal Lal Falls Reserve Advisory Committee	Thursday 05 April 2018	Cr. Sullivan

**Resolution:**

**Crs. Dudzik/Bingham**

***That Council receives the report of the following Advisory Committee of Council:***

- ***Lal Lal Falls Advisory Committee – Thursday 05 April 2018***

**CARRIED.**

**13. NOTICES OF MOTION**

**Nil.**

**14. MAYOR'S REPORT**

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

<b>Cr. Paul Tatchell – Mayor's Report</b>	
<b>April – May 2018</b>	
<i>8 April</i>	<ul style="list-style-type: none"> <li><i>Civic Reception in honour of His Royal Highness The Prince Edward, Earl of Wessex KG GCVO Chair, The Duke of Edinburgh's International Award Foundation</i></li> </ul>
<i>11 April</i>	<ul style="list-style-type: none"> <li><i>Assembly of Councillors – Review of the Draft Budget 2018/19</i></li> </ul>
<i>12 April</i>	<ul style="list-style-type: none"> <li><i>Sod Turning – Bacchus Marsh Racecourse Recreation Reserve Project</i></li> </ul>
<i>17 April</i>	<ul style="list-style-type: none"> <li><i>Official Opening of the Masons Lane Sportsground Light Development Project</i></li> </ul>
<i>18 April</i>	<ul style="list-style-type: none"> <li><i>S86 Development Assessment Committee</i></li> </ul>
<i>19 April</i>	<ul style="list-style-type: none"> <li><i>Mental Health Youth Forum</i></li> </ul>
<i>24 April</i>	<ul style="list-style-type: none"> <li><i>Moorabool Youth Awards Presentation Evening</i></li> </ul>
<i>25 April</i>	<ul style="list-style-type: none"> <li><i>Bacchus Marsh RSL Anzac Day Dawn Service</i></li> <li><i>Dedication and Unveiling Ceremony - WW1 Australian Red Ensign</i></li> <li><i>Ballan RSL Anzac Day March and Wreath Laying</i></li> </ul>
<i>2 May</i>	<ul style="list-style-type: none"> <li><i>Assembly of Councillors - Presentation by the Chair of the A&amp;R Committee</i></li> <li><i>Ordinary Meeting of Council</i></li> </ul>

**Resolution:**

***Crs. Toohey/Bingham***

***That the Mayor's report be received.***

**CARRIED.**



**15. COUNCILLORS' REPORTS**

To be presented at the meeting by Councillors.

<b>Cr. Edwards</b>	
<b>April/May 2018</b>	
<b>22 March</b>	<i>Anzac Day March, Bacchus Marsh</i>
<b>25 March</b>	<i>Bacchus Marsh RSL Anzac Day Dawn Service</i>
<b>To be noted</b>	<i>Thanks and farewell to Sam Romaszko for all her work for Moorabool Shire</i>

<b>Cr. Bingham</b>	
<b>April/May 2018</b>	
<b>19 April</b>	<i>Mental Health Youth Forum</i>
<b>24 April</b>	<i>Moorabool Youth Awards</i>
<b>25 April</b>	<i>Bacchus Marsh RSL Anzac Day Dawn Service and Ballan Anzac March</i>
<b>25 April</b>	<i>Rotary Club of Bacchus Marsh &amp; Bacchus Marsh RSL "The People's Flag" Dedication and Unveiling Ceremony"</i>
<b>1 May</b>	<i>Bacchus Marsh District Trails Association Meeting</i>
<b>To be noted</b>	<i>Special thanks and congratulations to the Youth Services team for their efforts on Youth Events this week.</i>
<b>To be noted</b>	<i>Thanks and farewell to Sam Romaszko for all her work for Moorabool Shire</i>

<b>Cr. Toohey</b>	
<b>April/May 2018</b>	
<b>To be noted</b>	<i>Thanks and farewell to Sam Romaszko for all her work for Moorabool Shire</i>
<b>To be noted</b>	<i>Acknowledgement of passing of former Councillor Mr. Frank Conroy. Cr. Toohey acknowledged the great work Mr. Conroy and his father before him, contributed to Council.</i>

<b>Cr. Dudzik</b>	
<b>April/May</b>	
<b>19 April</b>	<i>Mental Health Youth Forum</i>
<b>24 April</b>	<i>Moorabool Youth Awards</i>
<b>25 April</b>	<i>Bacchus Marsh RSL Anzac Day Dawn Service</i>
<b>To be noted</b>	<i>Thanks and farewell to Sam Romaszko for all her work for Moorabool Shire</i>

