



ORDINARY MEETING OF COUNCIL

Minutes of the Ordinary Meeting of Council
held at the Council Chamber,
15 Stead Street, Ballan on
Wednesday 4 July 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 |

Rob Croxford
Chief Executive Officer

AGENDA

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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.

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 (Deputy Mayor)</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> |

Officers:

| | |
|-----------------------------|--|
| <i>Mr. Rob Croxford</i> | <i>Chief Executive Officer</i> |
| <i>Mr. Phil Jeffrey</i> | <i>General Manager Infrastructure</i> |
| <i>Mr. Satwinder Sandhu</i> | <i>General Manager Growth and Development</i> |
| <i>Mr. Danny Colgan</i> | <i>General Manager Social and Organisational Development</i> |
| <i>Mr John Miller</i> | <i>Manager, Asset Management</i> |
| <i>Mr. Ian Waugh</i> | <i>Manager, Community & Recreation Development</i> |
| <i>Mr. Andy Waugh</i> | <i>Coordinator, Economic Development & Activation</i> |
| <i>Mr. Andy Gaze</i> | <i>Coordinator, Community Health & Safety</i> |
| <i>Ms Michelle Morrow</i> | <i>Acting Coordinator, Governance</i> |
| <i>Ms. Emma Szymanski</i> | <i>Minute Taker</i> |

5. APOLOGIES

| | |
|-----------------------|-----------------------|
| <i>Cr. Pat Toohey</i> | <i>Woodlands Ward</i> |
|-----------------------|-----------------------|

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council – Wednesday 06 June 2018

Resolution:

Crs. Keogh/Bingham

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 06 June 2018.

CARRIED.

6.2 Special Meeting of Council – Wednesday 20 June 2018

Resolution:

Crs. Keogh/Sullivan

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 20 June 2018.

CARRIED.

6.3 Special Meeting of Council – Wednesday 27 June 2018

Resolution:

Crs. Keogh/Bingham

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 27 June 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.

Nil.

8. PUBLIC QUESTION TIME

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

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

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

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

A Councillor or Council officer may:

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

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

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

Mr. Scott Graham submitted a question. The Mayor, in accordance with Council's Meeting Procedure Local Law No. 9 – Clause 6.9(e)(vi) determined that the question would embarrass a Councillor, member of Council staff or member of the public.

The question pertaining to 'calling on Cr. Toohey's interest to work with our community to get a street tree strategy in place in 2018/19' was responded to at the meeting.

Response:

Council only has data on tree plantings dating back to 2006 (12 years). During this time, the only record of tree plantings in Gordon is at Paddock Creek.

However, Council has recently established a tree planting budget, a street tree strategy, is proposing the completion of a Gordon Improvement Plan in 2018/19 and capital works in Main Street, Gordon in 2018/19. All this work will inform future tree plantings in Gordon that will be considered in conjunction with other towns across the municipality.

9. PETITIONS

Nil.

10. PRESENTATIONS / DEPUTATIONS

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

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

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

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

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

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

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

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

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

| Item No | Description | Name | Position |
|---------|---|--|------------------|
| 11.4.1 | <i>Request for Closure to Through Traffic; Bacchus Street, Maddingley</i> | <i>Colin Prout</i> | <i>Supporter</i> |
| 11.4.1 | <i>Request for Closure to Through Traffic; Bacchus Street, Maddingley</i> | <i>Don Journet</i> | <i>Supporter</i> |
| 11.4.1 | <i>Request for Closure to Through Traffic; Bacchus Street, Maddingley</i> | <i>Michael Wale (Was not in attendance at the Council Meeting)</i> | <i>Supporter</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

No reports for this meeting.

11.2 GROWTH AND DEVELOPMENT

11.2.1 Tourism and Business Grants Program 2017-18

Introduction

Author: Andy Waugh
General Manager: Satwinder Sandhu

Executive summary

A report was presented at the 6 June, 2018 Ordinary Meeting of Council detailing the Tourism and Business Grants Program 2017-18. The Tourism and Business Grants Program is designed to support organisations and businesses to plan and execute new tourism and business initiatives likely to significantly increase visitation to Moorabool Shire and to increase levels of economic activity.

A total of six applicants requested grant funding. The Bacchus Marsh Tourism Association's application for \$3,000 to assist the RSL in commemorating the Avenue of Honour was approved.

The application submitted by the Blackwood Hotel was ineligible due to the event having already occurred. Separately, the application submitted by the Blackwood Progressive Association for an event next April, was recommended to be resubmitted in the 2018/19 grant round.

The three remaining grant applications for \$4,000 (St Annes Vineyards), \$3,000 (Marsh Rod and Custom Club) and \$5,000 (Cartier World Travel) were deferred pending further information on the value and return to the Shire.

The purpose of this report is to provide further information on each of the grant applications in order to finalise the grant fund allocations for 2017/18.

Background

A total of six (6) applications were received across the two program categories, five (5) tourism and one (1) Business. Further information on grant applications is provided as follows:

Organisation: St Anne's Vineyards

Project: Visitor Communication Project

Description: Create a professional 5 minute cinematic presentation highlighting the local wine industry and Moorabool's tourism offering in multiple languages

Project value: \$30,000

Grant request: \$12,000

Policy score: 77

Allocation: \$4,000 (Tourism grant)

St Anne's Vineyards is one of the Shire's primary visitor attractions. Visitation numbers to their cellar door are in excess of 52,000 annually averaging over a thousand (mostly) unique visitors per week.

In addition, St Anne's is currently developing alternative income streams through the creation of an events strategy. The value of this is shown when an event such as Tough Mudda can attract up to 10,000 visitors who potentially could seek accommodation, retail and hospitality options within the Shire. Further initiatives are being planned to develop an annual event calendar to coordinate with and compliment further events within the Shire.

Currently there is no visitor information presence at St Anne's promoting the Shire. Council's economic development officers have been working with St Anne's management to increase the level of exposure the tourism offering is given. This includes both static displays within the cellar door environment and a presence at events.

The cinematic 5 minute (multi-lingual) presentation will showcase the Shire's tourism offering as well as positioning St. Anne's Winery as a key tourism destination within both the Shire and the region.

In approving the grant of \$4,000, Council is:

- recognising the importance of, and supporting a major tourism attraction within the Shire;
- supporting a project that has the potential to be viewed by in excess of 52,000 visitors annually;
- providing tourism information to the growing inbound Chinese market in Mandarin; and
- reaching in excess of 52,000 visitors per year at a cost to Council of 8 cents per visitor.

The total estimated visitor expenditure (for the cellar door only) is \$2,964,000 with a follow on economic impact within the local economy as high as \$4,700,000 per annum.

Organisation: Marsh Rod and Custom Club

Project: Marsh Rodders Swap Meet and Show'n Shine

Description: Provide support for an event which in 2017 included more than 1,000 cars and 250 bikes attracting about 10,000 visitors

Project value: \$15,000

Grant request: \$3,000

Policy score: 80

Allocation: \$3,000 (Tourism grant)

The Marsh Rodders Swap Meet and Show'n Shine is in its 13th year of delivery. The event has developed over this period to now attract in excess of 10,000 visitors annually. This classifies it as a significant event for the Shire.

The Marsh Rod and Custom Club structure their event to ensure that local providers and vendors are prioritised over business from outside the Shire, for having a presence at the event. They work closely with local traders to ensure they take full advantage of the overflow of people who choose to attend the event. In 2017, many local traders reported a significantly higher than average trading day.

The club encourages Council to have a presence at the event by installing a temporary information centre and in 2017 distributed tourism literature to visitors.

Marsh Rodders also engage in various other programs for the community. They provided motor vehicles this year for the Ballan Autumn Festival and the veteran's parade, assisting people on the day during the proceedings. They have funded 2 iPads to Keeleys Cause supporting the initiative to give underprivileged children access to computer equipment. The club works with local groups such as Lions, CFA, SES, Scouts, Darley Neighbourhood House and others to assist them in raising money through having a presence at their events and by direct donations.

In approving the grant of \$3,000, Council is:

- supporting an event operated by a group which is focussed on community return;
- being provided with a platform to distribute tourism information to an audience in excess of 10,000 over the period of one day; and
- reaching in excess of 10,000 visitors at a cost to Council of 30 cents per visitor annually.

The total estimated visitor expenditure for this event is \$570,000 with a follow on economic impact within the local economy as high as \$910,000 p.a.

Organisation: Cartier World Travel

Project: Moorabool Visitor Information Centre (Accredited)

Description: Provide walk in information, a website targeting domestic and international visitors, and a presence at national/international trade shows

Project value: \$20,000

Grant request: \$10,000

Policy score: 83

Allocation: \$5,000 (Business grant)

There is presently no Visitor Information Centre presence in Ballan. Cartier World Travel in Inglis Street Ballan is an ideal business in which to locate an accredited Visitor Information Centre. This is due to the nature of the business already operating in the tourism space.

The Moorabool Visitor Information Centre will be an accredited service. This entitles it to display the nationally recognised visitor 'I' on its window and any literature. The Accreditation program for Visitor Information Services in Victoria is managed by the Australian Tourism Accreditation Program (ATAP) through the Victoria Tourism Industry Council (VTIC).

The visitor centre will provide face to face contact for walk in customers and a purpose built website displaying tourism information about the Shire. Through the established customer base, networks and industry partners Cartier World Travel has, domestic, regional and international travellers will be targeted in a strategy to showcase Moorabool Shire.

