



ORDINARY MEETING OF COUNCIL

Minutes of the Ordinary Meeting of Council
held at Council's Chamber, 15 Stead Street, Ballan on
Wednesday 05 September 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
Ms. Vanessa O'Toole	Acting General Manager Social and Organisational Development

Rob Croxford
Chief Executive Officer

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1. OPENING OF MEETING AND PRAYER

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

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. RECORDING OF MEETING

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

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

4. PRESENT

<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>
<i>Cr. Pat Toohey</i>	<i>Woodlands 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>Ms. Vanessa O'Toole</i>	<i>Acting General Manager Social and Organisational Development</i>
<i>Mr. Steve Ivelja</i>	<i>Chief Financial Officer</i>
<i>Mr. John Miller</i>	<i>Manager, Asset Management</i>
<i>Mr. Ian Waugh</i>	<i>Manager Community & Recreation Development</i>
<i>Mr. Daniel Smith</i>	<i>Manager, Operations</i>
<i>Ms. Michelle Morrow</i>	<i>Coordinator Governance</i>
<i>Ms. Emma Szymanski</i>	<i>Minute Taker</i>

5. APOLOGIES

Nil.

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council – Wednesday 01 August 2018

Resolution:

Crs. Keogh/Edwards

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 01 August 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.

Nil.

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
11.3.3	<i>Fee Review – Bacchus Marsh Basketball Association</i>	<i>Johanna Blain</i>	<i>Objector</i>
11.4.3	<i>Request for Opening to Through Traffic; Powlett Street, Maddingley</i>	<i>Lance Jennison</i>	<i>Supporter</i>
11.4.3	<i>Request for Opening to Through Traffic; Powlett Street, Maddingley</i>	<i>Trevor Oliver (Requested not to speak to the Item)</i>	<i>Supporter</i>
11.4.3	<i>Request for Opening to Through Traffic; Powlett Street, Maddingley</i>	<i>Christine Meaney</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.

Cr. Sullivan entered the meeting at 6.08 pm.

11. OFFICER'S REPORTS

11.1 CHIEF EXECUTIVE OFFICER

11.1.1 Adoption "in principle" of the 2017/18 Financial Statements for submission to the Victorian Auditor-General for certification

Introduction

Author: Steven Ivelja
General Manager: Phil Jeffrey

Background

The following report presents the 2017/18 Financial Statements for adoption "in principle" by Council for submission to the Auditor-General for certification.

The Local Government Act 1989 requires that Council complete the following at the end of each financial year with respect to producing an Annual Report.

S. 131 Annual report

- (1) A Council must prepare an annual report in respect of each financial year
- (2) An annual report must contain the following, in respect of the financial year reported on -
 - (a) a report of operations of the Council;
 - (b) an audited performance statement;
 - (c) audited financial statements;
 - (d) a copy of the auditor's report on the performance statement, prepared under section 132;
 - (e) a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994;
 - (f) any other matter required by the regulations.
- (5) The financial statements in the annual report must—
 - (a) include any other information required by the regulations; and
 - (b) be prepared in accordance with the regulations.

S. 132 Annual Report – Preparation

- (1) A Council must submit the performance statement and financial statements in their finalised form to the auditor for auditing as soon as possible after the end of the financial year.

- (2) The Council, after passing a resolution giving its approval in principle to the performance statement and financial statements, must submit the statements to the auditor for reporting on the audit.
- (3) The auditor must prepare a report on the performance statement.
Note: The auditor is required under Part 3 of the Audit Act 1994 to prepare a report on the financial statements.
- (4) The auditor must not sign a report under subsection (3) or under Part 3 of the Audit Act 1994 unless the performance statement or the financial statements (as applicable) have been certified under subsection (5).
- (5) The Council must ensure that the performance statement and financial statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by—
 - (a) 2 Councillors authorised by the Council for the purposes of this subsection; and
 - (b) any other prescribed persons.
- (6) The auditor must provide the Minister and the Council with a copy of the report on the performance statement as soon as is reasonably practicable.

Proposal

The 2017/18 Financial Statements have been prepared in accordance with the requirements of the Local Government Act, Local Government (Planning and Reporting) Regulations 2014 and Australian Accounting Standards.

In accordance with Council's Governance protocols, the reports will be presented to Council's Audit Committee for review and recommendation to Council for adoption "in principle" and authorisation of two Councillors, being the Councillor members of the Audit Committee, to sign the audited statements.

In summary, the statements indicate the following results for 2017/18:

1. Financial Statements: reflect the comparative performance to the previous financial year.
 - Comprehensive Income Statement – The result reflects a total comprehensive gain of \$14.605 million. Included within this result are the following significant items:
 - \$4.401 million decrease in 'Grants - Capital' due to the 2016/17 year containing large grants for Hallett's Way and Darley Early Years Hub.
 - \$3.478 million increase in 'Net asset revaluation increment/(decrement)' due to revaluations completed during the year for Recreation and Parks assets, and Land and Buildings.
 - \$3.208 million decrease in 'Grants - Operating' which relates to Grants Commission funding being paid early in the previous financial year. The 2016/17 year contained the full year allocation plus half of the 2017/18 allocation.

- \$1.372 million increase in 'Rates and charges' mainly due to significant growth in rating assessments during the 2017/18 financial year.
- Balance Sheet – The movement in net assets reflects the total operating gain of \$14.605 million. Included within this result are the following significant items:
 - \$10.290 million increase in 'Property, Infrastructure, Plant and Equipment' mainly due to the Capital Improvement Program and Asset Revaluations.
 - \$5.503 million increase in 'Cash and cash equivalents' mainly due Councils improvement in recent years in reducing underlying deficits. Also, the impact of some Capital Works being deferred to the 2017/18 financial year.
 - A net \$1.364 million decrease in 'Interest-Bearing Loans and Borrowings' which reflects principal repayments in 2017/18, and the deferral of new borrowings to the 2018/19 financial year.
- Cash Flow Statement – The movement in cash held at the end of the year is an increase of \$5.503 million. Included within this result are the following significant items:
 - Net cash flows from operating activities decreased by \$3.410 million from last year to \$18.880 million. This is mainly due to Council receiving half of the 2017/18 Grants Commission allocation in the 2016/17 financial year.
 - Net cash used in investing activities has decreased by \$10.115 million to \$11.330 million. This is due to the 2016/17 financial year containing a significantly larger Capital Improvement Program. The 2016/17 year contained major projects such as Darley Children's Hub and Hallett's Way Southern Extension.
- Statement of Capital Works – In comparison to the 2016/17 year, overall capital expenditure for 2017/18 is \$11.009 million less than the previous year made up of the following items;
 - Capital expenditure on 'Roads' in 2017/18 was \$9.491 million less than 2016/17 due to the prior year containing the significant Hallett's Way Southern Connection Project.
 - Expenditure on 'Buildings' was \$3.314 million less than the previous year due to the completion of the Darley Early Years Hub in 2016/17.
 - Expenditure on 'Recreational, leisure and community facilities' was \$1.120 million more than 2016/17 due to works at Bacchus Marsh Racecourse and Recreation Reserve, and also Mason's Lane Lighting Project.

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 proposal to adopt in principle the 2017/18 financial statements is consistent with the Council Plan 2017 – 2021.

Financial Implications

The financial statements detail Council's financial performance and position for 2017/18. They demonstrate that over time Council has steadily improved its financial position, but indicates that there are still numerous financial challenges that lay ahead which will require responsible fiscal stewardship.

Communications and Consultation Strategy

The Annual Financial Statements and Performance Statements are reported to Council to adopt "in principle" for submission to the Auditor-General for certification. Audited Statements are then incorporated into Council's Annual Report, which is completed by Council by 30 September each year.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Steven Ivelja

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

Conclusion

At the time of printing this document, Council's Financial Statements were included on the Agenda for consideration at the Audit and Risk Advisory Committee Meeting on Tuesday 4 September 2018, with a recommendation that the Audit and Risk Committee recommend that Council adopts the statement "in principle". The Statements will then be submitted to the Auditor-General for certification. Council is also required to authorise two Councillors to sign the statements on behalf of Council, as required under the Local Government Act.

It is practice for the Councillor members of the Audit Committee to sign the certified statements on behalf of Council.

Resolution:

Crs. Toohey/Edwards

That Council, in accordance with S. 132 of the Local Government Act (1989):

- 1. adopt in principle and submit the 2017/18 Financial Statements to the Auditor-General for certification; and***

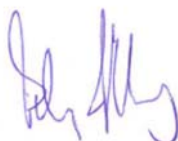
2. ***authorise the Council's Audit and Risk Advisory Committee Representatives, Cr. Tatchell and Cr. Dudzik, to certify the 2017/18 Financial Statements in their final form, after any changes recommended, or agreed to by the Auditor, have been made.***

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday, 16 August 2018



11.1.2 Adoption “in principle” of the 2017/18 Performance Statement for submission to the Victorian Auditor-General for certification

Introduction

Author: Vanessa O’Toole
General Manager: Danny Colgan

Background

The 2017/18 Performance Statement has been prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* for adoption “in principle” by Council for submission to the Auditor-General for certification.

Since 2014, Councils have been required to report on their performance through their annual report to their community.

Pursuant to Section 131(4) of the *Local Government Act 1989*, the Performance Statement in the annual report must –

- (a) contain the following—
 - (i) for the services funded in the budget for the financial year reported on, the prescribed indicators of service performance required by the regulations to be reported against in the performance statement and the prescribed measures relating to those indicators;
 - (ii) the prescribed indicators of financial performance and the prescribed measures relating to those indicators;
 - (iii) the prescribed indicators of sustainable capacity performance and the prescribed measures relating to those indicators;
 - (iv) results achieved for that financial year in relation to those performance indicators and measures referred to in subparagraphs (i), (ii) and (iii);
 - (v) any other information required by the regulations; and
- (b) be prepared in accordance with the regulations.

Proposal

In accordance with Council’s governance practices, the Performance Statement as attached to this report, will have been presented to Council’s Audit and Risk Advisory Committee on Tuesday 4 September 2018 for review and recommendation to Council for adoption “in principle” and authorisation for two Councillors, being the Councillor members of the Audit and Risk Advisory Committee, and the Chief Executive Officer to sign the audited statements.

The Performance Statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results for the 2017/18 year.

Overall there are 30 performance indicators that have been mandated for an independent audit. Of these indicators six (6) relate to sustainable capacity, twelve (12) relate to service performance and twelve (12) relate to financial performance.

The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the Performance Statement. The performance indicator results for 2017/18 will be compared to the results for the previous three financial years.

The forecast figures included in the Performance Statement are those adopted by Council in its Strategic Resource Plan at a Special Meeting of Council on 27 June 2018 and which forms part of the 2018/19 Annual Budget and the Council Plan 2017-2021. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term.