<b>To be noted</b>	<i>Special thanks and congratulations to the Youth Services team for their efforts on Youth Events this week.</i>
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<b>Cr. Keogh</b>	
<b>April/May 2018</b>	
<b>17 April</b>	<i>Opening of Masons Lane Lighting Upgrade Project</i>
<b>20 April</b>	<i>Western Highway Action Committee Meeting</i>
<b>22 April</b>	<i>Bacchus Marsh Anzac Day March</i>
<b>24 April</b>	<i>Moorabool Youth Awards</i>
<b>25 April</b>	<i>Bacchus Marsh RSL Anzac Day Dawn Service</i>
<b>25 April</b>	<i>Rotary Club of Bacchus Marsh &amp; Bacchus Marsh RSL "The People's Flag" Dedication and Unveiling Ceremony</i>
<b>25 April</b>	<i>Ballan RSL Anzac Day commemoration</i>
<b>To be noted</b>	<i>Thanks and farewell to Sam Romaszko for all her work for Moorabool Shire</i>
<b>To be noted</b>	<i>Thanks and congratulations to the Youth Services team for efforts on Youth Events this week. Special mention to all award recipients, in particular:</i> <ul style="list-style-type: none"> <li>- Luke Hallett</li> <li>- Samantha Bradfield</li> </ul>

<b>Cr. Sullivan</b>	
<b>April/May 2018</b>	
<b>25 April</b>	<i>Navigators Anzac Day Dawn Service</i>
<b>25 April</b>	<i>Bungaree Anzac Day commemoration</i>
<b>25 April</b>	<i>Lal Lal Anzac Day commemoration</i>
<b>To be noted</b>	<i>Thank you to the Moorabool Shire outdoor staff for excellent traffic management arrangements for the Anzac Day commemorations</i>
<b>To be noted</b>	<i>Thanks and farewell to Sam Romaszko for all her work for Moorabool Shire</i>

**Recommendation:**

**Crs. Edwards/Bingham**

**That the Councillors' reports be received.**

**CARRIED.**

## 16. URGENT BUSINESS

### 16.1 Gordon Recreation Reserve – Sewerage Connection

#### Introduction

Author: Robert Fillisch  
General Manager: Satwinder Sandhu

#### Background

In June 2017 Council received a complaint that sewerage effluent from the recreation reserve was leaving the site and impacting on other properties. This was investigated and the complaint was found to be justified. The Gordon Recreation Reserve Committee (Committee) was notified the following day and an on-site meeting was arranged to investigate solutions. It was determined to pump out the tanks and to see if this would rectify the issue.

A further complaint was received the next home game after the tanks were pumped out. Council officers then issued an improvement notice on 23 June 2017 requiring the Committee to fix the issue so that sewerage effluent no longer left the property.

An extension to the notice was applied for and approved with the notice expiring on 28 September 2017.

A further meeting was held on site on 18 October 2017 with representatives from Council, Department of Environment, Land, Water & Planning (DELWP) and the Committee. The purpose of this meeting was to investigate both long term and short term measures to rectify the issue.

The Committee was provided a commitment by both DELWP and Council that they would seek funding for a permanent solution to the issue. Both DELWP and Council would make funding applications on the basis of a 50:50 contribution from both organisations.

The following interim measure was agreed:

1. Cap off the current septic tanks to prevent sewer leaving the site.
2. Level the ground and install pit risers to ensure the pit lids are at ground level to assist in pumping out the tanks.
3. Install alarm system in the form of a flashing light to indicate when the tanks were three quarters full.
4. Investigate the water use on the site and see if any measures could be put in place to reduce use such as limit showers, etc.

DELWP representatives agreed to fund items 1 through to 3 above. The Committee agreed to undertake item 4.

The cost of pumping the tanks out during the footy season was discussed and it was agreed that DELWP and Council would provide \$2500 each to contribute to the pumping costs.

An invoice has been provided to Council by the Committee for the \$2500 and is currently being processed.

A resolution was carried at the Ordinary Council Meeting of 4 April 2018 requesting the following:

That a report in relation to the septic tank and proposed sewerage connection issues at the Gordon Recreation Reserve be presented to Council addressing the following:

- a) Likely cost and solution for regular pumping from the septic tanks
- b) Medium term solutions for game days
- c) Timelines for prospective budget outcomes that would see sewerage connected
- d) Officer review of processes to determine a more practical solution for the site.

### **Proposal**

This report advises the current efforts to find a resolution to the failure of the current septic tank associated with the Gordon Recreation Reserve to ensure the continued use of the reserve by all stakeholders.