The centre will include three full time staff, paid for by Cartier World Travel. The three employees will adopt the tourism duties, marketing and promotion of the Shire in excess of their regular duties.

Through their own funding, Cartier World Travel will continue to attend national and international trade shows providing increased levels of exposure of the Shire to vast audiences. Further costs will be absorbed by Cartier World Travel include:

- Website management;
- Social media management;
- Print media;
- Marketing collateral;
- Ongoing staff costs;
- Operational costs;
- Infrastructure (office fit out, brochure racks, signage etc); and
- Meetings with stake holders.

In approving the grant of \$5,000, Council is:

- significantly increasing its ability to reach domestic and international markets with information on Moorabool Shire's tourism offering; and
- recognising the value of a public/private partnership to both increase efficiencies of product delivery and decrease Council operational costs

A conservative estimate of the economic impact of funding this application is likely to be in excess of \$1,000,000 per annum with this total increasing as Cartier World Travel self-funds additional tourism initiatives.

Organisation: Blackwood Progress Association

Project: Blackwood Woodchop and Easter Carnival

Description: Community based event showcasing Blackwood

Project value: \$14,795

Grant request: \$3,000

Policy score: Not scored

Allocation: \$0 – Event falls in 2018/19 financial year. The Blackwood Progress Association is encouraged to apply in the next grant funding round.

Organisation: The Blackwood Hotel

Project: Blackwood Hotel and Community 150th Birthday Celebration

Description: Community based event celebrating this significant milestone

Project value: \$16,305

Grant request: \$2,500

Policy score: 93

Allocation: \$0 – Event occurred in the past and is not able to be paid retrospectively.

Assessment

Assessment of applications was conducted by a panel of officers and ranked according to the extent to which the application addressed Council's policy assessment criteria.

Proposal

Based on the above process and funding criteria:

- It is proposed that Council allocate the Tourism and Business Grants as shown in **Attachment 11.2.1**.
- It is proposed that the Blackwood Progress Association is encouraged to re-submit its grant application for the 2019 Blackwood Woodchop and Easter Carnival in the 2018/19 grant round.
- It is proposed that The Blackwood Hotel's application is ineligible due to the event having already occurred and the grant is unable to be paid retrospectively.

Policy Implications

The 2017 - 2021 Council Plan provides as follows:

Strategic objective 3 Stimulating Economic Development

Context 3b Investment and Employment

The proposed allocation of grants under the Tourism and Business Grants 2017/18 program is consistent with the 2017-2021 Council Plan.

Financial Implications

A total of \$17,400 is available for allocation:

- \$12,400 for Tourism Grants; and
- \$5,000 for Business Grants.

The total of grants being recommended for allocation in this round is \$15,000.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk rating | Control/s |
|-------------------|---|-------------|---|
| Project timelines | Grant recipients exceeding prescribed timelines | Medium | Terms and conditions agreements required to be signed by grant recipients and scheduled monitoring of projects. |
| Financial | Grant recipients appropriate expenditure of Council funds | Medium | Terms and conditions agreements required to be signed by grant recipients and grant acquittal required upon completion of projects. |

Community Engagement Strategy

| Level of Engagement | Stakeholder | Activities | Location | Date | Outcome |
|---------------------|-----------------------------|--------------------------------|----------|-----------------------------|---|
| Consult | Tourism and Business Groups | Meetings with applicant groups | Various | September 2017 – April 2018 | Applicant groups supported to submit application. |

Communications and Consultation Strategy

Applicants for the Tourism and Business Grants program have been advised that they will be notified of the outcome of their grant application in June, 2018.

Economic development officers will provide feedback to unsuccessful applicant groups. Feedback will include:

- Advice to applicant groups of the relative strengths and areas for improvement in their application;
- Options for alternative funding (if applicable); and
- Supporting a group to re-lodge their application in the next appropriate round of the Tourism and Business Grants program.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Satwinder Sandhu

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

Author – Andy Waugh

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

Conclusion

Applications received under the 2017/18 Tourism and Business Grants Program are designed to support organisations and businesses to plan and execute new tourism and business initiatives likely to significantly increase visitation to Moorabool Shire and to increase levels of economic activity. In total, six (6) applications were received across the two program categories, five (5) tourism and one (1) Business.

Resolution:

Crs. Sullivan/Edwards

That Council:

1. *Allocates the following grants:*

| <i>Organisation</i> | <i>Project</i> | <i>Amount</i> |
|----------------------------------|--|----------------|
| <i>St Anne's Vineyards</i> | <i>Visitor Communication Project.</i> | <i>\$4,000</i> |
| <i>Marsh Rod and Custom Club</i> | <i>Marsh Rodders Swap Meet and Show'n Shine.</i> | <i>\$3,000</i> |
| <i>Cartier World Travel</i> | <i>Moorabool Visitor Information Centre.</i> | <i>\$5,000</i> |

- 2. *Notifies all applicants in writing of the outcome of their application.***
- 3. *Provide feedback to unsuccessful groups and provide suggestions for alternative funding (if applicable) or how the group may choose to improve and re-develop their application for submission to the Tourism and Business Grants Program 2018/19.***

CARRIED.

Report Authorisation

Authorised by:



Name: Satwinder Sandhu

Title: General Manager Growth and Development

Date: Thursday, 14 June 2018

11.2.2 Draft Domestic Animal Management Plan 2018-2022

Introduction

Author: Andy Gaze
General Manager: Satwinder Sandhu

The *Domestic Animals Act* 1994 ('the Act') requires that each municipal council prepare an animal management plan. Moorabool Shire Council has therefore developed the Draft 2018-2021 Domestic Animal Management Plan (the Plan), in accordance with the legislative guidelines. The Plan will allow Council to undertake a consistent approach to animal management issues (cats and dogs) throughout the municipality, by providing a strategic planning focus to the activities undertaken by Council in relation to domestic animal management.

Background

Council is required to prepare a Domestic Animal Management Plan (DAMP) every (4) four years in accordance with section 68A of the Domestic Animals Act 1994. There is increasing public view that punitive enforcement of laws alone will not result in lasting voluntary changes in behaviour. Therefore, enforcement of the Act and Local Laws should be balanced with media and public education material for responsible animal management.

Due to resourcing constraints within the Community Safety area, we were unable to complete the DAMP by the end of 2017. Therefore we sought and were granted an extension of time to complete the DAMP by July, 2018. The State Government have been informed that this report is being presented at the Ordinary Meeting of Council in July, 2018.

In developing the Plan, Council has sought to balance the competing needs of animal owners, the broader community and the domestic animals that share people's lives. Council also recognises the positive health and wellbeing outcomes that arise from domestic animals ownership. It is expected over the life of the plan there will be measurable improvements in animal welfare, responsible pet ownership and compliance with relevant legislation. The programs and activities set out in the plan have therefore been developed with the aim to encourage more people to enjoy the pleasure derived from animal companionship, within a framework of responsible ownership.

Consultation was undertaken with all stakeholders in August, 2017 where council received considerable input (over 90 responses) into the issues that people are facing and the priority areas they believe Council should be addressing. The plan has been written to address these needs and priorities.

The plan has to be reviewed annually and as such, all stakeholders have an opportunity to provide comments and feedback regarding the plan at any time and Council should consider this feedback as part of the annual review.

At the Ordinary Meeting of Council on 6 June, 2018 the issue of cat curfews was raised during the discussion on Local Laws. The DAMP specifically addresses the need to undertake a feasibility study for the introduction of a cat curfew with a target date of 2018/19.

Cat curfews are not made under Local Laws but are instead made under section 25 Domestic Animals Act 1994. Prior to any consideration of a cat curfew, full consultation with the public will need to be undertaken and a review of Council's resources to undertake any required compliance and educative actions.

In this context, it is recommended that the draft 2018-2021 Domestic Animal Management Plan be adopted by Council.

Proposal

That Council consider and adopt the draft Domestic Animal Management Plan 2018-2021.

Policy Implications

The proposal is not specifically provided for in the Council Plan 2018 – 2021. It is however a legal requirement of council under the Draft Domestic Animals Act and fits within the Council plan in a number of areas including:

Strategic Objective 1: Providing Good Governance, Context 1C Our Business and Systems and

Strategic Objective 4 Improving Social Outcomes, Context 4A Health and Wellbeing.

Financial Implications

The Domestic Animal Management Plan 2018-2021 is not designed to add additional costs to Councils Animal Management Service.

Risk & Occupational Health & Safety Issues

This plan does not increase the Level of risk faced by Council.

Community Engagement Strategy

| Level of Engagement | Stakeholder | Activities | Location | Date | Outcome |
|----------------------------|--------------------|-------------------|-----------------|-------------|----------------------------|
| Consult | All stakeholders | Have your say | | August 2017 | Over 90 responses received |

Communications and Consultation Strategy

A consultation plan was developed in accordance with the Moorabool Shire Council Community Engagement Framework 2016.

The community were invited to provide their feedback and were able to do so by completing a survey or making a submission online via Council's "Have your Say" portal or by completing a hardcopy survey between 10 August, 2017 to 31 August, 2017.

Hardcopy surveys were available at all Council Customer Service Centres and Rural Library Service. Surveys were also provided to the Early Years and Active Ageing staff members for distribution to clients with the aim of capturing a broad range of community members.

We reached out to our community and stakeholders through “Have your Say”, this was promoted on the front page of Council’s website, through social media, a media release and information published in the Council section of The Moorabool News (local community newspaper) during the community consultation period.