In relation to the Financial Performance Indicators, some of the major trends include;

- E1 Revenue Level – In 2017/18, average residential rates per residential property assessments amounted to \$1,543.84. The forward outlook for future years will be impacted by rate capping and the calculation basis used for calculating rate revenue in future years.
- L1 Working Capital – In the 2017/18 year, Council's working capital ratio of 192.64% was higher compared to previous years. This ratio was favourably impacted by the early payment of Financial Assistance Grants amounting to \$3.18m in the 2017/18 year. This ratio was also unfavourably impacted by timing delays. Council decided to defer \$3.148m in loan borrowings until the 2018/19 year. In addition to this, the construction of Halletts Way in 2016/17 was budgeted to be funded partly from Developer Contributions. As at 30 June 2018, in excess of \$2.0m in Developer Contributions were yet to be received.
- L2 Unrestricted cash – Unrestricted cash levels are at 76.70% as at 30 June 2018, which is a significant improvement from the 2016/17 reporting year. The improvement in this ratio is consistent with Council's Strategic Financial Plan and this ratio is expected to significantly improve in future years. Whilst this ratio was favourably impacted by the early payment of Financial Assistance Grants in the 2017/18 year, it was also unfavourably impacted by deferred loan borrowings and delayed developer contributions income amounting to \$3.148m and \$2.0m respectively.
- O2 Loans and Borrowings – As at 30 June 2018, loans and borrowings were 37.85% of rate revenue. This ratio was favourably impacted by the deferral of \$3.148m in loan borrowings until the 2018/19 reporting year.
- OP1 Adjusted Underlying Result – The adjusted underlying surplus for 2017/18 is 6.37%. The improvement in this ratio is consistent with the Strategic Financial Plan and demonstrates a continued improvement in the financial sustainability of Moorabool Shire.

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 proposal to present the 2017/18 Performance Statement to Council is consistent with the Council Plan 2017-2021.

Financial Implications

There are no financial implications from this report. The preparation and presentation of the 2017/18 Performance Statement has been performed within the allocated budget.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Inadequate performance by Council	Inability to meet attainable levels of performance	Medium	Systems, processes and measures to provide comprehensive performance information that meets the needs of a number of audiences

Communications and Consultation Strategy

The Performance Statement will be presented to the Victorian Auditor General's Office for review and certification. The Performance Statement will form part of the Council's Annual Report which will be lodged with the Minister for Local Government prior to 30 September 2018. The Annual Report will be made publically available on Council's website and at all office locations early in October 2018.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Vanessa O'Toole

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

Conclusion

The 2017/18 Performance Statement has been prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* for adoption "in principle" by Council for submission to the Auditor-General for certification.

At the time of printing this document, Council's Performance Statement was included on the Agenda for consideration at the Audit and Risk Advisory Committee Meeting on Tuesday 4 September 2018, with a recommendation that the Audit and Risk Committee recommend that Council adopts the statement "in principle".

Following a resolution, the Performance Statement will then be submitted to the Auditor-General for certification. Council is also required to authorise two Councillors to sign the Performance Statement on behalf of Council, as required under the *Local Government Act 1989*.

It is practice for the Councillor members of the Audit and Risk Advisory Committee to sign the certified statements on behalf of Council.

Resolution:

Crs. Sullivan/Keogh

That Council, in accordance with section 132 of the Local Government Act 1989:

- 1. adopts 'in principle' the 2017/18 Performance Statement and submits the Performance Statement, subject to no material change, to the Victorian Auditor-General for certification; and***
- 2. authorises the Council's Audit and Risk Advisory Committee representatives, Cr. Dudzik and Cr. Tatchell, to certify the 2017/18 Performance Statement in its final form, after any changes recommended, or agreed to by the Auditor, have been made.***

CARRIED.

Report Authorisation

Authorised by 
Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Wednesday 29 August 2018

11.1.3 2017/2018 Governance & Management Checklist

Introduction

Author: Michelle Morrow
General Manager: Danny Colgan

Background

The 2017/2018 Governance and Management Checklist (Checklist) is a component of the Local Government Performance Reporting Framework (LGPRF) and is a requirement of Section 131(3) of the *Local Government Act 1989* and Regulation 12 of the Local Government (Planning and Reporting) Regulations 2014.

Section 131(3)(ii) provides that Council must contain in its report of operations the results, in the prescribed form, of the Council's assessment against the prescribed governance and management checklist and indicators. The checklist is then certified by the Mayor and Chief Executive Officer.

Proposal

The Governance and Management Checklist contains 24 items relating to Council plans, policies, strategies, frameworks and reporting. This checklist is reviewed by the Chief Executive Officer and presented to both the Audit and Risk Committee and Council for adoption prior to its incorporation into Council's 2017/2018 Annual Report and submission to Local Government Victoria and published on the 'Know your Council' website.

Overall, from the 24 listed items on the Checklist, 23 items are established and in operation, with the remaining 1 item in progress. The item currently in progress relates to a Disaster Recovery Plan which is currently being developed. Procedures are currently in place for recovery of business systems and data in the event of a disaster.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective: Providing Good Governance & Leadership

Context Number: Our Business & Systems

Financial Implications

There are no financial implications relating to the 2017/2018 Governance and Management Checklist.

Risk & Occupational Health & Safety Issues

There are no Occupational Health and Safety issues in relation to this report. In relation to the component of the Governance and Management Checklist pertaining to development of the Disaster Recovery Plan, procedures are currently in place for recovery of business systems and data in the event of a disaster. The development of a Disaster Recovery Plan will strengthen the work undertaken to date.

Communications and Consultation Strategy

The Governance and Management Checklist will be published in Council's Annual Report and available for review on the Local Government Victoria "Know Your Council" 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 – Michelle Morrow

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

Conclusion

The Governance and Management Checklist has been prepared and certified by the Mayor and Chief Executive Officer in accordance with *Local Government Act 1989*. **(Attachment 11.1.3)**

Council's Audit and Risk Committee has reviewed the Checklist and recommends that Council adopts the Governance and Management Checklist, prior to its submission to the 2017/2018 Annual Report and submission to Local Government Victoria for publication on the "Know Your Council" website.

Resolution:

Crs. Dudzik/Keogh

That Council adopts the 2017/2018 Governance and Management Checklist for submission to the 2017/2018 Annual Report and submission to Local Government Victoria for publication on the "Know Your Council" website.

CARRIED.

Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Social & Organisational Development

Thursday, 16 August 2018

11.2 GROWTH AND DEVELOPMENT

11.2.1 Participation in the RV Friendly Town Program

Introduction

Author: Andy Waugh
General Manager: Satwinder Sandhu

Background

The purpose of this report is to introduce the RV Friendly Town Program and seek support for inclusion in the nationwide initiative.

Following a resolution at the Ordinary Meeting of Council held on 6 December, 2017 officers met with members of the Lions Club and Rotary Club to discuss the opportunities associated with participation in the RV Friendly Town Program. At this meeting it was agreed for officers to advance the request by reviewing potential sites and researching criteria and benefits of the program.

The RV Friendly Town Program is an initiative of the Campervan and Motorhome Club of Australia (CMCA). The program's objective is to assist recreational vehicle (RV) consumers during their journey throughout Australia. An RV Friendly Town is one that has met a set of guidelines to ensure that an established level of service and amenities are provided.

When RV consumers see the RV Friendly Town sign, they have the assurance that certain services will be provided which may not be available in other centres. In addition, they know that there will be a safe place to stay overnight, or for a longer period. In providing this, Council is extending an invitation to RV consumers to visit and use the location for a base of travel throughout the Shire and surrounding areas.

The criteria for inclusion in the program is as follows:

Essential Criteria

- Provision of appropriate parking, with access to a general shopping area;
- Provision of short term, low cost overnight parking (24/48 hours);
- Access to potable water; and
- Access to a free dump point.

Desirable Criteria

- Provision of long term parking;
- Access to medical facilities or appropriate emergency services;
- Access to a pharmacy or a procedure to obtain pharmaceutical products;
- Visitor Information Centre with appropriate parking facilities; and
- RV Friendly Town signs to be erected within the town centre.

What are the benefits?

There are many economic benefits to local businesses due to attracting a new target market. The RV consumer spends an average of \$100 per day at local businesses whilst travelling (Queensland Drive Tourism Strategy 2013 - 2015).

The benefits can range from the hospitality and general retail sectors to speciality services such as motor repairs and supplies.

CMCA will provide promotion as an RV Friendly Town by dedicating one page to the chosen town on the club's website, publishing a one-off article in their monthly magazine and listing the town in each edition of the magazine. CMCA will also provide two 'RV Friendly' signs free of charge. Support is available through the program to provide the dump point at no cost.

In establishing an RV Friendly Town, Moorabool Shire will gain a competitive advantage over neighbouring areas. In Melbourne's west, the next closest town offering the service is Kyneton. Moorabool Shire is closer to the CBD by both road and rail. This provides an accommodation base close to the centre of Melbourne and allows benefits to be gained from capitalising on the CBD's extensive visitor and event offering.

Proposal

It is proposed that Council participates in the RV Friendly Town Program by fulfilling the necessary criteria for inclusion. This will include the implementation of a dump point at a chosen location. Additional factors include the provision of a 35 meter turning arc for vehicles up to 19.5 meters long.

Discussion will be required with internal and external stakeholders to further develop the project. This will include consultation with the key community groups which are championing the project. Following that, project partners will need to establish how the program will be administered including policing of the site and the collection of fees. Finally, consultation will be required with any resident's in the chosen area who may be affected by increased traffic movements and/or potential noise.

In considering criteria for inclusion in the program, three (3) potential sites have been identified.

Location*	Positive	Negative
Werribee Vale Road	Toilet facilities on site Grant Street shops nearby	Distance from Bacchus Marsh town centre
Rotary Park	Proximity to Bacchus Marsh town centre	Residential nearby
Ballan Pool Precinct	Proximity to Ballan town centre	Requires infrastructure works

See **Attachment 11.2.1**.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 3: Stimulating Economic Development

Context 3B: Investment and Employment

The proposal to participate in the RV Friendly Town Program is consistent with the Council Plan 2017 – 2021.

Financial Implications

In order to become an RV Friendly Town, drainage works will be required for the dump point. The cost will be \$10,000 to \$20,000. There is no capital allocation for the works in the current 2018/19 budgets. A request for funding in the 2019/20 budget would be required.

Risk & Occupational Health & Safety Issues

The program operates with a low level of risk due to its self-regulating nature. The emphasis is placed on the RV consumer to conduct themselves in an orderly manner during their stay. CMCA identifies the majority of their members as being 'Grey Nomads', retired people with high levels of disposable income.

The potential exists for minimal impact on established caravan parks losing income due to a cheaper option being made available. The risk is negligible given that the establishment of an RV Friendly Town will likely generate new visitation as opposed to redirecting those currently using an established provider.

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Noise levels from RV consumers	Complaints from nearby residents	Low	Local Law requirements advertised
Impact on existing caravan parks	Potential loss of income	Low	Expected to attract clientele which likely wouldn't stay at established caravan park
Policing over stayers	Site viewed as low cost long term stay option	Low	Signage provided stipulating terms of use
Cost of project	Set up and on-going site maintenance is required	Medium	Will need to be met from future budgets

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Promotion	RV user community	Market and promote	Via printed and social media	TBC	Increased levels of RV visitation

Communications and Consultation Strategy

If Moorabool Shire Councils application to join the program is successful, a communications strategy will be implemented. This will include promotion through Council and CMCA media platforms.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager –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

The establishment of an RV Friendly Town within Moorabool Shire has potential benefits for increased levels of tourism and economic development. Inclusion in the program provides a nationally connected new target market which has high levels of disposal income and abundant free time to travel to multiple locations. The likely benefit to local businesses potentially exceeds the initial set up and maintenance costs.

However, there is no funding available for required drainage works in the 2018/19 budget and a funding request would be required for 2019/20, if this project is to be facilitated.