The background provides details of what has been done to date. It has become clear that the interim solution that was discussed with the Committee in October 2017 is not sufficient to ensure the operation of the reserve can cater for its main use over the winter months. The following proposals seeks to provide both a short term and permanent solution to the issue.

In order to fully understand the requirements of the stakeholders a further meeting with the representative of the Committee and Council officers was held on 17 April 2018.

The Committee advised the following:

- The system has been pumped out 5 times at a cost of \$300 per tank so \$600 per visit (Currently spent \$3000).
- Two tanks are located at the site each with a capacity of 3000 litres.
- They have identified that the shower water is directed to one of the two tanks and the other tank takes all the toilet waste.
- They are arranging for the tanks to be pumped out on the Friday prior to each home game.
- They have a further 7 home games plus may need to use the site for finals training.
- They anticipate up to 200 showers when the weather is bad per home game as this includes under 12's, under 18's, reserves and seniors
- On Saturday 14 April due to inclement weather there was not enough capacity in the tank for the showers and the Committee arranged for the tank to be pumped out at lunchtime into temporary tanks. It was anticipated that the shower water for the day equated to 6000 litres of water.
- Arranging for an additional pump out of the shower tank during a Saturday will cost \$500.

During the meeting the Committee agreed to investigate the following and provide a response:

- Cost of installing low water use shower heads for the 9 showers.
- If a water cartage truck could be made available on the Saturday of home games for storage of shower water.
- Cost of installing a temporary above ground water tank of at least 5000 litre capacity and pumps to transfer shower water into the above ground tank.

A response from the Committee was received on 25 April 2018 which provided the following:

- Changing the shower heads is not viable as the current heads are pre-programmed to the instant hot water system. Lowering the water use would impact on the instant hot water system.
- Water cartage trucks from a private supporter of the football club are located in Melbourne and therefore not available.
- Temporary water tank would cost \$2800, \$770 for a firefighting pump, \$140 hose kit, \$500 to prep the site and the ongoing cost of emptying the tank.

The committee further advised they require the following:

- Septic tanks to be pumped out the Friday prior to a home game at a cost of \$600.
- A Saturday pump out at \$500 plus having the tanker on standby at \$180 per hour for 1.5 hours.
- Septic tanks to be pumped out the Monday following the home game at the cost of \$600.

On 1 May 2018 a copy of an invoice from Whitford Liquid Waste was forwarded to Council from the Committee. This invoice indicates the cost of the Saturday pump out has remained at \$500 however the standby rate and an inclusion of travel has increased from \$270 to \$450. The costs in Table 1 below reflect this increase.

In order for the footy club to continue for the current season the total cost of the pump outs will be as detailed in the Table 1 below:

**Table 1**

<b>Total cost of providing pump outs for the current football season</b>			
	Home games	Cost	Total
Pump outs completed to date	5	\$600	\$3000
Pump outs required prior to home games	7	\$600	\$4200
Saturday pump out required	7	\$500	\$3500
Saturday standby 1.5 hours	7	\$270	\$1890
Saturday travel time		180	1260
Monday pump out after game	7	\$600	\$4200
<b>Total cost for season</b>			<b>\$18050</b>

Current funded amount			\$5000
<b>Shortfall for season</b>			<b>\$13050</b>

### **Proposal one short term solution**

The table above details that the interim solution initially discussed requires an additional \$13050 to be fully funded. On 26 April 2018 Council officers made a request to DELWP for additional funding on a 50:50 split requesting a further \$5895 to fund the gap on the basis of the information at the time. DELWP responded the same day and advised they will cover their 50% of the gap to the amount of \$6000. Given Council has only become aware of the additional \$1260 on the 1 May 2018 a request for DELWP to cover the additional \$540 has not been made. For the purposes of this report officers have made the assumption that DEWLP would cover this additional cost.

Council has approved the initial additional funding of \$2500 and this report seeks the approval of a further \$6540.

It should be noted that the cost of the pumping has only been provided by one contractor. Given the total cost of the works it may be prudent to request quotes from other contractors. This may reduce the overall cost of the works.

### **Proposal two long term options**

There are two options which will provide for long term solutions of the failing septic system.

#### Option 1

Connect to the existing Gordon Sewer system by undertaking the following:

- Utilise the existing septic tanks as effluent storage facilities.
- Provision of a local pump station on Old Melbourne Road.
- Construction of a 63mm rising main from local pump station on Old Melbourne Road to the existing sewer manhole located at Cemetery Lane.