Furthermore, we identified and sought input from 22 local pet care businesses and reputable animal welfare organisations.

Council staff and service units were also provided to provide input during this process.

The results from our engagement with the community was overwhelming with over 90 responses received from community members and stakeholders. Full details of the results of the engagement process are included within the Draft Domestic Animal Management Plan 2017-2021.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Satwinder Sandhu

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

Author – Andy Gaze

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

Conclusion

Council undertook Consultation on the issues in August, 2017. The Plan addresses the issues and priorities that the consultation process highlighted. The plan now needs to be adopted so that it can be implemented.

Resolution:

Crs. Bingham/Edwards

That Council resolves to adopt the draft Domestic Animal Management Plan 2018- 2021.

CARRIED.

Report Authorisation

Authorised by:



Name:

Satwinder Sandhu

Title:

General Manager Growth and Development

Date:

Thursday, 14 June 2018

11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

11.3.1 Moorabool Health and Wellbeing Plan 2013-2017 – Year Four Review Report

Introduction

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

Background

The purpose of this report is to recommend that the Council endorse the report on the review of the fourth and final year of the Moorabool Health and Wellbeing Plan 2013-2017.

The Victorian Public Health and Wellbeing Act 2008 requires that the Council conducts an annual review of the Municipal Public Health Plan, which is the Moorabool Health and Wellbeing Plan 2013-2017. The Department of Health has developed a guide for Councils in undertaking the annual review process. The guide specifies that conducting an annual review entails making sure that the actions identified in the plan are being implemented satisfactorily and that they remain the best way for council to invest in health and wellbeing over the life of the plan.

The Moorabool Health and Wellbeing Plan 2013-2017 was a four year plan for enhancing the health and wellbeing of our residents. The plan captured the health and wellbeing status of our communities and presented a plan in partnership with local health providers and community organisations to improve the health of the Moorabool community.

Under section 26 of the Public Health and Wellbeing Act 2008, the Council is required to develop a Health and Wellbeing Plan within 12 months of a Council Election. The Health and Wellbeing Plan must be consistent with the Council Plan and the Municipal Strategic Statement and be reviewed annually and evaluated at the end of the four year period. The Plan was adopted by the Council at the Ordinary Meeting of Council on November 6 2013.

The review and development of this report was undertaken through the following:

- Review of the Council's Health and Wellbeing Committee meetings for the past 12 months
- Review of the fourth year action plan
- Workshop with the Health and Wellbeing Committee members
- Analysis of the Department of Health Annual review guidelines
- Benchmarking against other council review processes

The outcomes of the fourth year are as follows:

- 9 actions were completed in the twelve months being:
 - Continue to promote the Council as an employer of young people through apprenticeships;
 - Identify and promote alternative education programs for secondary school students;
 - Develop a dedicated space for youth/family arts activities including use of existing buildings/spaces for potential use;
 - Promote prevention of violence against women (PVAW) and Gender Equity (GE) to the community through local media and events;
 - Promote existing transport options and links to current services and activities through the Moorabool website;
 - Increase engagement with local and regional committees that focus on integrated service provision – for example, Grampians Integrated Family Violence Committee, Grampians Indigenous Family Violence Regional Action Group, Moorabool Family Violence Prevention Network;
 - Implement cultural training programs for staff and community groups;
 - Build sustainable partnerships with community groups i.e. sports clubs to implement programs that promote healthy eating i.e. breakfast clubs;
 - Improve the community's perception of safety through utilising safe design principles in subdivision planning and improve maintenance of public places and infrastructure.

- The following actions are in progress and will be carried over into the 2017-2021 Health and Wellbeing Plan for finalisation
 - Develop a Healthy Workplace Policy
 - Increase support available to residents by advocating for religious groups to continue to provide pastoral care to the community
 - Promote existing walking trails through an online guidebook or 'app'.
 - Promote opportunities for families to access existing physical activity programs in the community i.e. community sporting clubs
 - Adopt a leadership statement on the issues of violence against women to increase community awareness and demonstrate Council's commitment to the issue.

Health Profile

Overall the data included in the health profile was still considered relevant and current.

Proposal

It is proposed that the Council adopt the report on the review of the fourth year of the Moorabool Health and Wellbeing Plan 2013-2017.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

| | |
|------------------------|---|
| Key Result Area | Community Wellbeing |
| Objective | Inclusive, responsive and accessible community service |
| Strategy | Ensure Council's services and facilities are accessible |

The proposed Moorabool Health and Wellbeing Plan 2013-2017 Year Four review report is consistent with the 2013-2017 Council Plan.

Financial Implications

There are no financial implications from the recommendations proposed.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk Rating | Control/s |
|---------------------------|---|-------------|---|
| Health and Wellbeing Plan | Council is required to review the Health and Wellbeing Plan annually under the Public Health and Wellbeing Act 2008 | Low | Council to review the Health and Wellbeing Plan annually. |

Communications and Consultation Strategy

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

| Level of Engagement | Stakeholder | Activities | Outcome |
|---------------------|--------------------------------|---|--|
| Involve | Health and Wellbeing Committee | Review Workshop Submissions on draft report | Committee provided feedback and endorsed recommendations |

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 – Tania Barry

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

Conclusion

The review determined that the fourth year of the Moorabool Health and Wellbeing Plan 2013-2017 was successfully implemented.

Recommendation:

That Council

- 1. Endorses the report on the review of the fourth and final year of the Moorabool Health and Wellbeing Plan 2013-2017.**
- 2. Refers the following incomplete actions from the 2013-2017 Moorabool Health and Wellbeing Plan for inclusion in the 2017-21 Health and Wellbeing Plan Action plan for completion:**
 - Develop a Healthy Workplace Policy**
 - Increase support available to residents by advocating for religious groups to continue to provide pastoral care to the community**
 - Promote existing walking trails through an online guidebook or 'app'.**
 - Promote opportunities for families to access existing physical activity programs in the community i.e. community sporting clubs**
 - Adopt a leadership statement on the issues of violence against women to increase community awareness and demonstrate Council's commitment to the issue.**

Resolution:

Crs. Sullivan/Edwards

That Item 11.3.1 - Moorabool Health and Wellbeing Plan 2013-2017 – Year Four Review Report be deferred to the Ordinary Meeting of Council on 1 August 2018.

CARRIED.

Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager Social & Organisational
Development

Date:

Tuesday, 12 June 2018

11.3.2 Victorian Government 2018-2019 Female Friendly Facilities Fund

Introduction

File No.: 02/14/001(1)
Author: Ian Waugh
General Manager: Danny Colgan

The purpose of the report is to recommend that the Council endorse the grant application for the Gordon Netball Facility Upgrade project for submission for funding under the Victorian Government 2018-19 Female Friendly Facilities Fund (FFFF).

Background

The Female Friendly Facilities Fund (FFFF) provides funding to develop sports facilities such as change rooms, grounds, pavilions and courts that enable, facilitate and retain participation by women and girls. Councils may submit applications for one or more venues with a total (combined) funding request of up to \$500,000. The funding ratio of SRV \$2: \$1 Local is provided.

Only local Councils are able to submit applications to this funding program. The 'local' funding contributions required can comprise of both Council and club cash and in-kind contributions. Funding models are encouraged that demonstrate stakeholder commitment to the project.

All sporting clubs within the municipality were given the opportunity to register their interest via an Expression of Interest (EOI) process. Correspondence was circulated to the clubs in the Shire notifying them of the program and requesting Expressions of Interest to be submitted by 15 May 2018.

Council officers received two (2) Expressions of Interest submissions from the Gordon Football Netball Club and the Dunnstown Community Centre. Applications for the 2018-2019 FFFF close on 23 July 2018.

Proposal

It is proposed that the Council endorse the submission of the following project for funding under the Victorian Government 2018-19 Female Friendly Facilities Fund program:

- Gordon Netball Facility Upgrade

A summary of the project information is represented below:

Gordon Netball Facility Upgrade

An Expression of Interest for this project was previously submitted by the club for the previous round of the Victorian Government's Country Football Netball Program (CFNP), however it was identified that further project development work was required which has since occurred.

| | | |
|----------------|---|------------------|
| Venue: | Gordon Recreation Reserve | |
| Scope: | Construction of a second netball court, competition standard court lighting for the second court and training standard court lighting for the existing court, and a female friendly netball shelter including change facilities | |
| Funding Model: | <u>Project Budget:</u> | <u>\$375,000</u> |
| | Moorabool Shire | \$75,000 |
| | Gordon FNC | \$30,000 |
| | In-kind contributions | \$20,000 TBC |
| | Required grant funding | \$250,000 |

The Gordon Football Netball Club have developed the project scope, concept plans and management plans and sourced quotes in alignment with the reserve master plan. The club also sourced design input from Council officers and Netball Victoria prior to submission. The club has undertaken significant fundraising and have completed in-kind work in preparation for this project submission. This project is identified under Council's current priority projects list for development of a second netball court at the reserve.

The overall strategic rationale for the project is sound. The primary focus of the Female Friendly Facilities Fund is not just on increasing female participation. It is also about changing cultures within clubs, retaining participants and improving facilities so that they are at least comparable to male sports. At Gordon, the netballers do not have access to toilets and showers, umpires rooms, adequate training lights and even change rooms. They currently change in cubicles located in a storage shed. Completion of this project will significantly improve the culture of the user clubs and enhance gender equity.