Resolution:

Crs. Sullivan/Edwards

That Council:

- 1. Supports inclusion in the RV Friendly Town Program and requests officers to evaluate locations based on the information contained within this report.***
- 2. Requests officers to liaise with interested service groups, finalise the scope of the project and refer funding requests to future budget processes.***

CARRIED.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Thursday, 16 August 2018

11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

11.3.1 Proposed Plan of Subdivision under Section 35 of the Subdivision Act – Agreement to acquire a 64m² parcel identified as Road R1 on PS818497E

Introduction

File No.: 177300
Author: Ajay Ramdas/Michelle Morrow
General Manager: Danny Colgan

Background

The registered owner of a vacant land parcel identified as Lot 4 on LP149346, corner of Tanners Lane and Yendon-Egerton Road Mount Egerton, purchased in 2017, has brought to Council's attention an anomaly pertaining to this property situated on the corner of Tanner Lane and Yendon-Egerton Road, Mt Egerton.

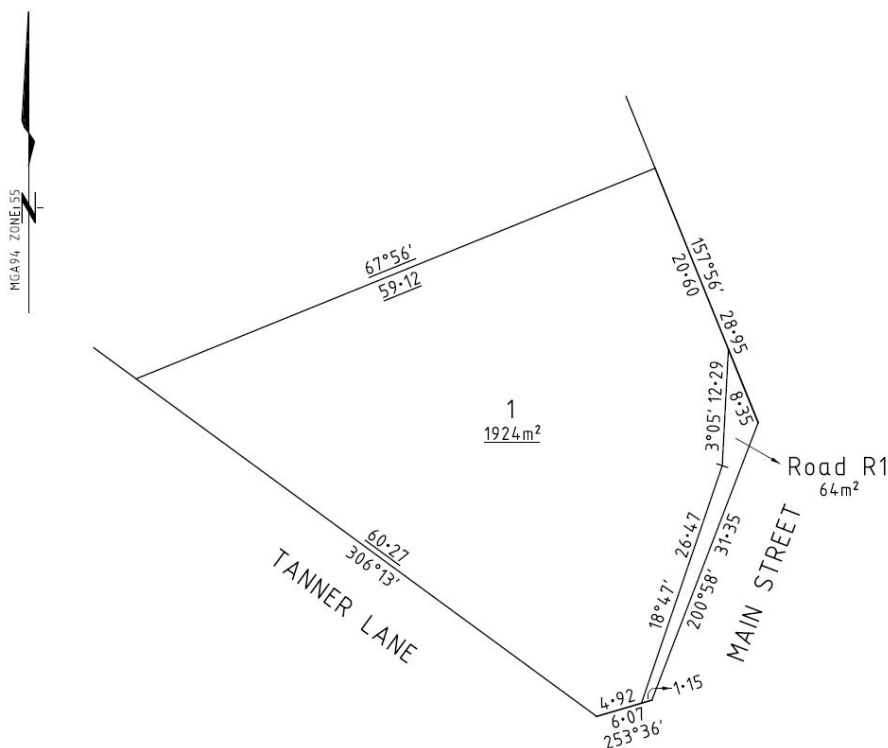


Prior to purchasing this parcel of land the owner had engaged a surveyor due to concerns relating to the encroachment of the footpath and road reserve on this parcel of land and the close proximity of the road verge to the east facing boundary of the property.

The survey, revealed that the eastern boundary of this property, in part, extends over the footpath running alongside the property and up to the verge of Yendon-Egerton Road.

Council officers, inclusive of the Manager Assets, Senior Development Engineer and Assets Traffic Control officer, along with a surveyor engaged by Council, met onsite with the property owner to determine an appropriate boundary alignment and outcome to correct this anomaly.

Subsequently, a surveyor acting on behalf of Council was engaged with a view to undertaking a Plan of Subdivision under section 35 of the *Subdivision Act 1988* whereby a Council can acquire the land by agreement or by compulsory process.



Proposal

With the intention of correcting the anomaly of this parcel of land, it is proposed that a Plan of Subdivision under section 35 of the *Subdivision Act 1988* be undertaken by an agreement with the property owner by which Council would acquire the 64m² parcel identified as Road R1 on PS818497E on the proposed plan above.

An agreement would determine that Council will acquire this 64m² parcel of land from the property owner at a market value of \$2,900.00. The purchase of the 64m² land parcel will be in accordance with the requirements of section 187 of the *Local Government Act 1989* with the land to form part of the road reserve.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Ours Assets and Infrastructure

The proposal for Council acquire a 64m² parcel identified as Road R1 on PS818497E to form part of the road reserve is consistent with the Council Plan 2017 – 2021.

Financial Implications

Costs accounted for in the previous budget to date total \$6,050. The cost to purchase the 64m² land parcel identified as Road R1 on PS818497E to form part of the road reserve (\$2,900) will be undertaken within existing budget allocations.

Risk & Occupational Health & Safety Issues

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

Community Engagement Strategy

The report author has consulted with all relevant Council service units when preparing this report.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

Manager – Danny Colgan, General Manager Social and Organisational Development

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

Authors – Ajay Ramdas, Michelle Morrow

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

Conclusion

With the intention of correcting the anomaly of this parcel of land, it is proposed that a Plan of Subdivision under section 35 of the Subdivision Act 1988 be undertaken by an agreement with the property owner by which Council would acquire the 64m² parcel identified as Road R1 on PS818497E on the proposed plan above.

Resolution:

Crs. Edwards/Toohey

That Council:

- 1) *approves for a Plan of Subdivision under section 35 of the Subdivision Act 1988 to be prepared in agreement with the property owner of Lot 4 on LP149346, corner of Tanners Lane and Yendon-Egerton Road Mount Egerton.***
- 2) *authorises the Chief Executive Officer to conclude negotiations to acquire the land at a market value of \$2,900 and enter into a contract of sale for the 64m² land parcel identified as Road R1 on PS818497E in accordance with the requirements of section 187 of the Local Government Act 1989.***

CARRIED.

Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager Social and Organisational Development

Date:

Thursday 16 August 2018

11.3.2 Moorabool Shire Swimming Pools Operations Report

Introduction

Author: Ian Waugh
General Manager: Danny Colgan

Background

The Ordinary Meeting of Council held on the 1 February 2017 considered a report regarding the management and operation of Moorabool Leisure Facilities. The Council resolved to: “directly manage the Bacchus Marsh and Ballan outdoor pools under the revised temperature policy”. Operation of all Moorabool leisure facilities, under direct Council management, commenced July 1 2017, with operation of both outdoor pool transitioning to Council management with the commencement of the pool season, in December 2017. Although the pool season did not commence until December 2017, major works were undertaken prior to this to ensure that both pools would be ready for summer. These works aimed to improve the operational efficiency of the swimming pools, ensuring maximised accessibility for the community over the summer.

The 2017/2018 swimming pool season finished in March on the Labour Day long weekend. Feedback from the community was positive, with strong positive feedback on the new initiatives. The review of operations presented positive financial and social outcomes. Community feedback was considered and new initiatives evolved from requests and suggestions. Opportunities for further engagement and new initiatives have been identified and will be recognised and prioritised as the 2018/2019 swimming pool season approaches. Council Officers will continue to work to improve health and leisure opportunities for the community.

Proposal

Overall, the 2018/2019 season was extremely successful, with the implementation of new initiatives, completion of major works and increases in attendances all contributing to a Council saving of over \$62,000 and positive feedback from the community and staff. Following is a summary of highlights from the season:

- Two new initiatives were implemented during the season:
 - On days forecast to be 35 degrees or above, the pools remained open until 8pm, one hour longer than usual
 - Lap lane availability was trialled in February and March at Bacchus Marsh from 11am – 12pm and 5pm – 6pm to allow swimmers to complete laps in a lane, undisrupted by other swimmers
- A new Point of Sale system, Links, specifically designed for leisure facilities, was implemented. Links strongly improved efficiency and customer service
- Risk assessments were undertaken at both pools
- Over 30 new staff were appointed and trained

- The appearance of the facilities were vastly improved:
 - Regular mowing, watering and gardening was undertaken
 - Bacchus Marsh facilities were painted, giving a fresh look to the exterior of the facility
- Major works were undertaken at both pools to improve the operational efficiency pools. These included:
 - Testing of the pipework
 - Structural leak tracing of the pools and balance tanks
 - Installing calcium hypochlorite systems
 - Replacement of the Ballan circulation pump
- Increased attendances throughout the summer when compared to the previous season:
 - Bacchus Marsh Outdoor Pool with a 12% increase
 - Ballan Outdoor Pool with a 11% increase
- Record attendances in January:
 - Bacchus Marsh Outdoor Pool with a 47% increase
 - Ballan Outdoor Pool with a 37.5% increase

Season Overview

Season totals	2017/18	2016/17	2015/16
Bacchus Marsh adult entries	1,414	1,189	1,311
Bacchus Marsh child entries	3,165	2,614	3,434
Bacchus Marsh spectator entries	417	361	312
Bacchus Marsh concession entries	436		52
Bacchus Marsh family entries	323	192	
Bacchus Marsh VicSwim entries	123		
Bacchus Marsh season pass visits	141		
Bacchus Marsh Total	6,019	4,356	6,420
Ballan adult entries	421	451	523
Ballan child entries	1,111	1,250	1,578
Ballan spectator entries	154	221	136
Ballan concession entries	126	97	39
Ballan family entries	107	160	
Ballan VicSwim entries	78		
Ballan season pass visits	519		
Ballan Total	2,516	2,179	2,276

Both facilities had good attendances throughout the summer. Bacchus Marsh Outdoor Pool had a 12 per cent increase on the 2016/17 season visits and Ballan Outdoor Pool had an 11 per cent increase in visits this season. Typically a quieter facility than Bacchus Marsh Outdoor Pool, this increase in patronage is a great result for Ballan.

December had cooler temperatures than usual, and the pools' patronage was low until school holidays began. January had warmer weather, which resulted in an increase in attendances; Bacchus Marsh Outdoor Pool had a record 47 per cent increase in attendance in comparison to January 2017, with Ballan having a 37.5 per cent increase. Another factor in the increase in patronage was a new initiative implemented at both pools. On days over 35 degrees, the facility's opening hours were extended to 8pm instead of 7pm. This initiative was received positively by the community, as it allowed residents the opportunity to enjoy the facilities longer during hotter weather.

The VicSwim program was offered across both swimming pools in January and received good enrolment numbers. The program is an intensive learn to swim course across two weeks, giving children in the Shire an opportunity to learn to swim where they may not otherwise have the chance. This was a great success across both facilities.

The school year commenced in February, however patronage across the facilities remained consistent with previous years. Another new initiative was offered to the community – a lap lane designated for lap swimmers for the first hour of opening and 5pm – 6pm in the evening at the Bacchus Marsh Pool. This was positively received by the community and will be explored for the Ballan Outdoor Pool in the coming season.

Overall, both facilities experienced record attendance numbers in comparison to previous years and feedback received from the community noted that a considerable increase in service was provided this summer.

Operating overview

Operating overview	Figures
Days in season	99
Days open full hours	71/99 (72%)
Days open reduced hours	15/99 (15%)
Days closed	13/99 (13%)
Average temperature	28°C
BMOP kiosk sales	\$14,473.35
BOP kiosk sales	\$4,621.66

Attendances and kiosk sales were reflective of the temperature on any given day. The average season temperature was 28°C which resulted in both pools being open 72% of the time. Water quality continued to be maintained on days when the pools were closed.