An estimate for this solution was provided by an engineering consultant in 2017 at a cost of \$100 000 excluding GST. It should be noted that this is an estimate only and a more accurate costing can only be provided once a design has been completed which will allow for formal quotes to be undertaken.

The consultant advised that a design would cost in the order of \$4000 to \$5000. DELWP have agreed to fund the cost of the design and this is currently being undertaken. It is estimated that the design will be available in approximately three weeks with a further two weeks require to obtain quotes. Only then will an accurate estimate of the costs become available.

## Option 2

Replace the existing septic tanks with Fujiclean AWTS treatment plants by undertaking the following:

- Supply and install two Fujiclean AWTS treatment plants
- Supply high water alarms and warning lights
- Supply submersible pumps
- Install disposal lines of approximately 1000 metres in the northern part of the north eastern boundary

One quote has been provided for the above works with a cost of \$34 000 excluding GST.

Both options would be considered a suitable for the existing use of the site. Option 2 will restrict the use of some land at the site and may need to be reviewed if additional infrastructure were to be constructed on the site.

Option 1 would be considered the best outcome however is three times more expensive than option 2.

## Policy Implications

The Council Plan 2017 – 2021 provides as follows:

<b>Strategic Objective 4:</b>	Improving Social Outcomes
<b>Context 4A &amp; 4B:</b>	Health & Wellbeing Community Connectedness and Capacity

The proposal is not provided for in the Council Plan 2017 – 2021 and can be actioned by referring the matter to current budget process.

## Financial Implications

Council provides an annual amount of \$15338 to the Committee for the maintenance of reserve which is allocated within the current budget and provided directly to the Committee.

The total of \$9025 in order to provide the temporary solution of pumping out the effluent has not been allocated in Council's current budget. The Other Recreational Reserves account is fully committed and therefore the unfunded amount of \$9025 can only be provided by reallocating committed funds from within this account.

A funding bid for the permanent solution has been submitted in the current budget process for a sum of \$50 000 on the basis that DELWP provided the other \$50 000. DEWLP's commitment to providing funding is also subject to a separate bid through their major project funding program.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial – Inadequate funds to finish project	Inadequate financial management	High	Close supervision

### Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community Groups	Meetings with applicant groups	Various	November 2017 April 2018	Applicants groups supported to submit applications

### Communications and Consultation Strategy

The issue has arisen as an urgent matter due to the failure of the current effluent system on the site. Council has been in communication with the Committee of Management on several occasions in order to find both a short and long terms solution of the issue.

### 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 – Robert Fillisch

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

### Conclusion

- a) The cost of pumping the tanks for the current football season will be \$18050 which includes a solution for game days.



- b) The medium solution for game days is to pump out the system on the day of the game at a cost of \$950. It should be noted that this has been included in a) above.
- c) Should the current funding bid by both Council and DELWP be successful either option could be completed prior to the commencement of the football season in 2019.
- d) Officers are unable to allow the continuation of effluent leaving the site and are therefore limited to what practical options are available. Council officers immediately advised the Committee of the issue and have been working in collaboration to finding a practical solution to the issue.

**Resolution:**

**Crs. Toohey/Edwards**

***Cr. Edwards withdrew from Seconding the Motion.***

**Crs. Toohey/Sullivan**

***That Council:***

- 1. Receives the Gordon Recreation Reserve – Sewerage Connection report above.***
- 2. Approves the allocation of additional \$6540 to continue with the temporary solution of pumping out the effluent system for the remainder of the football season.***
- 3. Requires the Gordon Recreation Reserve Committee provide evidence to substantiate the expenditure at the end of the football season.***
- 4. Notes an application for a permanent solution for connection to the Gordon Sewerage Scheme or installation of a new Fujiclean AWTS is in the process of being determined through the current budget process.***
- 5. Advise DEWLP the decision of Council, and request that they facilitate their partnership on this project.***

**CARRIED.**

**16.2 Letter of Thanks to FREEZA**

**Resolution:**

**Crs. Dudzik/Keogh**

***That Council writes a letter of thanks to the Youth Action Group and FREEZA for their work on the Youth Mental Health and Youth Awards events.***

**CARRIED.**

### **16.3 Moorabool Shire Ward Funds**

**Resolution:**

**Crs. Edwards/Bingham**

***That a report to Council be presented to the next meeting that addresses guidelines for utilising ward funds and whether they should continue going forward.***

**CARRIED.**

**17. CLOSED SESSION OF THE MEETING TO THE PUBLIC**

**Nil.**

**18. MEETING CLOSURE**

*The meeting closed at 8.30pm.*

*Confirmed.....Mayor*