The Gordon Clubs and Committee have been working on this project for some time including fundraising and have made a strong commitment to improving gender equity through participation in the Women's Health Grampians Communities of Respect and Equality (CORE) Alliance programs.

Project not recommended for submission

It is proposed that the Council does not submit an application for the following project in this round of funding, and Council officers continue to work with the clubs to further develop the project proposal for future funding consideration:

Dunnstown Community Centre Unisex Change Rooms Proposed Upgrade

| | | |
|----------------|---|------------------|
| Scope: | Re-development of pavilion to include female friendly player and umpire change facilities | |
| Funding Model: | <u>Project Budget:</u> | <u>\$484,000</u> |
| | Moorabool Shire | \$120,000 |
| | Dunnstown FNC | \$44,000 |
| | In-Kind contribution | \$0 |
| | Required Grant amount: | \$320,000 |

The user groups at the Dunnstown Recreation Reserve have had concept plans developed and have sourced a cost estimate for the plans. The expression of interest submission was discussed with Sport & Recreation

Victoria (SRV), however it has been advised that the project scope goes behind what is applicable to the Female Friendly Facilities Fund guidelines.

The proposed extension of the pavilion whilst including female friendly components in the players and umpires change rooms, also includes other elements such as a meeting room, storage room, medical room, male umpires room and gym facility which go beyond the scope of the funding program. The clear link to female participation outcomes needs to be further understood and able to be demonstrated given there is already another building servicing the netball and tennis courts at the reserve.

At it's the Ordinary Meeting of the Council held on the 4 April, the Council resolved to approve the submission of an application for funding for the Ballan Recreation Reserve Netball Courts and Lighting Upgrade project under the Victorian Government's Country Football Netball Program. The project will involve the upgrade of the outdoor courts including the provision of one dedicated netball court and one shared netball/tennis court including court lighting for both courts. An announcement of the outcome of the application is expected shortly

Policy Implications

The 2017– 2021 Council Plan provides as follows:

Strategic Objective 4 Improving social outcomes

Context 4A Health and wellbeing

The proposal to submit an application for potential funding under the Victorian Government Female Friendly Facilities Fund is consistent with the 2017-2021 Council Plan.

Financial Implications

The proposed Council contribution of \$75,000 towards the Gordon project is dependent on the successful outcome of the application. This contribution equates to 20% of the total project cost, with the grant submission for \$250,000 requested to leverage the club's and the Council's funding.

The Gordon Reserve Committee provided a submission to the 2018/19 draft budget seeking the Council contribution of \$75,000 for the project. Successful projects under the Female Friendly Facilities Fund are required to be completed by May 2020.

Undertaking the project in the 2019/2020 financial year will be beneficial from a project implementation perspective, as the construction period will cause the least disruption to club fixturing. Council will also require evidence and written confirmation of the club funding contribution towards the project before making the submission.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk Rating | Control/s |
|-----------------|--|-------------|--|
| Community Needs | Current community needs for additional capacity at facilities will | Medium | Strategic planning to ensure that priority projects are identified and included in |

| | | | |
|-----------|---|--------|---|
| | not be met if facility improvements are not made | | Council's strategic financial planning and capital improvement program to allow opportunities for leveraging of funds |
| Financial | Funding required to deliver identified improvements to the facilities | Medium | Planning completed to ensure that projects are identified within Council's strategic financial plans and external grant funding and club contribution can be added to the project funding models. |

Communications and Consultation Strategy

The outcomes of this report will be communicated to all clubs who submitted expressions of interest.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Recommendation:

That Council:

- 1. Endorse the submission of the Gordon Netball Facility Upgrade (\$75,000 Council contribution towards project) for funding under the Victorian Government Female Friendly Facilities Fund 2018-19.**
- 2. Refer Councils contribution of \$75,000 towards the project to the 2019/20 Council budget process pending a successful outcome from the funding application.**
- 3. Continue liaison with the Dunnstown Community Centre Committee of Management and user clubs to further develop the project proposal and identify future funding opportunities.**

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

1. ***Endorse the submission of the Gordon Netball Facility Upgrade (\$75,000 Council contribution towards project) for funding under the Victorian Government Female Friendly Facilities Fund 2018-19.***
2. ***Refer Councils contribution of \$75,000 towards the project to the 2019/20 Council budget process pending a successful outcome from the funding application.***
3. ***Continue liaison with the Dunnstown Community Centre Committee of Management and user clubs, in addition to other community groups across the Shire, to further develop project proposals and identify future funding opportunities.***

CARRIED.

Report Authorisation**Authorised by:** 

Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: 26 June, 2018

Cr. Bingham left the meeting at 6.34 pm.

11.3.3 Draft Revised Memorials Policy (July 2018)

Introduction

File No.: 06/03/004
Author: Tania Barry
General Manager: Danny Colgan

Background

The purpose of this report is to recommend that the Council endorse the revised draft Memorials Policy (July 2018) for the purposes of community engagement for a period of four week.

Council's Memorials Policy was adopted in 2014 to address requests received from community members wanting to install memorials in public places across the Shire. A policy was put in place to assess and manage requests as they arose. This policy has now been reviewed and revised.

The aims of the draft revised Memorials Policy are to:

- Outline the types of memorials that will be considered
- Provide an application and approval process
- Determine the responsibility of costs and maintenance
- Outline timeframes for the process and management of the lifespan of memorials
- Clearly demonstrate the responsibility of Council and the responsibilities of the applicant

Proposal

The draft revised Memorials Policy, as contained in **Attachment 11.3.3**, comprises a statement of purpose and scope as well as the process for the implementation of the Policy. The process includes the responsibility for the cost of the memorials; the lifespan of memorials; maintenance; maintaining a register and public safety.

The revisions to the Memorials Policy are contained to minor wording changes with no significant changes made to the intent of the policy or procedure.

It is proposed that the draft revised Memorials Policy be placed on public exhibition for four weeks.

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.

It is proposed that in accordance with Moorabool Shire Council Policy Protocol, consideration of items which affect beyond the current year, the revised draft Memorials Policy lay on the table for further consideration at the next Ordinary Meeting of Council on the 1 August 2018.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 4: **Improving Social Outcomes**

Context 4A: **Community Connectedness and Capacity**

The draft revised Memorials Policy is consistent with the Council Plan 2017 – 2021.

Financial Implications

The draft revised Memorials Policy has been reviewed within existing budgetary allocations.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk Rating | Control/s |
|---------------------------------------|--|-------------|----------------------|
| Requests for memorials from community | Without a current policy, memorials could be installed with no process or management plan in place | Medium | Implement the Policy |

Community Engagement Strategy

The following community engagement is proposed, in accordance with the Council's Community Engagement Policy and Framework

| Level of Engagement | Stakeholder | Activities | Location | Date |
|---------------------|-------------------|------------------------------------|----------|-----------|
| Consult | Community members | Have Your Say | Various | July 2018 |
| Inform | Community members | Emails to Committees of Management | Various | July 2018 |
| Consult | Community members | Display policy for comments | Various | July 2018 |

The exhibition of the draft policy will involve:

- The Have Your Say website, Council's on-line engagement portal;
- Making copies of the revised draft policy available at Council's Customer Service locations, Lerderberg Library, Ballan Library and all rural library sites;
- Providing a copy of the revised draft policy to all Council delegated committees of management.

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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 – Tania Barry

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

Conclusion

The Memorials Policy was developed to put in place a process to assess and manage requests for memorials as they arose. After three years, the policy has now been reviewed.

Resolution:

Crs. Sullivan/Edwards

That the Council in accordance with Moorabool Shire Council Policy Protocol, Consideration of items which affect beyond the current year, the revised draft Memorials Policy now lay on the table for further consideration at the next Ordinary Meeting of Council on the 1 August 2018.

CARRIED.

Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager, Social and Organisational Development

Date:

13 June, 2018

Cr. Bingham returned to the meeting at 6.35 pm.

11.3.4 Instrument of Appointment and Authorisation of Council Officers under Section 174(4) of the Planning and Environment Act 1987

Introduction

Author: Michelle Morrow
General Manager: Danny Colgan

Under section 174(4) of the *Planning and Environment Act 1987* (the Act), Council must appoint authorised officers for the purposes and regulations made under the Act.

Background

Section 232 of the *Local Government Act 1989* authorises the relevant officers generally to institute proceedings for offences against the Acts and Regulations described within the proposed instrument of appointment and authorisation.

Proposal

In order to comply with the *Planning and Environment Act 1987* and the *Local Government Act 1989*, an Instrument of Appointment and Authorisation is now presented to the Council requesting that the officers named in that Instrument be hereby appointed for the purposes of section 147(4) of the *Planning and Environment Act 1987* and the regulations made under that Act and section 232 of the *Local Government Act 1989* for the purpose generally to institute proceedings for offences against the Acts and regulations described in the instrument.

The change to this Instrument reflects the changes to staff assignments within the Planning and Environmental Health service units.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1 Providing good governance and leadership

Context 1C Our business and systems

The preparation of this Instrument of Appointment and Authorisation of Council Officers under section 174(4) of the *Planning and Environment Act 1987* is consistent with the 2017 - 2021 Council Plan.

Financial Implications

No financial implications to Council.

Risk & Occupational Health & Safety Issues

No Risk and Occupational Health and Safety issues apply to Council unless the relevant Council officers do not receive the appropriate instrument of appointment and authorisation from Council.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Michelle Morrow

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

Conclusion

Council is obliged to comply with section 147(4) of the *Planning and Environment Act 1987* therefore the attached Instrument of Appointment and Authorisation is required to be approved under the Seal of Council.