Kiosk

In accordance with Council's Health and Wellbeing Plan to promote healthy eating and active living, Council endeavoured to provide healthy alternatives to typical swimming pool kiosk food. The biggest focus was on water nudging and implementing the traffic light system, according to the healthy choices guidelines. Water nudging is an initiative that makes subtle changes to the way drinks are displayed in fridges at sport and recreation centres. The aim is to promote water and other healthy beverages as a customer's drink of choice. The process is based on the Healthy Eating Advisory Service's Traffic Light System. "Red" products are recommended to have limited consumption as they are not essential in a healthy diet, "amber" products can be consumed occasionally and "green" products are the preferred, healthiest option.

Water was significantly cheaper than soft drinks and juice to encourage customers to choose the healthy option. Posters provided by Sports Central were placed on the fridge windows to cover the sugar filled "red" soft drinks and juices, with only "green" drinks (water and Pepsi Max) visible to the customer. The kiosk carried small chocolates to encourage portion control, to minimise sugar and fat consumption and only confectionery varieties with the least amount of additives were stocked. Hot pies, sausage rolls, slushies and ice creams were also sold.

Pool grounds

Prior to commencement of the 2017-18 pool season, Council's Parks and Gardens team took over maintaining the grounds. The pool grounds were well maintained throughout summer, resulting in several compliments from customers and staff. A fresh layer of paint in the Bacchus Marsh Outdoor Pool change rooms lightened the rooms and the front of the kiosk also received a fresh layer, livening the space and adding an element of 'newness' to the area. An internal pool working group was established to bring all units of Council together to collaborate and assist with maintaining the facilities over the summer season. This was effective as the swimming pool operations were understood across the different units of Council, resulting in a stronger, more collaborative approach towards pool operations.

New initiatives

The opening hours of both pools are 11am – 7pm. Statistics show that, whilst entries stagger across the hours of opening, the peak time of entry to the pool is around 1.30pm. It should be noted that this is during school holidays; entry time differs greatly once school resumes. Statistics show that, during school hours, minimal entries occur before 3pm, with the peak time of entry around 5pm.

In the upcoming season, a greater focus on monitoring and measuring this data will occur.

Issues and opportunities

Filling the roster proved problematic as the season progressed, with staff not taking on shifts or prioritising other regular work. Council staff are working to offer scholarships to young people who are interested so they will become fully trained lifeguards and have paid employment over the summer season.

An opportunity identified for the 2018/19 season will be selling season passes prior to the pools opening. This will be from various customer service points within Council. The option of online sales of season passes will also be explored prior to next season. This will be promoted on the Council website, Facebook, through the Darley Early Years Hub, Lerderderg Library and mobile library.

Bacchus Marsh Outdoor Pool hosted swimming trials, carnivals and student fun days for local primary and secondary schools during the 2017/18 season. Bookings have already been received for the next season and more bookings are anticipated. Casual bookings for the community will also be promoted. This will be explored through the facility booking portal on the Council website, allowing groups and individuals to check pool and lane availability and book online.

During the 2017/18 season Bacchus Marsh and Ballan Outdoor Pools had separate Facebook pages, created under the previous management model. These are currently being transitioned into a page called 'Moorabool Leisure Services'. This page provides information on all the leisure services within Moorabool, such as good news stories, health and fitness updates and opportunities within Moorabool to participate in physical activity.

Marketing and promotion

Regular posts were made on Facebook pages to communicate and interact with the community. This was an efficient and effective way to respond to any questions the community had. Updates were also shared on Moorabool's Facebook page, the Early Year's Facebook page, Twitter and the Council website. Fliers with pool details were distributed at all Council facilities.

Some feedback from residents on the Facebook pages included:

- “Such a fabulous local cool off spot. We love it”
- “Loving these changes”
- “It’s beautiful. Loving it”
- “Wow, you guys are making some great changes. Keep them coming”
- “Fantastic news, thank you” (In relation to extended opening hours on 35+ days)

Next steps

The season ended on a positive note from a community perspective. Great feedback and praise was received from the community and Council had a safe season with no notifiable incidents occurring at either pool. A continuous improvement process is currently underway for next season. Areas of focus include:

- Further improvement of aesthetics (painting of facilities)
- Implementation of a youth scholarship
- Improved staff inductions outlining staff expectations
- Recruitment process beginning earlier, including increased advertising
- Exploring healthier eating options for the kiosk, including more variety
- Implementing promotions to increase kiosk sales
- Rewriting shift cover processes for staff to follow
- Large focus on promoting and selling season passes to the pools prior to the 2018/19 season
- Exploring online selling and ordering of season passes
- Introduction of online lane and pool booking via Council website
- Continuation of the new initiatives implemented in the 2017/18 season
- Liaising with the Youth team around planning activities throughout the season

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective Number 4: Improving social outcomes

Context 2b Health and wellbeing

The information provided in the Moorabool Shire Swimming Pool Operations Report is consistent with the Council Plan 2017 – 2021.

Financial Implications

Season overview	2017/18 Budget Forecast	2017/18 Actual	Variance
BM Income	\$45,500	\$50,626	\$5,126
BM Salaries/Wages	(\$66,659)	(\$67,845)	(\$1,186)
BM Expenses	(\$69,000)	(\$49,722)	\$19,278
BM Bottom line	(\$90,159)	(\$66,942)	\$23,218
Ballan Income	\$17,900	\$16,132	\$1,768
Ballan Salaries/Wages	(\$66,657)	(\$52,052)	(\$14,605)
Ballan Expenses	(\$54,400)	(\$27,692)	\$26,708
Ballan Bottom line	(\$103,157)	(\$63,604)	\$39,553

Both pools had good financial results exceeding expectations in several areas. In particular, strong promotion and the implementation of new initiatives enabled the pools to operate \$62,771 under budget projections for the 2017/18 season. This is a strong result for Council due primarily the hard work and professionalism of staff involved in the management of the pools.

At both pools, expenses and operational costs were kept to a minimum. This was largely due to collaboration with other units within Council. The improvement in managing the swimming pool, appearance of the grounds and overall operations contributed to the overall budget position, whilst still delivering a high level of service. This ensured that the community had a safe, supervised environment to swim and relax in.

The conclusion of the 2017/18 pool season saw a successful transition of the facilities to Council. Improvement of management, grounds appearance and operations of the pool resulted in positive feedback and satisfaction of the community. These improvements were great contributors to our strong financial result coming in under budget across both swimming pools.

Comparison of Previous Season Results.

The table below compares the 2016/17 season (final season under Belgravia Leisure) with the 2017/18 results. Detailed income and expenditure figures are not available.

	2016-17 Season			2017-18 Season		
	Income	Exp	Result	Income	Exp	Result
Bacchus Marsh	N/A	N/A	\$101,920	\$50,626	(\$117,567)	\$23,218
Ballan	N/A	N/A	\$98,800	\$16,132	(\$79,744)	\$39,553

The figures provided for the 2017/18 year exclude expenditure undertaken by other Council units for asset maintenance and upkeep of grounds.

Estimates for this expenditure is as follows;

	Parks & Gardens Maintenance **	Building Maintenance
Bacchus Marsh Pool	\$15,000	\$12,041.70
Ballan Pool	\$10,000	\$15,218.69
Total	\$25,000	\$27,260.39

** Estimate Only

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
OHS – Manual Handling	Strain to staff when using/lifting equipment	Low	Induction and training of staff
OHS – chemical handling	Incorrect handling of chemicals by staff	Low	Induction and training of staff; staff wear PPE
Financial – Pool operations comes in over budget	Inadequate financial management	Low	Close supervision and monitoring of budget; Temperature policy is in place to ensure pool is not staffed during cooler weather.
Public safety – grounds management	Trip hazards	Low	Regular grounds walk throughs and inspections
Public safety – water management	Chemical levels too low/too high	Medium	Water testing every four hours
Public safety- water contamination	Duck faeces and risk of cryptosporidium contamination	Medium	Duck faeces is cleaned as part of opening process; Processes in place to be followed if contamination should occur

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Collaborate	Internal staff	Working group	Darley	Prior to, and during, pool season	Ongoing
Consult	Community	Feedback from phone calls and Facebook	Various	Prior to, and during, pool season	Lap lanes implemented; Extended opening hours on days 35+
Inform	Community	Posts of Facebook and Twitter	Various	Continuous	Public are kept informed of changes or updates

Communications and Consultation Strategy

Feedback from the community via Facebook, face to face communication and phone calls outlining requests and suggestions for the swimming pools have been received and acknowledged. Where possible, the feedback has been actioned and implemented.

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

Council's first season directly operating the swimming pools ended in March 2018, with many compliments from the community as well as casual staff mentioning the improvement of working conditions this summer. Most customer comments mentioned the appearance of the facilities, in particular the condition of the grounds at both pools. The increase in attendance numbers and the level of service provided is a combined effort of multiple service units of Council working together to deliver the best possible outcome for the community.

Cr. Dudzik moved a motion as an alternative to the recommendation which was subsequently withdrawn due to the want of a Seconder.

Resolution:

Crs. Dudzik/Bingham

That Council:

- 1. receives the Swimming Pool Operations report for the 2017/18 swimming pool season; and***
- 2. notes that the 2018/19 swimming pool season will commence on 1 December 2018 and will conclude on 10 March 2019.***

CARRIED.

Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Social & Organisational Development

Thursday, 16 August 2018

Consideration of Presentations

Ms. Johanna Blain addressed Council as an objector to the recommendation in relation to Item 11.3.3 – Fee Review – Bacchus Marsh Basketball Association.

The business of the meeting then returned to the agenda.

11.3.3 Fee Review – Bacchus Marsh Basketball Association

Introduction

Author: Ian Waugh
General Manager: Danny Colgan

The purpose of this report is to review the court hire fees for the Bacchus Marsh Basketball Association (BMBA) use of the Bacchus Marsh Leisure Centre and recommend the establishment of a more equitable fee system for all users at the centre.

Background

At the Ordinary Meeting of Council held on the 4 October 2017, the Council considered a report regarding the court hire fees for the Bacchus Marsh Basketball Association use of the Bacchus Marsh Leisure Centre (BMLC).

It was resolved that the Council:

1. Advise the Bacchus Marsh Basketball Association (BMBA) of the outcomes of the review.
2. Reduces the court hire fees to a flat rate of \$25 per hour for use.
3. Work with the BMBA to identify opportunities to assist the association increase revenue generation at the Centre.
4. Amend the draft License Agreement to reflect the above changes and request that the BMBA sign the agreement.
5. Work with the BMBA with a report to be brought back to Council in six months outlining a more wholesome understanding of the cost structure on maintenance and running costs.
6. Authorise Council officers to directly negotiate with the school to formulate a better outcome.

Numerous discussions have been held with representatives of the BMBA in relation to signing the licence agreement for the 2017-2018 financial year. However, the BMBA declined to sign the agreement.

Current Fees

The current fees for court hire at the centre are contained in the following table:

<i>User Group</i>	<i>Pre October Fees (EX GST)</i>			<i>Post October Fees (EX GST)</i>		
	<i>Comp</i>	<i>Training</i>	<i>Out of Hrs</i>	<i>Comp</i>	<i>Training</i>	<i>Out of Hrs</i>
BMBA	\$36.64	\$19.36	\$34.41	\$25.00	\$25.00	\$34.41
Netball, Futsal & Other	\$36.64	\$19.36	\$34.41	\$36.64	\$19.36	\$34.41

The table below reflects the total fees paid by the BMBA and Netball for use of the centre in the 2017-18 year.

Court Hire Fees Paid by user groups during 2017-18.