Resolution:

Crs. Sullivan/Edwards

That Council approves, under the common seal of Council, the attached Instrument of Appointment and Authorisation of Council officers under section 174(4) of the Planning and Environment Act 1987.

CARRIED.

Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager Social & Organisational
Development

Date:

Thursday, 14 June 2018

11.3.5 Victorian Government Pick My Project Funding Program 2018

Introduction

File No.: 02/14/001(1)
Author: Ian Waugh
General Manager: Danny Colgan

Purpose

The purpose of this report is to provide information regarding the State Government's Pick My Project initiative, including the Council support and approval process.

Background

Pick My Project is a Victorian community grants initiative, with \$30 million available to fund local projects. Individual and community groups are encouraged to come up with a project idea which will be voted on by the community.

To be eligible to apply for Pick My Project, you must:

- Be a Victorian resident;
- Be aged 16 and over. For participants aged 16 or 17, guardian approval is required;
- Register for Pick My Project. This will require email verification; and
- Live in the community for which you submit a project idea.

Eligible organisations (including Local Governments) can suggest project ideas, however, they must identify a local resident who supports the idea and lives in the community where the project is proposed. This local resident will need to submit the application on behalf of the organisation.

Local Government although an eligible project partner cannot submit an application directly to Pick My Project.

What can be funded?

To be eligible for funding, a project must:

- Align with the Pick My Project objective of making your community an even better place to live
- Align with the project categories
- Cost between \$20,000 to \$200,000 (GST inclusive)
- Be open or available to the wider community (e.g. a playground or community garden that is behind locked gates would not be eligible)
- Be completed within 12 months from the date of signing the funding agreement and any necessary development approvals and permissions
- Be able to be funded entirely through the Pick My Project funding, unless additional funding has already been sourced.

Examples of projects that may be funded

All applications need to be able to demonstrate how the project will make a community an even better place to live. This could include small infrastructure projects, services or events, or programs to improve community and bring people together.

Examples of projects that could be funded through Pick My Project could include:

- Community cultural events/festivals
- Repair or swap cafes/sheds
- Playground upgrades
- Smart lighting (e.g. for footpaths or public transport stops)
- Urban landscaping
- Skill share programs
- Walking/cycling trails
- Neighbourhood/community markets
- Community gardens
- Community/public art.

What can't be funded?

Projects that do not meet the guidelines or the program objective of making communities an even better place to live will not be eligible for funding.

The following projects are not eligible for funding:

- Projects already accounted for in a local council's 2018-19 budget statement
- Projects that do not align with the guidelines, and other documentation including terms and conditions
- Ongoing operational or maintenance costs for projects
- Projects from which the applicant or their immediate family will personally profit. Salaries for project administration are not considered personal profit
- Projects that have commenced or have been completed prior to the application being submitted
- Projects that are located outside Victoria
- Illegal, malicious or discriminatory activities or projects that will result in neighbourhood division
- Projects that are contradictory to government or landholder policy or practices
- Costs for feasibility studies, research/study placements, business cases or similar reports
- Costs associated with the preparation of the application
- Projects that are deemed to be unfeasible (due to budget, time constraints, legislative or regulatory constraints, technical constraints or similar)
- Projects for a private or for-profit purpose
- Projects that cannot be delivered within 12 months of signing the funding agreement (excluding time required for receipt of any necessary development approvals and permissions).

Submissions opened on the 21 May 2018 and were due to close on the 24 June 2018. However on Thursday, 21 June 2018 the State Government announced that the closing date had been extended until 8 July 2018. In order to facilitate and manage the process from a Council perspective, Officers put together an Expressions of Interest process to gather information from local individuals and groups interested in submitting projects.

A timeline was also drafted, as follows:

| | |
|---------|---|
| May 28 | Email sent to committees regarding projects, with Council's expression of interest form (EOIs). This was also put on Council's website and Facebook page. |
| June 8 | Closing date for submission of EOI forms |
| June 12 | Applicant submissions acknowledged |
| June 24 | Applications due for submission to Pick My Project by individuals or groups |
| July 8 | Revised Closing Date for submissions. |

In order to put in place a process for individuals and groups seeking Council's consent as landowner and/or financial contribution, an Expression of Interest (EOI) process was conducted. The purpose of the EOI process was to ascertain the following information:

- Whether the project was on Council land and would require landowner approval from Council (also requiring a separate form to be filled in and signed as part of the funding application);
- Whether the project required ongoing maintenance or operational costs from Council;
- Whether the project required a letter from Council providing support as a beneficial community initiative.

It was reinforced throughout the process that if Council provided approval as a landowner or asset holder, the funding application for Pick My Project would need to be completed by the applicant, as per the Victorian Government's Pick My Project guidelines.

If Council was to support the proposal from the SES and the application is successful, a further report will be required in relation to the terms and conditions of any proposed leasing arrangement as required under the *Local Government Act 1989*

Proposal

The Expressions of Interest process resulted in the following submissions either on Council land or requesting Council financial support.

| Project Name | Project Description | Project Lead | Total Project Cost | Requested Council Contribution | Amount Requested from Pick My Project | Recommendation |
|--|--|--|--------------------|--------------------------------|---------------------------------------|--|
| Masons Lane Playground | Installation of a playground and seating elements to support passive and active activities that occur at Masons Lane Recreation Reserve. Requires Council approval as a landowner and subsequent asset holder. | Bacchus Marsh Soccer Club, with Council input and advice | \$90,000 | \$0 | \$90,000 | Recommended for approval. The project is in accordance with the Masons Lane Reserve master plan undertaken in 2010. Consideration will need to be given for ongoing maintenance costs such as soft fall replacement, regular inspections and audits. Playground will need to be placed on Council's asset register. |
| Navigators toilet and tennis shed redevelopment | EOI unclear, however it appears to be centred on building a community multi hub room and upgrading the public toilets by demolishing the existing facilities. Requires Council approval as land-owner and asset holder. Also requires substantial Council funding to leverage the Pick My Project funding. | Navigators Community Centre MSC Community Development Officer (unapproved) | \$300,000 | \$150,000 | \$150,000 | Not recommended for approval. The applicant is requesting a letter from Council committing to the allocation of a grant of \$150,000 towards the project. There is no provision for the grant in the Council's draft 2018/2019 budget. The applicant was advised of the budget submission process, however no submission was received. The project also requires the appropriate planning permits which have not been obtained to date. No other relevant documentation has been provided to Council officers. |

| | | | | | | |
|---|--|--|------------------|------------|------------------|--|
| SES storage and training facility | <p>To provide the local Bacchus Marsh SES with an additional storage and training facility to meet the increased demand required for this emergency service.</p> <p>Requires Council approval as a landowner and asset holder.</p> <p>Also requires a further report in relation to the proposed leasing arrangement.</p> | Bacchus Marsh Lions Club | \$190,000 | \$0 | \$190,000 | <p>Recommended be approved in principle.</p> <p>The timeframes for the funding application do not allow for due diligence in assessing and potentially approving the requested lease arrangement. The timeframes also do not allow for the necessary planning permits to be obtained.</p> |
| Youth Mental Health Awareness Campaign | <p>Campaign to raise awareness and provide the community with a digital and/or print directory for young people on accessing information on mental health and finding local services (with links to headspace and beyond blue resources). YAG will plan and hold a community event to launch their campaign with promotional materials such as wristbands and other youth friendly items. The creation of a guide and information on services in the local community will be available for young people in both digital and print forms.</p> <p>Requires letter of support from Council as a beneficial community initiative.</p> | Moorabool Youth Action Group, with Council officer support | \$20,000 | \$0 | \$20,000 | <p>Recommended for approval.</p> <p>No Council funding is required for this project.</p> |

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 4: Improving Social Outcomes

Context 4A: Community Connectedness and Capacity

Council providing assistance and support to community groups seeking funding from the Pick My Project Program assists in achieving this objective by strengthening community capacity, connectedness and improving social outcomes.

Financial Implications

There are no immediate financial implications for Council as the recommended projects do not require a financial contribution.

Some projects may have longer term financial implications if they are successful as they may involve ongoing maintenance issues or costs associated with the project. e.g. ongoing maintenance and management costs of the Masons Lane playground.

Staff time in providing assistance and support to community groups will be accommodated within existing Council budget allocations.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk Rating | Control/s |
|--|--|-------------|---|
| Projects are implemented without Council approval. | Budgetary implications if Council are not aware of, or involved in, the process. | High | Implement EOI process and liaise with applicant throughout process. |

Community Engagement Strategy

The following community engagement is proposed, in accordance with the Council's Community Engagement Policy and Framework

| Level of Engagement | Stakeholder | Activities | Location | Date |
|---------------------|-------------------|--------------------------------------|------------------------------------|----------|
| Inform | Community members | Emails to Committees of Management | Various | May 2018 |
| Inform | Community members | Social media and digital advertising | Facebook, Twitter, Council website | May 2018 |

The EOI process for submissions was emailed to Council committees of management and advertised via other communication processes i.e. Council's Facebook page and Twitter account as well as Council's website. The Pick My Project funding program has been extensively promoted by the State Government through radio, television and social media.

Most community groups and organisations would be aware of the availability of the Pick My Project funding.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Conclusion

Four projects have been submitted by community organisations following the Expression of Interest process undertaken by Council.