	Bacchus Marsh Basketball Association (BMBA)	Bacchus Marsh Netball Association (BMNA)
Court hire	\$ 68,905	\$ 15,052

Fee Options

There are a number of options available to the Council in developing a fees and charges structure for indoor facility use.

The table below outlines options available to Council to establish the appropriate fee structure.

Option	Comments
Maintain BMBA fees at the current \$25 per court per hour rate as per the October Council resolution. Other User group fees remain unchanged	<ul style="list-style-type: none"> ▪ Results in inequitable subsidy to all other centre users. ▪ Council would continue to subsidise 65% of BMBA's use, compared to 51% of BMNA's use. ▪ Council assumes greater level of subsidy for centre operational costs. ▪ Difficult to justify to other users why there fees are higher than BMBA
Reduce other user group fees to the same level as the BMBA	<ul style="list-style-type: none"> ▪ Other user group fees would need to be reduced to the same level as the BMBA resulting in greater loss of revenue for the centre and increased cost to Council. ▪ This option would result in a decrease in netball fee of \$5,791. This would be an additional cost to Council and increases the level of Council subsidy. ▪ More equitable distribution of Council subsidy between netball and BMBA. ▪ Council assumes increased % of operating costs.
Fees for BMBA be increased to match those paid by netball, futsal and other potential users	<ul style="list-style-type: none"> ▪ This would see a somewhat more equitable distribution of Council subsidy to users of the Centre – BMBA at 58% and BMNA at 51% and Futsal at 51% and results in an overall decrease in the costs to Council. ▪ This option would be achieved with implementation of the fee structure that was endorsed by Council at the July 2018 Special Meeting to adopt the budget.
Work towards achieving a 50/50 cost recovery model.	<ul style="list-style-type: none"> ▪ This would see an immediate increase of fees which could impact unfairly on users in the short term (15% increase in competition rates and 24% increase in training rates). ▪ Could be implemented gradually, over a two to three year period. ▪ At the same time Officers will work towards increasing centre revenue via other programs and activities, and contain overall operating costs for all users.
Work towards achieving 100% cost recovery.	This would mean Council operates the centre on a full costs recovery basis, without any subsidy on the part of Council.

It is proposed that the Council endorse Option 3 which will see the fees for the BMBA increased to match those paid by netball, futsal and other potential centre users. This option will restore the equitable application of fees.

It is also proposed that the Council remove the Out of Hours Fee currently being charged. The Out of Hours Fee was introduced by Belgravia Leisure and was based around the normal operating hours of the centre when the gym was still operational. In undertaking the review of fees, it has been determined that the fee has no relationship to the court use under the current Council management.

It is proposed that the fee structure be progressively implemented as follows:

- The current BMBA fee of \$25 per court per hour, remain in place until 30 December 2018. This allows the association to continue with the current fee for the remainder of the season.
- From the 1st January 2019, the fees for the BMBA be set at \$35 (+ GST) per hour for competition use, \$21 (+GST) for training until 30 June 2019. This brings the BMBA fees closer to parity with other users.
- the fees for the Bacchus Marsh Basketball Association for 2019/20 financial year be set at \$39.00 per hour per court plus GST for competition use, \$21.00 + GST for Training use.
- The Out of Hours Fee for **all** users of the centre be removed.

The annual financial impacts on the BMBA for the above proposal are outlined in the table below.

		Current Fees				2018/19 Budget		
Basketball	Court Hours	\$25.00 Competition \$25.00 Training \$34.41 Out of Hours	Projected Income	\$35.00 Competition \$21.00 Training \$36.36 Out of Hours	Projected Income	\$39.00 Competition \$21.00 training \$36.36 Out of Hours	Projected Income	
	Competition	1294.50	\$25.00	\$32,362.50	\$35.00	\$45,307.50	\$39.00	\$50,485.50
	Training	1155.25	\$25.00	\$28,881.25	\$21.00	\$24,260.25	\$21.00	\$24,260.25
	Out of Hours	197.50	\$34.41	\$6,795.98				
	Total Fee		\$68,039.73	Excludes OOH Fee	\$69,567.75	Excludes OOH Fee	\$74,745.75	

The full cost analysis of the options is contained in **Attachment 11.3.3a**.

BMBA Submission

The BMBA has expressed concerns regarding the fee structure at the centre and has provided submitted a draft proposal outlining their concerns and proposing changes in the operation of the Centre. The proposal is contained in **Attachment 11.3.3b**. The proposal has been reviewed by Officers with a summary provided below.

The proposal contends that the BMBA is unable to afford anything greater than the current \$25 per hour per court fee set by Council in October 2017. The BMBA has not provided Council with any financial reports or analysis that supports this contention.

Whilst maintaining that their fees at the centre are unaffordable, the association has been able to accumulate a substantial reserve fund believed to be in the order of \$80,000 to \$100,000. The BMBA has verbally stated that they are planning to use the reserve to contribute to the capital costs of any future new facility. Officers have asked the association to commit to this in writing.

The Association in its submission writes *“We have set aside a fund to be able to contribute towards a stadium once Council is able to obtain funding, and will continue to do so” and “Our Strategic planning is focussing heavily on supporting the council feasibility study to build a new stadium. We have set aside 80,000 currently towards funding and intend to focus heavily on sponsorships to raise more funds towards a stadium. The BMBA is prepared to allocate any profits towards this fund also. We also intend to put pressure on local and state governments to complete the project”.*

The BMBA has previously highlighted the fees and charges model applied to outdoor facilities, under the Recreation Reserve Management Framework, as an issue of concern and believe that the same approach should be implemented for indoor facilities. Direct comparisons are not able to be made between outdoor and indoor facilities as there are a range of differences between the two. For example, outdoor facility users are responsible for all utilities, cleaning, minor capital works and internal maintenance and these facilities are generally available to the community 24 hours a day. On the other hand, at indoor facilities, utility costs, cleaning, maintenance and other operating costs are borne by the facility operator/Council.

Applying the outdoor model to the BMLC operating costs would have seen the following costs borne by users for 2017-2018:

Charges Under Ovals model

	Total Costs	Council Share	Users Share	Basketball Association share	Netball Association Share
Costs to be born direct by user groups	\$ 207,194	\$ -	\$ 207,194	\$ 177,439	\$ 29,756
Cost paid by Council then 10% on-charged	\$ 30,955	\$ 27,860	\$ 3,096	\$ 2,651	\$ 445
Total	\$ 238,150	\$ 27,860	\$ 210,290	\$ 180,089	\$ 30,200

The BMBA's use of the leisure centre would have seen them paying \$180,089 in 2017-2018 (under the Outdoor Facility model), as opposed to the \$ 71,468 that they were invoiced. These calculations do not include the 0.05% of property insurance value that outdoor users also pay for.

The fact that the Association has been able to generate substantial funds in reserve indicates that they are able to afford the fees being charged and make a profit that is directed to the reserve.

The BMBA has suggested that they be permitted to operate the centre directly during their use times, without the need for Council staff to be present. However this is not permissible under the terms of the current JUA with the Department of Education.

Sub-leasing or transferring the operation of the centre is constrained due to the limitations in the Joint Use Agreement with the Department of Education and Training.

If the Council was to consider alternative management options, it is proposed in the best interests of Council; the people of Moorabool community; and to seek best value, that a further report be prepared on alternative management options for consideration by the Council. Officers also have concerns regarding the capacity of the BMBA to effectively operate the centre in the best interest of the community.

Joint Use Agreement (JUA)

Council officers have met with the Bacchus Marsh Secondary College (BMC) principal and delegated representative. Discussions revolved around review of the Annual Management Agreement (AMA) and Bacchus Marsh College's financial contribution towards the maintenance and operation of the Centre. There was general agreement that the level of contribution from both Council and the College requires review. A further meeting will be held to review the AMA and BMC's contribution once Council Officers are able to provide an outline of costs and expenditure. It should be noted that the level of financial contribution from the College is intended to reflect the capital contribution provided by the State Government for the construction of the facility and that it is located on Department of Education land.

It is proposed that the overarching Joint Use Agreement (JUA) currently in place be reviewed in line with new Department of Education and Training guidelines and documentation. This will allow for all conditions and clauses in the agreement to be renegotiated and updated.

It is proposed that the council formally write to the Bacchus Marsh College and Department of Education and Training seeking to review the terms and conditions of the Joint Use Agreement.

Proposed Licence Agreement

It is proposed that the Council enter into a licence agreement with the Bacchus Marsh Basketball Association for use of the Bacchus Marsh Leisure Centre for an initial period of 12 months commencing from the 1 October 2018 with the following fee structure:

- Retain the current fee of \$25 per court per hour for the Bacchus Marsh Basketball Association until 30 December 2018. This allows the association to continue with the current fee for the remainder of the 2018 season and plan well in advance for any increase.
- From the 1st January 2019, the fees for the BMBA be set at \$35 (+ GST) per hour for competition use, \$21 (+GST) for training until 30 June 2019. This brings the BMBA fees closer to parity with other users.
- Fees for the Bacchus Marsh Basketball Association for 2019/20 financial year be set at \$39.00 per hour per court plus GST for competition use, \$21.00 plus GST for Training use.
- Remove the Out of Hours Fee for all users of the centre.

Request that the Bacchus Marsh Basketball Association sign the agreement within 28 days of the issuing of the draft agreement. If the Association doesn't sign the agreement with 28 days, a further report be presented to the Ordinary Meeting of Council on the 7 November.

Policy Implications

At the present time, the Council does not have a formal policy position on how it structures user fees for indoor facilities. The adoption of the recommendations in this report would constitute adoption of a policy position that sees fees set according to a cost recovery model that is equitably applied across all users.

There is a need to develop a system that is fair and equitable, recognises the different operating parameters of indoor facilities, and is financially prudent.

A cost recovery method is deemed the best approach with Council and users assuming responsibility for a percentage of the operating costs.

The financial analysis also highlights that other Centre users are currently:

1. paying higher fees than the BMBA.
2. returning a greater proportion of operational costs (cost recovery %)
3. receiving a lower level of Council subsidy.

This is clearly inequitable if the current fees charged to other users are not reduced to the same level as the BMBA. Following this course of action would result in increased subsidy (cost) provided by Council.

The Recreation Reserve Management Framework sets the policy for recreation reserves, however this model is not applicable/suitable at indoor facilities.

The Council Plan 2017-2021 provides as follows:

Council Plan Reference

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

Strategic Objective 4: Improving Social Outcomes

Context 4A: Health and Wellbeing

Financial Implications

For the 2017-2018 financial year, the BMBA have occupied the leisure centre 86 per cent of its opening hours. This level of use is a major factor influencing utility, maintenance cleaning and staffing costs.

In contrast, fees paid by the BMBA returned approximately 33 per cent of operating costs during the time used. Council is in effect subsidising approximately 67 per cent of BMBA use. It was always anticipated that Council would be required to provide some level of subsidy towards the operation of the centre.

The review of fees now provide the Council with a clearer position to determine the level of subsidy provided to operate the centre and the level of cost recovery from users.

The projected net cost for 2018-19 (excluding court hire fee income) to Council is \$242,616. When the court hire income is then factored in, the projected analysis highlights that Council will still be heavily subsidising users of the centre but it will be less than 2017-2018, if the proposed fee structure is implemented.