The time lines for both potential submitters to the program and Council have been extremely short. This has made it difficult for Officers to be able to provide appropriate information regarding the projects and seek endorsement of projects to be supported by Council.

It is recommended that 3 of the 4 projects submitted be supported by Council to proceed to the community voting stage of the Pick My Project program. The 3 projects recommended do not require an immediate financial contribution from Council and only require approval land owner or manager consent.

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

1. ***Endorses the submission of the following projects to the Pick My Project funding program:***
 - ***Bacchus Marsh Soccer Club – Mason Lane Playground.***
 - ***Moorabool Youth Action Group – Youth Mental Health Awareness Project.***
2. ***Provides “In Principle” approval for the Bacchus Marsh Lions Club SES Project, pending resolution of the leasing and location planning requirements.***
3. ***Endorses Officers to continue to work with the Navigators Community Centre Committee regarding the scoping of their project and strengthening of the strategic justification. Following resolution of these issues, Officers will assist in developing a funding strategy for the project.***

CARRIED.

Report Authorisation**Authorised by:****Name:****Title:****Date:**

Danny Colgan

General Manager, Social and Organisational
Development

14 June, 2018

11.3.6 Annual Local Government Community Satisfaction Survey 2018

Introduction

File No.: 18/02/001
 Author: Vanessa O'Toole
 General Manager: Danny Colgan

Background

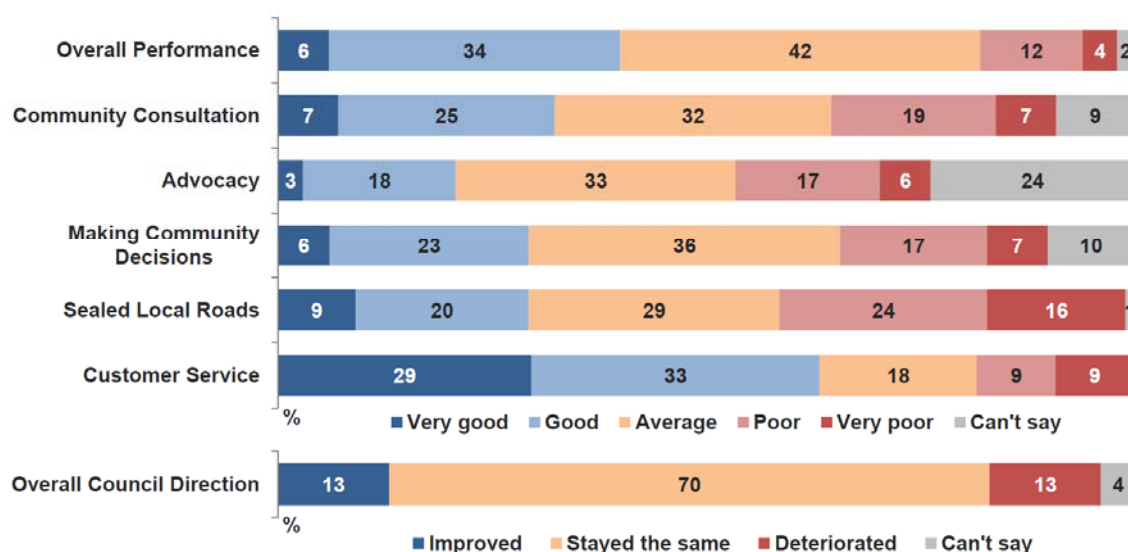
The report for the Annual Local Government Community Satisfaction Survey 2018 commissioned by the Victorian State Government via the Department of Environment, Land, Water and Planning has now been received. The Satisfaction Survey is conducted independently by JWS Research. Sixty-four (64) out of seventy-nine (79) Victorian councils participated in the 2018 compared with the 2017 participation rate of sixty-eight (68) out of seventy-nine (79).

The survey fieldwork was conducted in the period of 1 February – 20 March 2018 with 400 residents interviewed aged 18+ years within the Moorabool Shire.

The Community Satisfaction Survey is optional and participating councils have choices as to the content of the questionnaire and the sample size to be surveyed depending on their individual strategic and financial considerations.

The main objectives are to assess the performance of Moorabool Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery. Moorabool Shire's 2018 key measures summary results are below.

Key Measures Summary Results



2018 Summary of Findings

A representative from JWS Research briefed officers on the 30 May 2018 on the 2018 Survey Report findings. The researcher noted that the 2018 survey shows the overall performance index score of 56 was on a par with the Large Rural Council's group average but lower than the State average. Notably the Council's 2018 overall score of 56 represented a 2 point improvement on the 2017 result.

| Performance Measures | Moorabool 2018 | Moorabool 2017 | Large Rural 2018 | State-wide 2018 | Highest score | Lowest score |
|---|----------------|----------------|------------------|-----------------|------------------|------------------|
| OVERALL PERFORMANCE | 56 | 54 | 56 | 59 | Aged 18-34 years | Aged 50-64 years |
| COMMUNITY CONSULTATION (Community consultation and engagement) | 52 | 48 | 54 | 55 | Ballan | Aged 50-64 years |
| ADVOCACY (Lobbying on behalf of the community) | 48 | 47 | 52 | 54 | Aged 18-34 years | Aged 50-64 years |
| MAKING COMMUNITY DECISIONS (Decisions made in the interest of the community) | 51 | 49 | 52 | 54 | Aged 18-34 years | Aged 50-64 years |
| SEALED LOCAL ROADS (Condition of sealed local roads) | 46 | 43 | 45 | 53 | Aged 18-34 years | Aged 50-64 years |
| CUSTOMER SERVICE | 66 | 64 | 67 | 70 | Aged 65+ years | Men |
| OVERALL COUNCIL DIRECTION | 50 | 49 | 52 | 52 | Aged 18-34 years | Aged 50-64 years |

As in 2017, residents in the 18-34 years age group were the most favourable in their view of overall performance compared to the Council average. Residents aged 35-49 years are significantly more favourable in their overall performance compared to 2017 which showed an index score of 55 up from 48 in 2017.

It was also noted that just under three times as many residents rate Moorabool Shire Council's overall performance as good (34%) than those who rate it as poor (12%).

The table below summarises some key findings from the 2018 survey.

| | |
|---|---|
| Higher results in 2018 <i>(Significantly higher result than 2017)</i> | <ul style="list-style-type: none"> Community consultation and engagement |
| Lower results in 2018 <i>(Significantly lower result than 2017)</i> | <ul style="list-style-type: none"> None applicable |
| Most favourably disposed towards Council | <ul style="list-style-type: none"> Aged 18 to 34 years |
| Least favourably disposed towards Council | <ul style="list-style-type: none"> Aged 50 to 64 years |

Customer Service was the Shire's highest index score over all the categories measured with a score of 66. Whilst the customer service area is rated lower than the state-wide average, it is rated as not significantly different to the large rural group council average of 67. This core performance area measure is also Council's best performance area.

Officers have noted the results pertaining to residents aged 50 – 64 years being least favourably disposed towards Council and an assessment will be undertaken to ascertain how to improve on this result going forward.

The top three performing service areas for 2018, with 1 being the highest performance are as follows:

1. Waste Management
2. Elderly Support Services
3. Appearance of public areas

The bottom three performance service areas 2018, with 1 being the lowest performance are:

1. Sealed roads
2. Lobbying
3. Local streets and footpaths

Upon reviewing the performance on services and overall performance, the individual services that have the strongest influence on the overall performance rating are;

- Community consultation;
- Condition of sealed roads (excluding VicRoads); and
- Decisions made in the interest of the community.

Other key areas with a positive influence on overall performance include:

- Waste management
- Recreational facilities; and
- Business and community development and tourism.

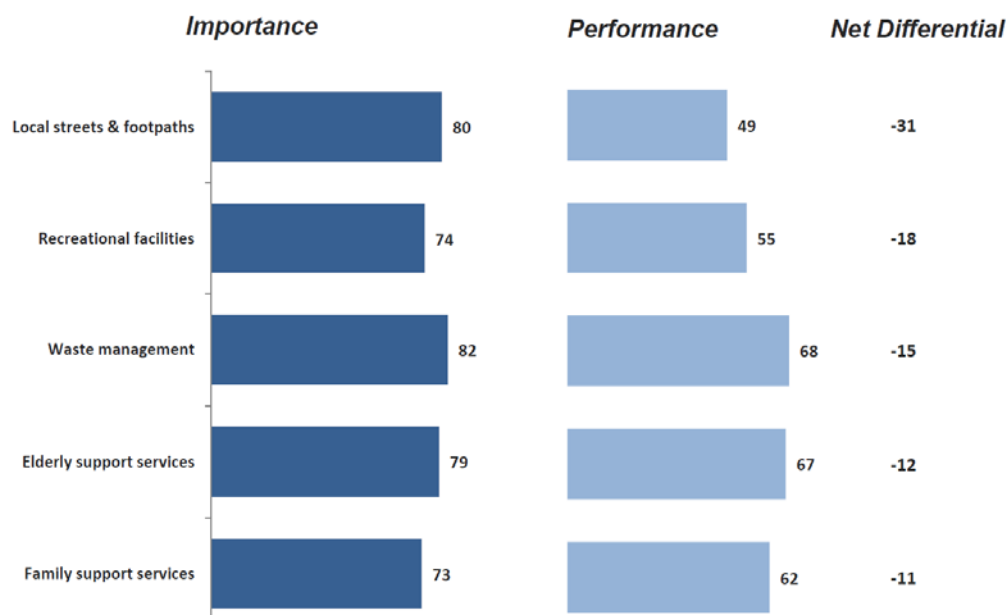
Council's focus to increase overall opinion of its performance will be on continuing to improve value for the community that will flow from our Business Excellence program, ongoing investment to reduce the infrastructure gap and a review of services via the Service Review and Planning Policy and framework adopted by Council.

Key areas for improvement

Areas with the biggest gap between the community perceptions of importance and performance were most considered likely to improve future community satisfaction survey ratings if the gaps became closer over time. (Assuming the community ratings on other services remain constant or improve).

The services identified in the 2018 survey with the biggest differentials are shown in the diagram below:

Service areas where importance exceeds performance by 10 points or more, suggesting further investigation is necessary:



The four Council services showing the greatest difference between the importance of the service compared to our performance in delivering that service are:

- Local streets and footpaths
- Recreational facilities
- Waste management

When considering these results, a number of specific actions to help improve performance and reduce the gap between the survey performance and importance scores have been considered. They include:

- Consider increased investment in sealed local roads.
- Consider increased investment in local streets and footpaths shire wide.
- Continue the business excellence continuous improvement program to ensure that the needs of service users and communities are better understood and changes to programs and services made accordingly.
- Undertake level of service reviews including extensive community engagement with service users and the broader communities of Moorabool on their service needs.
- Continue to grow community awareness of council activity via digital means.
- Continue to implement the Recreation Reserve Management Framework and policies.
- Continue to implement the recommendations of the Council's Recreation and Leisure Strategic Plan 2015-2021.
- Continued advocacy to State and Federal Governments for further investment in Sports and Recreation Facilities in Moorabool.
- Continued advocacy and facilitation of investment by government and non-government organisations in family support services in Moorabool.

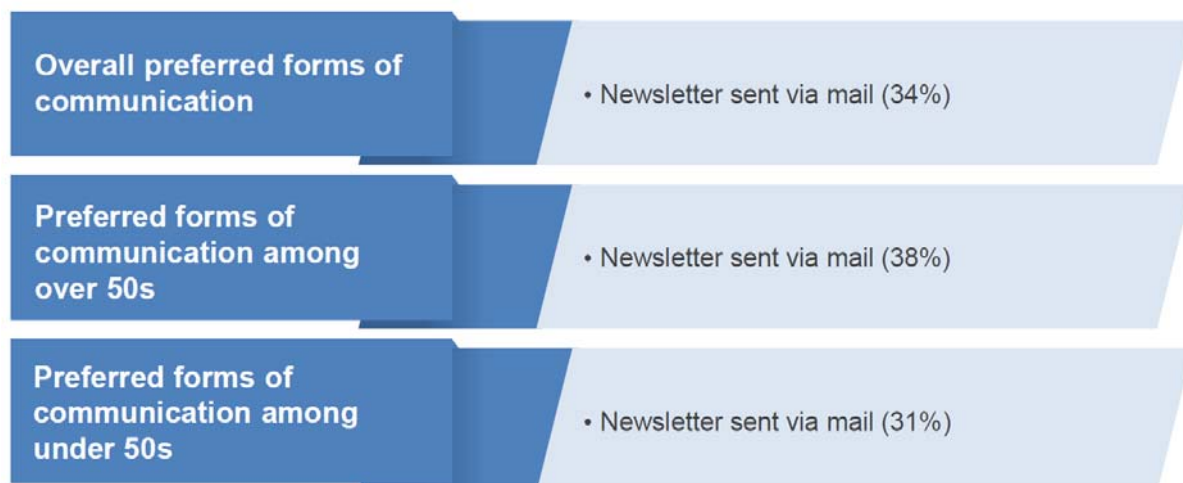
Overview of Customer Contact and Service

Council's interest in determining how residents interact with Council and what forms of communication are preferred, led to an optional question being proposed for the 2018 survey. The question asked of residents was *"if Moorabool Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which one of the following is the best way to communicate with you?"*

The best forms of communication involved the following:

- Advertising in a local newspaper
- Council newsletter via mail
- Council newsletter via email
- Council newsletter as local paper insert
- Council website
- Text message
- Other
- Can't say

Overall, newsletters sent via mail (34%) are considered the best way for Council to inform residents about news, information and upcoming events. The report indicates that residents aged over 50 years consider 'newsletter via mail' the best method of contact with Council (38%), along with residents aged under 50 years also considering 'newsletter via mail' (31%) as the optimal method.



The report also indicates that 65% of Moorabool Shire Council residents have had recent contact with Council, significantly higher than 2017 (58%) and equalling the highest level of contact in 2012 when tracking commenced.

| | |
|--|--|
| Overall contact with Moorabool Shire Council | <ul style="list-style-type: none"> 65%, up 7 points on 2017 |
| Most contact with Moorabool Shire Council | <ul style="list-style-type: none"> Aged 35-49 years |
| Least contact with Moorabool Shire Council | <ul style="list-style-type: none"> Aged 65+ years |
| Customer service rating | <ul style="list-style-type: none"> Index score of 66, up 2 points on 2017 |
| Most satisfied with customer service | <ul style="list-style-type: none"> Aged 65+ years |
| Least satisfied with customer service | <ul style="list-style-type: none"> Men |

Proposal

This report is to inform Council and the community on the result of the 2018 Community Satisfaction Survey. The report is contained in **Attachment 11.3.6** and copies will be made available for public perusal at each of Council's offices located at 15 Stead Street, Ballan, 182 Halletts Way, Darley and at the Lerderderg Library, 215 Main Street, and Bacchus Marsh. It will also be placed on Council's website.

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 inform Council and the community of the Community Satisfaction Survey results is consistent with the Council Plan 2017-2021.

Financial Implications

To participate in the Annual Local Government Community Satisfaction Survey commissioned by the Victorian State Government via the Department of Environment, Land, Water and Planning, Council pays a total of \$13,550. Outcomes of the survey will continue to influence budgetary decision making and project prioritisation.

Communications Strategy

An advertisement will be placed in the Moorabool News advising the Community Satisfaction Survey is available for viewing at all Council offices and on Council's website. A media release will be prepared highlighting key survey findings and where to obtain the report. It will also be placed on Council's website.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Vanessa O'Toole

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

Conclusion

The 2018 survey provides a snapshot of the community's view of Council's performance during February and March 2018. It indicates the importance the community places on a range of services relative to their view of how they are delivered.

The results of the Annual Community Satisfaction Survey 2018 show Council's overall performance increased on all measures compared to its own results in 2017. The survey shows Council's overall direction and performance at a score of 56.

When compared with the 2018 category average for large rural council's, Moorabool's survey outcomes were generally on par with this group's average and lower than the State average for most core and individual services.

Resolution:

Crs. Dudzik/Bingham

That Council:

1. ***Receives the Annual Community Satisfaction Survey 2018.***
2. ***Refers the feedback to the development of future strategic plans, the Council Plan, annual budgets and service reviews.***
3. ***Makes copies of the 2018 Annual Community Satisfaction Survey available for public perusal at each of Council's office locations and on Council's website.***

CARRIED.

Report Authorisation

Authorised by:



Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Wednesday 13 June 2018

11.4 INFRASTRUCTURE

Mr Colin Prout addressed Council as a supporter of the recommendation in relation to Item 11.4.1 – Request for Closure to Through Traffic; Bacchus Street, Maddingley.

Mr Don Journet addressed Council as a supporter of the recommendation in relation to Item 11.4.1 – Request for Closure to Through Traffic; Bacchus Street, Maddingley.

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

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

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

At the Ordinary Meeting of Council on Wednesday 7 February 2018, Council resolved to advertise its intention to discontinue a portion of Bacchus Street, Maddingley and seek public submissions under Section 223 of the *Local Government Act 1989* (the Act).

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



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

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

Proposal

In accordance with Section 223 of the Act, Council advertised its intentions in the local (Moorabool News) in March 2018 and on Council's website inviting public submissions on the proposed portion of road discontinuance being considered under Clause 9 of Schedule 11 of the *Local Government Act 1989* (the Act).

Given the potential impact that a closure may have on other residents in the vicinity of Bacchus Street area, correspondence was forwarded to owners of 154 properties in order to gauge their level of support and feedback.

The submissions closed at 4.00pm on Tuesday 3 April 2018 and the summary of submissions are:

- Council had received eight (8) submissions within the timeframe.
- One (1) late submission was received.
- Among the eight (8) submissions, five (5) including one (1) late submission were in favour of the closure of Bacchus Street.
- The other four (4) submissions were against of the closure.

Residents providing support for the closure are primarily those located near the vicinity of the eastern end of Bacchus Street (unsealed section) and support for the closure to through traffic was generally on the basis of noise and dust issues being experienced due to the increased volume of traffic (specifically increase of trucks access) on the unsealed section, particularly since the opening of the Halletts Way extension.

The objections to the submissions were generally from properties located away from the eastern end of Bacchus Street (unsealed section) and were provided on the basis that the unsealed section provided alternative access to Halletts Way via Werribee Vale Road, alternative access of emergency vehicles and reduced traffic impact on Labilliere Street, Griffith Street and Franklin Street especially at school pickup, drop off and train arrival times.

A common theme of feedback from all submissions was the request for the sealing of the unsealed section of Bacchus Street, Maddingley.

Officers have developed a number of options below for consideration.

1. Maintain the Status Quo

Do nothing and continue to maintain according to Council's adopted Road Management Plan (RMP).