Council's subsidy of BMBA's use of the centre would be 58 per cent instead of 67 per cent, with the Bacchus Marsh Netball's Association subsidy of 49 per cent instead of 56 per cent. This subsidy is further offset for BMBA and BMNA by the tentative introduction of a new user for 2018-2019. The full 2018-19 forecast budget is contained in **Attachment 11.3.3c**.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Contractual and legal	Licence agreement required to detail responsibilities of Council and BMBA and ensure good governance on the part of Council	High	Ensure suitable agreement is put in place to protect both parties
Financial	Council is already subsidising the operation of the Stadium	High	Apply more equitable fees
Reputational	Council's reputation is called into question due to lack of consistency in applying endorsed fees and charges schedule	High	Apply more equitable fees
Public liability	The licence agreement ensures that users have current public liability insurance. Without a current agreement in place, Council have no way of ascertaining this.	High	Ensure suitable agreement is put in place to protect both parties

Communications and Consultation Strategy

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

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Bacchus Marsh College	Meetings	Regular scheduled meetings
Collaborate	BMBA	Emails Telephone calls Meetings Review discussed	Licence agreement remains unsigned

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Conclusion

The financial analysis undertaken by Officers shows that Council is significantly subsidising the operation of the Bacchus Marsh Leisure Centre. The BMBA is currently receiving the highest subsidy at 67 per cent of operating costs apportioned to their current 86 per cent of use. Netball and other potential users are subsidised significantly less than the BMBA. The current fee structure which was amended by Council in October 2017 is inequitable.

It is recommended that the fees payable for use of the Bacchus Marsh Leisure Centre should be made consistent across all users groups. This can be achieved either by increasing the BMBA fees to the same level as other groups (Option 3) or reducing the fees payable by other groups i.e. Netball and Futsal (Option 2).

The financial analysis also highlights that the costs to Council for the management and operation of Leisure facilities has been reduced significantly since Council assumed direct management of the facilities.

Resolution:

Crs. Dudzik/Edwards

That Council:

- 1. Enters into a licence agreement with the Bacchus Marsh Basketball Association for use of the Bacchus Marsh Leisure Centre for an initial period of 9 months commencing from the 1 October 2018 with the following fee structure:***
 - The current BMBA fee of \$25 per court per hour, remain in place until 30 December 2018. This allows the association to continue with the current fee for the remainder of the season.***
 - From the 1st January 2019, the fees for the BMBA be set at \$35 (+ GST) per hour for competition use, \$21 (+ GST) for training until 30 June 2019. This brings the BMBA fees closer to parity with other users.***

- ***The fees for the Bacchus Marsh Basketball Association for 2019/20 financial year be set at \$39.00 per hour per court plus GST for competition use, \$21.00 + GST for Training use.***
 - ***The Out of Hours Fee for all users of the centre be removed.***
2. ***Requests that the Bacchus Marsh Basketball Association sign the agreement within 28 days of the issuing of the draft agreement. If the Association doesn't sign the agreement with 28 days, a further report be presented to the Ordinary Meeting of Council on the 7 November 2018.***
 3. ***Formally writes to the Bacchus Marsh College and Department of Education and Training seeking to review the terms and conditions of the Joint Use Agreement.***

CARRIED.

Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Social & Organisational Development

Thursday, 16 August 2018

11.4 INFRASTRUCTURE

11.4.1 Ballan Golf Club – BBQ Building

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

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

Resolution:

Crs. Tatchell/Toohey

That Council:

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

CARRIED.

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

A further report was considered at the Ordinary Meeting of Council in April 2018 where the following was resolved:

Resolution:

Crs. Toohey/Bingham

That Council;

- 1. receives the report in relation to the BBQ Building at the Ballan Golf Club; and*
- 2. requests officers will consult widely for a period of eight weeks, with the Ballan community including scouts, recreation user groups and the arts to ascertain whether there is a desire within the community to utilise this building for another purpose.*
- 3. should no community use be found, resolve to demolish the disused BBQ building situated on the Road Reserve for Blow Court and Lot 15 Section 29 PP5029.*

CARRIED.

Proposal

In the golf club committee's letter they outlined the reasons why they no longer wish to obtain the building and have requested that Council demolish it. This building has been the target of graffiti and vandalism for some years now and is in a state of disrepair. Officers have obtained a quotation to carry out the demolition works.

A consultation period was undertaken and open for eight weeks concluding on 15/7/2018. Local community groups were also directly emailed within Ballan with no expressions of interest being received. It is therefore recommended to demolish the building.

Photos of the BBQ building are set out below. The BBQ building is obscured by the trees in the aerial photo.



Council should note that buildings and structures on crown land are property of the crown and that the request to demolish the building proposed by the golf club will need the consent of the crown. The golf club's proposal has been discussed with DELWP and they have raised no concerns in principle with this course of action.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

The proposal to demolish the Ballan Golf Club BBQ Building is consistent with the Council Plan 2017 – 2021.

Financial Implications

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

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

Risk & Occupational Health & Safety Issues

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

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community Groups	Emailed Ballan Community Groups seeking expressions of Interests		April 2018	Received no expressions of interest.
Consult	Community Groups	Advertisement	Moorabool News	10 April 2018	Received no expressions of interest.

Communications and Consultation Strategy

Officers advertised for “Expressions of Interest for the use of the building” in the Moorabool News on 10 April 2018 and directly emailed the local community groups within Ballan.

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer’s Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – John Miller

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

Conclusion

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

The consultation period was open for eight weeks and concluded on 15/7/2018. Officers have received no expressions of interest for the building.

Resolution:

Crs. Bingham/Toohey

That Council, having received no expressions of interest from the community, resolves to demolish the disused BBQ building situated on the Road Reserve for Blow Court and Lot 15 Section 29 PP5029.

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday, 16 August 2018

11.4.2 Bacchus Marsh Local Area Traffic Management Plan; Stage 1

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

The Bacchus Marsh Integrated Transport Strategy (BMITS) presents the vision for the transport network for Bacchus Marsh. One of the key recommendations of the strategy is to *'introduce the use of Local Area Traffic Management (LATM) studies and refer recommendations to Council's Capital Improvement Program'*.

The preparation of a Local Area Traffic Management (LATM) study within a precinct of Bacchus Marsh aims to improve traffic management and road safety within the area. The LATM study, funded in the 2017/18 budget, seeks to view traffic management and associated treatments on a precinct basis rather than by individual Streets.

At present, Council receives a high volume of traffic related customer enquiries from the community that, due to the lack of such a precinct plan, are considered in isolation. This creates an ad hoc approach to traffic issues and the implementation of traffic management solutions.

The development of a LATM study will also assist in providing a consistent approach to traffic related issues in the local area and also supports key infrastructure objectives from the 2017-21 Council Plan.

The Study Objectives

The preparation of a LATM study considers both the technical and community aspects and is intended to meet a number of key objectives, with consideration to the likely impact on the surrounding network:

- Provide an integrated approach to managing traffic in local areas across all transport modes, through:
 - Investigating and addressing connectivity and safety issues along local travel routes;
 - Consideration and integration of local land uses and their specific needs;
 - Use of appropriate and effective traffic calming measures;
 - Making efficient and appropriate use of local on-street car parking provisions;
 - Ensuring that future population growth and transport demand are understood and accounted for; and
 - Defining the function of local streets as appropriate to their surrounding land uses,
 - Pedestrian, cycling and traffic volumes, natural features, and connectivity to surrounding areas.
- Reduce traffic volumes and speeds in local streets;
- Increase amenity and improve safety and access for residents, especially pedestrians and cyclists;
- Provide guidance for planners and engineers associated with the design, development and management of residential precincts;

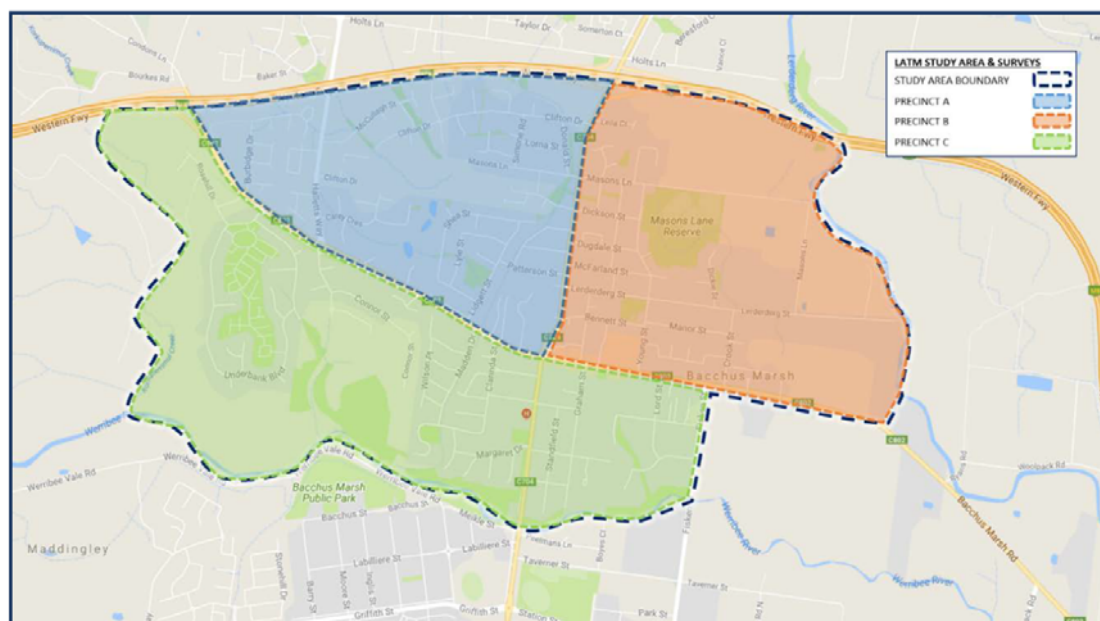
- Ensure that transport issues are addressed in a manner that balances amenity, safety and mobility for all transport modes;
- Improve the environment, economic and social outcomes of the area;
- Identifying future priority projects to be considered for inclusion in Council's Capital Improvement Program; and
- Ensure the local community are engaged and consulted in the identification of issues and the development of treatments to mitigate these issues.

The LATM Area

The township has been divided into three key areas for the purpose of undertaking LATM studies over the coming years.

LATM Area 1	Darley
LATM Area 2	Bacchus Marsh
LATM Area 3	Maddingley

Area 2 (Bacchus Marsh) will form the focus area for the first LATM studies to be developed and individual precincts have been recommended in order to further stage the development of the studies. Precincts A & B (blue and orange areas below) form part of the current LATM study. Precinct C (green) will be addressed as part of a future study.



The LATM Process

The following key activities were undertaken as part of the development of the LATM study:

1. Existing Conditions Assessment	
Initial works: Review of background information pertaining to the study area and other documents that may have an impact on key decisions Preparation of a Project Management Plan and Community Engagement Plan On-site inspections of the study areas to gain a thorough understanding of the existing conditions	Complete
Community consultation letter and online survey (electronic and print distribution, and use of interactive mapping) relating to traffic issues in the local area	Complete
Collection and analysis of traffic data	Complete
Preparation of an Existing Conditions Assessment Report	Complete
2. Development of Draft LATM Plan	
Preparation of draft concept plans and proposed LATM treatments	Complete
Preparation of draft LATM plan	Complete
Community consultation letter and web survey (electronic and print distribution, and interactive map)	Complete
Community engagement workshops (2) at Bacchus Marsh	Complete
3. Finalisation of LATM Plan	
Collation of results of community engagement	Complete
Final LATM Study Report and Plan	Complete
Presentation to Council for endorsement	September 2018
Final community consultation letter	September 2018

At the June Ordinary Meeting of Council, the draft plan was endorsed for phase 2 of the community consultation.

Community Consultation & Feedback

Phase 2 of the community consultation regarding the LATM Plan was undertaken between Tuesday 12 June and Tuesday 3 July 2018.

In addition to the use of the interactive map and survey, two drop-in community consultation sessions were undertaken in Bacchus Marsh during this period. Both were well attended by residents who were able to discuss and express their views on the treatments proposed in the draft plan and provide further feedback. Over 250 pieces of feedback including support (or otherwise for treatments, further comments or survey responses) were submitted in relation to the plan in this stage of consultation.

Issues Outside of the Project Scope

Even though the study clearly outlined that the scope did not include Roads outside Council's authority, there was a substantial amount of feedback relating to Roads under VicRoads control. As VicRoads was not directly involved in the consultation, Officers will now advocate to them on the communities behalf of the high priority outcomes from the consultation.

A copy of the final plan is attached for Councillors information.

Proposal

Following the LATM process undertaken as outlined above, it is now recommended that Councillors endorse the Bacchus Marsh Local Area Traffic Management Plan (Stage 1).

The objective of this study was to prepare a Local Area Traffic Management (LATM) plan for the Bacchus Marsh area, which addresses the main traffic issues in the area and reflects the requirements and expectations of the local community.

The LATM Study involved extensive consultation with the local community to identify local traffic issues and possible improvements, in conjunction with engineering investigations. Other components of the study have included the collection of traffic volume and speed information, as well as investigation of publically available crash data.

The community consultation component of the study included two (2) rounds of community engagement via letter drop surveys, an online interactive map and two community workshops, in order to understand the community's thoughts regarding necessary areas for improvement, as well as the suitability of proposed treatments.

Information collected from the various consultation media was used in conjunction with data obtained from surveys and bodies such as VicRoads to provide the basis for formulating traffic management recommendations for Bacchus Marsh.

The key issues identified in the study generally related to traffic concerns such as heavy vehicle volumes, pedestrian and cyclist safety, traffic speed, irresponsible driving and traffic volumes.

Based on the preceding assessment undertaken by Cardno and community feedback on the proposed Local Area Traffic Management Plan, the following list of treatments was developed:



Table 4-1 Treatment Priority and Cost Summary Table

Treatment ID	Treatment	Location	Cost (Estimate Only)	Total Score	Priority*	Timeframe
T001	Right Turn Lanes	Halletts Way at Burbridge Drive, Simmons Drive, Clifton Drive and Carey Crescent	\$ 6,000.00	7.5	High	1-2 years
T007	Pedestrian Operated Signal	Dickson Street/Gisborne Road	\$ 250,000.00	7.1	High	1-2 years
T008	Raised Intersection	Dickson Street / George Street	\$ 18,000.00	7.5	High	1-2 years
T010	40 km/h Speed Limit	Young Street	\$ 500.00	7.3	High	1-2 years
T011	Raised Intersection	Dugdale Street / George Street	\$ 18,000.00	7.5	High	1-2 years
T014	Raised Pedestrian Crossing	Young Street	\$ 24,000.00	7.5	High	1-2 years
T015	40 km/h Speed Limit	Young Street	\$ 500.00	7.3	High	1-2 years
T020	Pedestrian Safety Treatments and Modified T Intersection	Bennett Street / Young Street	\$ 38,000.00	7.6	High	1-2 years
T022	Footpath	Lidgett Street	\$ 9,000.00	7.5	High	1-2 years
T002	Centre Bilister	Clifton Drive	\$ 20,000.00	6.7	Medium	2-5 years
T003	Centre Bilister	Clifton Drive	\$ 20,000.00	5.9	Medium	2-5 years
T004	Shared Path	Drainage Channel	\$ 135,000.00*	5.9	Medium	2-5 years
T005A	Footpaths	Masons Lane (East)	\$ 62,000.00	6	Medium	2-5 years
T006	Flat Top Humps	Masons Lane	\$ 32,000.00	5.5	Medium	2-5 years
T009	Modified T Intersection	Dickson Street / Young Street	\$ 15,000.00	6.5	Medium	2-5 years
T012	Centre Bilister	McFarland Street	\$ 20,000.00	4.5	Medium	2-5 years
T013	Modified T Intersection	McFarland Street / Young Street	\$ 15,000.00	5.5	Medium	2-5 years
T016	Modified T Intersection	Lerderberg Street / George Street	\$ 15,000.00	6.7	Medium	2-5 years
T017	Raised Intersection	Lerderberg Street / Young Street	\$ 18,000.00	6.8	Medium	2-5 years
T019	Pedestrian Crossing	Gell Street	\$ 16,000.00	7.0	Medium	2-5 years
T021	Centre Bilister	Lidgett Street	\$ 20,000.00	7.0	Medium	2-5 years
T023	Road Narrowing	Anderson Street, Shea Street and Lidgett Street	\$ 20,000.00	6.0	Medium	2-5 years
T024	Surface Treatments	Clifton Drive	\$ 8,000.00	6.0	Medium	2-5 years
T025	Threshold Treatments	Simmons Drive, Carey Crescent, Linda Drive, O'Keefe Crescent, Malcolm Street (west), Malcolm Street (east)	\$ 24,000.00	4.7	Medium	2-5 years
T026	Shared Path	Main Street	\$ 72,000.00	6.5	Medium	2-5 years
T027	Shared Path	Halletts Way	\$ 100,000.00	4.0	Medium	2-5 years
T028 (VicRoads)	Signalised Intersection	Main Street / Gisborne Road	\$ 1,500,000.00	6.0	Medium	2-5 years
T029 (VicRoads)	Signalised Intersection	Main Street / Young Street	\$ 500,000.00	6.0	Medium	2-5 years
T030	Footpath	Masons Lane (West)	\$ 18,000.00	4.0	Medium	2-5 years
T031	Raised Pedestrian Crossing	Gell Street	\$ 16,000.00	4.0	Medium	2-5 years
T005B	Footpaths	Linda Drive and O'Keefe Crescent	\$ 50,000.00	4.0	Low	5+ years
T018	Raised Pedestrian Crossing	Lerderberg Street	\$ 24,000.00	3.7	Low	5+ years
TOTAL (Excl. VicRoads Project)			\$ 949,000.00			
TOTAL (VicRoads Projects)			\$ 2,000,000.00			
TOTAL			\$ 2,949,000.00			

*Cost estimate does not include costs associated with replacing existing drainage infrastructure.

Please refer to Appendix C for additional information regarding these cost estimates.

Following the LATM process undertaken as outlined above, it is now recommended that Councillors endorse the Bacchus Marsh Local Area Traffic Management Plan (Stage 1).

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

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

Financial Implications

The development of the LATM Plan is a funded project, included in the 2017-21 Council Plan.

The total estimated value of treatments (Council) recommended in this plan is approximately \$949,000. Implementation of minor treatments may be able to be completed within the existing minor capital works program and other major treatments will be referred to Council's long term Capital Improvement Program for consideration.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Inadequate financial management resulting in insufficient funds to complete the project	Low	Adequate project scope and budget, procurement process, ongoing supervision of project financials
Community expectation	Community expectation of key project outcomes outside of the project scope	Low	Well scoped community consultation process and documentation, clear project objectives documented

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult & Involve	Residents within the study area	Direct mail out, online and face to face engagement	Various	March 2018 & June 2018	Residents encouraged and supported to provide feedback on key issues and draft documents
Consult & Involve	Wider community	Online and face to face engagement	Various	March 2018 & June 2018	As above

Inform	Residents within the study area	Direct mail out, online engagement	Various	September 2018	Residents advised of the final outcome
Inform	Wider community	Online engagement	Various	September 2018	As above

Communications and Consultation Strategy

Community participation formed a key component throughout the study to assist in best understanding the local issues. Significant community consultation was undertaken as part of the project, including the following:

- Direct mail outs (2) to the study area
- Hardcopy and electronic community questionnaires
- Interactive online mapping tool (used for feedback on existing conditions and draft plan)
- Ongoing online engagement (Council website and social media pages)
- Community workshops (2) in Bacchus Marsh
- Reports to Council (2)

A further letter to the study area and online engagement to the wider community will occur following endorsement of the final study.

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

To address the traffic impacts of growth in the Bacchus Marsh Township, and help inform planning and management of road space usage, a LATM Study has been completed and draft plan developed for precincts A and B within the town. It is now recommended that Councillors endorse the final document.

Resolution:

Crs. Edwards/Dudzik

1. *That Council endorses the Bacchus Marsh Local Area Traffic Management Plan (Stage 1) and requests that a copy be made available on Council's website.*
2. *That officers write to residents within the LATM Study, thanking them for their input and advising of Council's decision.*
3. *That Council refers projects within the LATM Plan to Council's long term Capital Improvement Program.*

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday, 16 August 2018



Consideration of Presentations

Mr. Lance Jennison addressed Council as a supporter of the recommendation in relation to Item 11.4.3 - Request for Opening to Through Traffic; Powlett Street, Maddingley.

Ms. Christine Meaney addressed Council as a supporter of the recommendation in relation to Item 11.4.3 - Request for Opening to Through Traffic; Powlett Street, Maddingley.

The business of the meeting then returned to the agenda.

11.4.3 Request for Opening to Through Traffic; Powlett Street, Maddingley

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

At the Ordinary Meeting of Council (OMC) on Wednesday 4 July 2018, in urgent business the following was resolved;

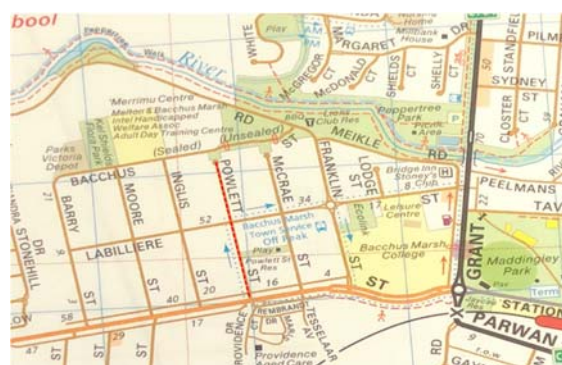
That an officers report be presented to Council on a proposal to join Powlett Street and Bacchus Street, Maddingley, with the intention of making a more orderly traffic route.

CARRIED

Site Analysis

1. Site Location and Surrounding Land Context

Powlett Street is a local Access 2 Road in accordance with Council's Road Management Plan (RMP). The road has a carriageway width of 10.4m (kerb to kerb) and is aligned approximately 435 metres north-south between Powlett Street and Griffith Street. The Northern section which starts at Labilliere Street is closed to through traffic as it is essentially a Court bowl, with a number of bollards placed in the naturestrip.



Powlett Street is located in an established residential area to the north of Griffith Street in Maddingley as shown in the locality plan below. All land use abutting Powlett Street is residential in nature.

2. Powlett Street Traffic Configuration:

Powlett Street has a road reservation width of approximately 30.5 metres which accommodates a two-way carriageway of approximately 10.4 metres and does not provide footpaths along either of side of the reservation. It is a low traffic volume road that provides access and secondary access to local residents and properties.

Unrestricted parallel car parking is permitted along both sides of the Road and all residents their own off-street parking. This arrangement allows concurrent opposing vehicles to pass alongside a single parked vehicle on one side of the carriageway. Where two vehicles may park opposite one another, one vehicle is required to yield to allow the opposing vehicle pass.