2. Initiate the Closure to Through Traffic

Under Schedule 11 of the Local Government Act 1989, Council has the power to block or restrict the passage of vehicles on a road by placing a permanent barrier or obstruction on the road.

It is proposed that permanent bollards be installed at the junction of the sealed and unsealed sections of Bacchus Street to reduce the noise and dust issues being experienced due to the increased volume of traffic on the unsealed section. In addition, 'No Through Road' warning signage would be installed at the intersections with both Inglis Street and Werribee Vale Road.

This will increase trip times, albeit minor, for commuters who are currently accessing Halletts Way via Werribee Vale Road through unsealed section of Bacchus Street. Based on the requirements of the **"Sealing of Unsealed Roads Policy"** this will mean that this section of road will likely remain unsealed.

3. Keep the Road Open to Through Traffic and Upgrade

Maintain the through status with an upgrade of the 230m unsealed section of Bacchus Street. Associated benefits are potentially reduced traffic impact on Labilliere Street, Griffith Street and Franklin Street especially at school pickup, drop off and train arrival times.

With a basic treatment of gravel resheet and seal, it is estimated that this would cost between \$50,000 and \$100,000 and would need to be referred to the capital program.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Out Assets and Infrastructure

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

Financial Implications

If Council resolves to the closure to through traffic according to Option 2, there are no financial implications associated with the recommendation within this report. The installation of a permanent barrier and advisory signage can be accommodated within existing budgets.

If Council supported upgrade works as outlined in Option 3, this would cost between \$50,000 and \$100,000 and would need to be referred to the capital program budget process.

Risk & Occupational Health & Safety Issues

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

Communications and Consultation Strategy

Owners with a property boundary adjoining Bacchus Street will be further advised of the outcome of this report and a further response also provided to the original submitters.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – John Miller

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

Conclusion

There was mixed feedback from submitters but overall was a low response given the number of letters that were sent out. Based on feedback from the submissions, officers recommend the closure of Bacchus Street to through traffic and permanent bollards be installed at the junction of the sealed and unsealed sections. In addition, 'No Through Road' warning signage will be installed at the intersections with both Inglis Street and Werribee Vale Road. This will ultimately improve the amenity for the residents living on the unsealed section of Bacchus Street.

Resolution:

Crs. Bingham/Edwards


That Council:

- 1. under Schedule 11.9(2) of the Local Government Act, resolves to restrict the passage of vehicles on Bacchus Street by placing permanent bollards at the junction of the sealed and unsealed sections of road.***
- 2. writes to submitters and property owners along Bacchus Street advising of Council's decision.***

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Thursday, 14 June 2018

11.4.2 Draft Traffic Calming Policy

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

At the Ordinary Meeting of Council on Wednesday 6 June 2018, Council considered the draft Traffic Calming Policy and the following was resolved:

Crs. Dudzik/Bingham

That in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of Items which affect beyond the Current Year', the Traffic Calming Policy as attached, now lay on the table for further consideration at the July Ordinary Meeting of Council.

CARRIED.

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.

Under legislation, Council is required to provide a municipal road network that enables the safe and efficient movement of people and goods. The development of a Traffic Calming Policy is listed within the 2017-21 Council Plan and aims to guide decisions in relation to the implementation of traffic calming solutions on local roads, to assist in achieving this outcome.

In accordance with the resolution of Council on Wednesday 6 June 2018, the Traffic Calming Policy is now presented to Council for adoption.

Proposal

Council receives a high volume of traffic related customer enquiries that are currently considered in isolation. To avoid an ad hoc approach to traffic issues and the implementation of traffic management devices, a number of Local Area Traffic Management (LATM) studies are proposed to be undertaken over the coming years within urban areas of the Shire. These plans will assist in providing a consistent approach to traffic related issues within those local areas.

Where issues are experienced outside of the scope of a LATM plan, this policy seeks to guide Council officers in the assessment of, and response to, traffic concerns raised by the community. The policy provides the guiding principles for the assessment of traffic issues, evaluation of potential traffic calming treatments and warrants for their use within the specified area.

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 2017 - 2021 Council Plan provides as follows:

| | |
|------------------------------|---|
| Strategic Objective 1 | Providing Good Governance and Leadership |
| Context 1A | Our Assets and Infrastructure |
| Action | Develop Infrastructure Policy for Traffic Calming |

The development of the draft Traffic Calming Policy is consistent with the 2017-2021 Council Plan.

Financial Implications

It is proposed that all major traffic related works will be referred to the long term capital improvement program for consideration, and minor works will be undertaken within existing budget allocations. As such, there are no financial implications associated with the adoption of this policy.

Risk & Occupational Health & Safety Issues

One of the key objectives of the policy is to assist in reducing the risk and traffic safety issues at any given location. As such, there are no risk or occupational health and safety issues associated with the adoption of this policy.

Communications and Consultation Strategy

Following formal adoption, a copy of the Traffic Calming Policy will be made available on Council's web site.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – John Miller

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

Conclusion

Having resolved on the 6 June 2018 that the policy lay on the table for further consideration and adoption at the next Ordinary Meeting of Council, the Traffic Calming Policy is now placed before the Council for adoption.

Resolution:

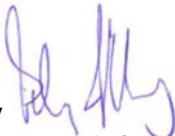
Crs. Sullivan/Edwards

That Council, in accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, now adopts the Traffic Calming Policy.

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Thursday, 14 June 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

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

Nil.

12.2 Section 86 – Delegated Committees of Council – Reports

Section 86 Delegated Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the Local Government Act 1989. The Council cannot delegate certain powers as specifically indicated in Section 86(4) of the Act.

Section 86 Delegated Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 – Delegated Committees of Council present the reports of the Committee Meetings for Council consideration.

| Committee | Meeting Date | Council Representative |
|---|-----------------------|--|
| Section 86 Development Assessment Committee Meeting To download these minutes, go to councils website https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018 | Wednesday 16 May 2018 | Cr Tatchell Cr Keogh Cr Dudzik Cr Bingham Cr Edwards |

Resolution:

Crs. Dudzik/Keogh

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

- ***Section 86 Development Assessment Committee Meeting, Wednesday 16 May 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.

| Committee | Meeting Date | Council Representative |
|---|---|-------------------------------|
| Audit and Risk Advisory Committee Meeting | Wednesday 8 November 2018 Wednesday 14 February 2018 | Cr. Tatchell Cr. Dudzik |

Resolution:

Crs. Keogh/Bingham

That Council receives the reports of the Audit and Risk Advisory Committee of Council of Wednesday 8 November 2018 and Wednesday 14 February 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:

| Cr Paul Tatchell – Mayor's Report | |
|--|--|
| Date: 4 July, 2018 | |
| 8 June | <ul style="list-style-type: none"> • Central Highlands Councils Victoria Meeting |
| 15 June | <ul style="list-style-type: none"> • Launch of Scotsburn Fire Game |
| 20 June | <ul style="list-style-type: none"> • Heritage Advisory Committee • S86 Development Assessment Committee • Special Meeting of Council |
| 25 June | <ul style="list-style-type: none"> • Meeting with Ryan Farrow, Liberal Candidate for Melton |
| 27 June | <ul style="list-style-type: none"> • Assembly of Councillors – Confidential Item • Special Meeting of Council |
| 28 June | <ul style="list-style-type: none"> • VIC Acknowledge of Years of Service Event |
| 4 July | <ul style="list-style-type: none"> • Ordinary Meeting of Council |

Resolution:

Crs. Sullivan/Bingham

That the Mayor's report be received.

CARRIED.

15. COUNCILLORS' REPORTS

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

| Cr. Keogh | |
|-----------------------|--|
| June/July 2018 | |
| 20 June | • Heritage Advisory Committee |
| 28 June | • VIC Acknowledge of Years of Service Event |

Councillor Dudzik raised an issue, which the Mayor determined should be addressed in Closed Session.

Resolution:

Crs. Bingham/Edwards

That the Councillors' reports be received.

CARRIED.

16. URGENT BUSINESS

16.1 Proposed connection of roads – Powlett and Bacchus Streets, Maddingley

Resolution:

Crs. Keogh/Edwards

That an officers report be presented to Council on a proposal to join Powlett Street and Bacchus Street, Maddingley, with the intention of making a more orderly traffic route.

CARRIED.

ADJOURNMENT OF MEETING – 7.14 pm

Crs. Bingham/Sullivan

That the meeting now stand adjourned for a period of 5 minutes.

CARRIED.

RESUMPTION OF MEETING – 7.21 pm

Crs. Sullivan/Edwards

That the meeting now be resumed.

CARRIED.

17. CLOSED SESSION OF THE MEETING TO THE PUBLIC**Resolution:****Crs. Sullivan/Edwards**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;***
- (b) the personal hardship of any resident or ratepayer;***
- (c) industrial matters;***
- (d) contractual matters;***
- (e) proposed developments;***
- (f) legal advice;***
- (g) matters affecting the security of Council property;***
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;***
- (i) a resolution to close the meeting to members of the public.***

CARRIED.

Item 17 was considered under closed session and therefore is not included as part of these minutes

MOTION IN OPEN SESSION

Resolution:

Cr. Dudzik/

That officers provide a report to Council outlining what Occupational Health and Safety measures are being taken to improve safety to customer service and at Council meetings.

Motion LAPSED for want of a Seconder.

18. MEETING CLOSURE

The meeting closed at 7.41pm.

Confirmed.....Mayor.