At the southern end, Powlett Street intersects with Griffith Street as the minor leg of an unsignalised T-intersection. At the midblock, Powlett Street intersects with Labilliere Street just north-south of a T-intersection, at which Labilliere Street (east-west) has priority. At the Northern end, Powlett Street is a 'No Through' road.

Proposal

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

The submissions closed at 5.00pm on Friday 10 August 2018 and below is a summary of submissions received:

- Council had received 55 submissions within the timeframe.
- 38 were against the opening of Powlett Street.
- 16 submissions were in favour of the opening of Powlett Street.
- 1 submission was written as 'Not Sure' and contains both 'Yes' and 'No' with comments.

Residents objecting to the proposal for the opening are primarily those located near the vicinity of the northern end of Powlett Street (from Labilliere Street intersection to the end of the no through road section) and was generally on the basis of presumptions that noise, loss of amenity, increased traffic volume (specifically increase of trucks access), pedestrian safety and speeding issues will be experienced. Furthermore local residents like to live in a quiet street with no passing traffic, young children are often playing in the street, and pedestrians are able to cross the road in a safe manner.

Residents in support of the proposal were generally from properties located away from the northern end of Powlett Street (from Labilliere Street intersection to the end of no through road section).

The main advantages to this proposal are:

- It would provide alternative access for vehicles
- Reduced traffic impact on neighbouring Streets

The main disadvantages to this proposal are:

- Increased Traffic volume and speed on Powlett Street
- Increased noise
- Increased risk to pedestrians and vehicles
- Residents impact on amenity

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

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

Financial Implications

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

However, should Council resolve to open Powlett Street to Bacchus Street the associated costs would be approximately \$115,000 and would need to be referred to Council's Capital Improvement Program.

Risk & Occupational Health & Safety Issues

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

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Property owners surrounding Bacchus Street	Letterbox drop	Powlett Street and surrounds	17 July 2018	The majority of responses were against the proposal.

Communications and Consultation Strategy

All property owners within the Powlett Street area received correspondence in relation to the possibility of opening of Powlett Street, Maddingley, seeking their feedback. All submissions are attached for information.

The same residents will be further advised of the resolution of this report.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – 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 the community consultation, however the overall majority of responses were against the proposal due to increased traffic volumes, noise and speed which could then impact pedestrian and vehicle safety. The residents against the proposal also raised concerns about the impact on their amenity.

Taking into account the residents feedback and that the advantages outweigh the disadvantages officers recommend to keep the Northern end of Powlett Street (from Labilliere Street intersection to the end) a no through Road.

Resolution:

Crs. Bingham/Edwards

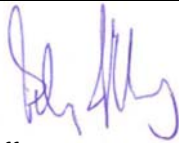
1. ***That Council receives the report for the Opening to Through Traffic - Powlett Street, Maddingley, and resolves that Powlett Street, Maddingley, remains as a No Through Road.***
2. ***That officers write to property owners in the Powlett Street area advising of Council's decision.***

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday, 16 August 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:

- Assembly of Councillors – Wednesday 01 August 2018 – Bacchus Marsh Basketball Association: Court Hire Fee Review – Part 2
- Assembly of Councillors – Wednesday 01 August 2018 - Community Sports Borrowing Fund Program

Resolution:

Crs. Sullivan/Dudzik

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

- ***Assembly of Councillors – Wednesday 01 August 2018 – Bacchus Marsh Basketball Association: Court Hire Fee Review – Part 2***
- ***Assembly of Councillors – Wednesday 01 August 2018 - Community Sports Borrowing Fund Program.***

CARRIED.

12.2 Section 86 – Delegated Committees of Council – Reports

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

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

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

Committee	Meeting Date	Council Representative
S86 Development Assessment Committee https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018	Wednesday 18 July, 2018	Cr. Tatchell Cr. Keogh Cr. Bingham Cr. Dudzik Cr. Edwards
S86 Development Assessment Committee https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018	Wednesday 15 August, 2018	Cr. Tatchell Cr. Keogh Cr. Bingham Cr. Dudzik Cr. Edwards
Dunnstown Recreation Reserve and Community Centre Inc.	Tuesday 14 November, 2017	Community members
Lal Lal Soldiers' Memorial Hall Committee	Tuesday 7 August 2018	Community members
Navigators Community Centre	Wednesday 16 May, 2018	Community members
Navigators Community Centre	Thursday 26 July, 2018	Community members

Resolution:

Crs. Bingham/Edwards

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

- ***S86 Development Assessment Committee, Wednesday 18 July, 2018***
- ***S86 Development Assessment Committee, Wednesday 15 August, 2018***
- ***Dunnstown Recreation Reserve and Community Centre Inc., Tuesday 14 November, 2017***
- ***Lal Lal Soldiers Memorial Hall Committee, Tuesday 7 August, 2018***
- ***Navigators Community Centre, Wednesday 16 May, 2018***
- ***Navigators Community Centre, Thursday 26 July, 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	Wednesday 23 May, 2018	Cr. Tatchell Cr. Dudzik

Resolution:

Crs. Dudzik/Sullivan

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

- ***Audit and Risk Advisory Committee, Wednesday 23 May, 2018.***

CARRIED.

13. NOTICES OF MOTION

Nil.

14. MAYOR'S REPORT

Cr. Paul Tatchell – Mayor's Report	
Date: 5 September, 2018	
8 August	<ul style="list-style-type: none"> • Economic Development Taskforce Meeting
9 August	<ul style="list-style-type: none"> • Central Highlands Councils Victoria Meeting
11 August	<ul style="list-style-type: none"> • Bacchus Marsh R&SL Avenue of Honour Centenary Event and wreath laying
12 August	<ul style="list-style-type: none"> • Official Opening of the Royal Freemasons Bacchus Marsh Aged Care Facility, Bacchus Marsh
15 August	<ul style="list-style-type: none"> • Assembly of Councillors – Confidential • S86 Development Assessment Committee Meeting
16 August	<ul style="list-style-type: none"> • VicRoads Municipal Liaison Meeting
23 August	<ul style="list-style-type: none"> • Official Opening of the Ballan Streetscape Project (Stage 1), McLeans Reserve, Ballan
24 August	<ul style="list-style-type: none"> • Moorabool Wind Farm Ground Breaking Event
27 August	<ul style="list-style-type: none"> • Probus Club Bacchus Marsh 30th Birthday Celebration Lunch; 11.45am, Bacchus Marsh Bowling Club
28 August	<ul style="list-style-type: none"> • Blacksmith Cottage and Forge Special Committee AGM, 7.30pm, Holy Trinity Hall, Gisborne Road, Bacchus Marsh
30 August	<ul style="list-style-type: none"> • Formal Opening of the Halletts Way Interchange, Darley
31 August	<ul style="list-style-type: none"> • Meeting with the Hon Jaala Pulford, Minister for Regional Development, Minister for Agriculture, Member for Western Victoria
4 September	<ul style="list-style-type: none"> • Special Audit & Risk Committee Meeting • Meeting with the Hon Luke Donnellan, Minister for Roads and Road Safety • Meeting with Mr Joshua Morris, Member for Western Victoria
5 September	<ul style="list-style-type: none"> • Assembly of Councillors – A&R Committee Chairman's Report of Annual Statements to Council • Ordinary Meeting of Council

Resolution:

Crs. Sullivan/Dudzik

That the Mayor's report be received.

CARRIED.

15. COUNCILLORS' REPORTS

Cr. Bingham	
8 August	<ul style="list-style-type: none"> • Economic Development Taskforce Meeting
11 August	<ul style="list-style-type: none"> • Bacchus Marsh R&SL Avenue of Honour Centenary Event and wreath laying
18 August	<ul style="list-style-type: none"> • Opening of Royal Freemasons Aged Care Facility
30 August	<ul style="list-style-type: none"> • Formal Opening of the Halletts Way Interchange, Darley

Cr. Edwards	
11 August	<ul style="list-style-type: none"> • Bacchus Marsh R&SL Avenue of Honour Centenary Event and wreath laying
18 August	<ul style="list-style-type: none"> • Opening of Royal Freemasons Aged Care Facility
22 August	<ul style="list-style-type: none"> • Rate Capping Policy Legislative Council
28 August	<ul style="list-style-type: none"> • Blacksmiths Cottage & Forge Special Committee AGM
30 August	<ul style="list-style-type: none"> • Formal Opening of the Halletts Way Interchange, Darley
30 August	<ul style="list-style-type: none"> • VPA – PeriUrban Meeting
3 September	<ul style="list-style-type: none"> • Meeting with CEO and Mayor of Murrindindi Shire (PeriUrban)

Cr. Sullivan	
30 August	<ul style="list-style-type: none"> • GCWW&RRG Local Government Waste Forum – Landfills of the Future
30 August	<ul style="list-style-type: none"> • Navigators Community Centre AGM

Cr. Keogh	
11 August	<ul style="list-style-type: none"> • Bacchus Marsh R&SL Avenue of Honour Centenary Event and wreath laying
13 August	<ul style="list-style-type: none"> • Moorabool Schools Music Event
23 August	<ul style="list-style-type: none"> • Official Opening of the Ballan Streetscape Project (Stage 1), McLeans Reserve, Ballan
24 August	<ul style="list-style-type: none"> • Moorabool Wind Farm Ground Breaking Event
30 August	<ul style="list-style-type: none"> • Formal Opening of the Halletts Way Interchange, Darley

Cr. Dudzik	
8 August	<ul style="list-style-type: none"> • <i>Economic Development Taskforce Meeting</i>
11 August	<ul style="list-style-type: none"> • <i>Bacchus Marsh R&SL Avenue of Honour Centenary Event and wreath laying</i>
12 August	<ul style="list-style-type: none"> • <i>Opening of Royal Freemasons Aged Care Facility</i>
13 August	<ul style="list-style-type: none"> • <i>Moorabool Kids Big Day Out</i>
30 August	<ul style="list-style-type: none"> • <i>Formal Opening of the Halletts Way Interchange, Darley</i>
3 September	<ul style="list-style-type: none"> • <i>Moorabool Health & Wellbeing Advisory Committee Meeting</i>
4 September	<ul style="list-style-type: none"> • <i>Audit & Risk Advisory Committee Meeting</i>

Resolution:

Crs. Sullivan/Keogh

That the Councillors' reports be received.

CARRIED.

16. URGENT BUSINESS**16.1 Council Protocols**

Resolution:

Crs. Sullivan/Edwards

- 1. *That the Chief Executive Officer be requested to bring back a report to Council regarding programs and processes that would enhance the image and respect for Council.***
- 2. *That the report cover such matters as, but not limited to:-***
 - *The interaction of the public with Council, Councillors and Council Officers at Council Meetings.***
 - *The interaction of Councillors, Council Officers at Council Meetings.***
 - *Ways to enhance the respect of the decision making body of the municipality by the community.***

CARRIED.

17. CLOSED SESSION OF THE MEETING TO THE PUBLIC**17.1 Confidential Report****17.2 Confidential Report****17.3 Confidential Report****17.4 Confidential Report****17.5 Confidential Report****Resolution:****Crs. Toohey/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.**ADJOURNMENT OF MEETING – 7.22 pm****Crs. Toohey/Edwards**

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

CARRIED.**RESUMPTION OF MEETING – 7.36 pm****Crs. Sullivan/Edwards**

That the Meeting now be resumed.

CARRIED.

Items 17.1 – 17.5 are confidential items
and therefore not included
as part of these Minutes.

18. MEETING CLOSURE

The meeting closed at 8.12 pm.

Confirmed.....Mayor.