|  |  |
| --- | --- |
|  | |
| **AGENDA**    **Ordinary Council Meeting**  **Wednesday, 3 November 2021**  **In accordance with s.395 of the *Local Government Act 2020*, this meeting will not**  **be available for public attendance, however will be streamed live via accessing the**  **Council Internet site.** | |
| **I hereby give notice that an Ordinary Meeting of Council will be held on:** | |
| **Date:** | **Wednesday, 3 November 2021** |
| **Time:** | **6.00pm** |
| **Location:** | **Online** |
| **Derek Madden**  **Chief Executive Officer** | |

**Order Of Business**

[1 Opening of Meeting and Prayer 5](#_Toc86310627)

[2 Acknowledgement of Country 5](#_Toc86310628)

[3 Recording of Meeting 5](#_Toc86310629)

[4 Present 5](#_Toc86310630)

[5 Apologies 5](#_Toc86310631)

[6 Confirmation of Minutes 5](#_Toc86310632)

[7 Disclosure of Conflicts of Interest 5](#_Toc86310633)

[8 Public Question Time 6](#_Toc86310634)

[9 Petitions 7](#_Toc86310635)

[Nil](#_Toc86310636)

[10 Presentations/Deputations 7](#_Toc86310637)

[11 Chief Executive Officer Reports 8](#_Toc86310638)

[11.1 Appointment of Independent Member to the Audit and Risk Committee 8](#_Toc86310639)

[12 Community Planning and Economic Development Reports 11](#_Toc86310640)

[Nil](#_Toc86310641)

[13 Community Strengthening Reports 12](#_Toc86310642)

[13.1 Community Grants Report- August 2021 12](#_Toc86310643)

[13.2 Age Well Live Well Strategy 18](#_Toc86310644)

[14 Customer Care and Advocacy Reports 24](#_Toc86310645)

[14.1 Procurement Policy 24](#_Toc86310646)

[15 Community Assets & Infrastructure Reports 28](#_Toc86310647)

[15.1 Draft Naturestrip Policy and Naturestrip Guidelines 28](#_Toc86310648)

[15.2 Capital Improvement Quarterly Report - September 2021 33](#_Toc86310649)

[16 Other Reports 36](#_Toc86310650)

[Nil](#_Toc86310651)

[17 Notices of Motion 37](#_Toc86310652)

[17.1 Notice of Motion - Elaine Recreation Reserve Community Asset Committee 37](#_Toc86310653)

[18 Notices of Rescission 38](#_Toc86310654)

[Nil](#_Toc86310655)

[19 Mayor’s Report 39](#_Toc86310656)

[19.1 Mayor's Report 39](#_Toc86310657)

[20 Councillors’ Reports 40](#_Toc86310658)

[21 Urgent Business 40](#_Toc86310659)

[22 Closed Session of the Meeting to the Public 40](#_Toc86310660)

[Nil](#_Toc86310661)

[23 Meeting Closure 40](#_Toc86310662)

1 Opening of Meeting and Prayer

Almighty God be with us as we work for the people of the Shire of Moorabool. Grant us wisdom that we may care for the Shire as true stewards of your creation. May we be aware of the great responsibilities placed upon us. Help us to be just in all our dealings and may our work prosper for the good of all. Amen.

2 Acknowledgement of Country

I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present, and the Aboriginal Elders of other communities who may be here today.

3 Recording of Meeting

In accordance with Moorabool Shire Council’s Governance Rules, the meeting will be livestreamed.

4 Present

5 Apologies

6 Confirmation of Minutes

Ordinary Council Meeting - Wednesday 6 October 2021

Special Council Meeting - Wednesday 27 October 2021

7 Disclosure of Conflicts of Interest

Conflict of interest laws are prescribed under the *Local Government Act 2020* (the Act) and in the Local Government (Governance and Integrity) Regulations 2020 (the Regulations). Managing conflicts of interest is about ensuring the integrity and transparency of decision-making.

The conflict of interest provisions under the Act have been simplified so that they are more easily understood and more easily applied. The new conflict of interest provisions are designed to ensure relevant persons proactively consider a broader range of interests and consider those interests from the viewpoint of an impartial, fair-minded person.

Section 126 of the Act states that a Councillor has a conflict of interest if they have a general conflict of interest or a material conflict of interest. These are explained below:

* A Councillor has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the member’s private interests could result in them acting in a manner that is contrary to their public duty as a Councillor.
* A Councillor has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

A relevant person with a conflict of interest must disclose the interest in accordance with Council’s Governance Rules and not participate in the decision-making process on the matter. This means the relevant person must exclude themselves from any discussion or vote on the matter at any Council meeting, delegated committee meeting, community asset committee meeting or, if a Councillor, any other meeting conducted under the auspices of the Council. The relevant person must also exclude themselves from any action in relation to the matter, including an action taken to implement a council decision, for example, issuing a planning permit.

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 3.7.1 of the Council’s Governance Rules.

* 1. Question time will take place during the Council Meeting as provided for in the agenda.
  2. Questions in writing in the form prescribed by the Chief Executive Officer will be accepted up to 5pm on the day before the Meeting.
  3. A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.
  4. 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 the:
  5. person directing the question is present in the gallery;
     1. question does not relate to a confidential matter;
     2. question does not relate to a matter in respect of which Council has no power to act;
     3. question is not defamatory, indecent, abusive or objectionable in language or substance;
     4. question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
     5. question is not asked to embarrass a Councillor, member of Council staff or member of the public.
  6. Persons submitting questions must be present in the public gallery. If they are not present in the Gallery, the question will be held over to the next meeting only.
  7. The Chief Executive Officer will read out each question and the Chairperson shall decide who will answer each question.

A Councillor or Council officer may:

* + 1. immediately answer the question asked; or
    2. 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
    3. 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.

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.

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.

11 Chief Executive Officer Reports

11.1 Appointment of Independent Member to the Audit and Risk Committee

**Author: Troy Delia, Coordinator Governance & Risk**

**Authoriser: Derek Madden, Chief Executive Officer**

**Attachments: Nil**

Purpose

This report is presented to Council to consider the appointment of an independent member of Councils Audit and Risk Committee, following the retirement of Independent Member, Mr Michael Said.

Executive Summary

 The independent members position held by Mr Mike Said, became vacant on 1 October 2021.

 Council’s Audit and Risk Committee Charter requires that the Committee comprise of five Council appointed members which consist of three independent members and two Councillors. It is also a requirement of the *Local Government Act 2020*, that an Audit and Risk Committee must have a greater number of independent members than Councillors.

 A competitive recruitment process was undertaken to select an additional independent member. Prospective candidates were interviewed by a panel consisting of the General Manager Customer Care and Advocacy, the Executive Manager Governance and Corporate Compliance and the current Audit and Risk Committee Chairperson.

 The preferred candidate Mr Peter Smith was identified through the interview process and is recommended for appointment to the committee.

|  |
| --- |
| Recommendation  **That Council:**  **1. Appoints Mr Peter Smith as an independent member of Council’s Audit and Risk Committee for the period from 4 November 2021 to 30 September 2024;**  **2. Notes that the allowance payable to the Independent Members for attendance at each meeting of the Audit and Risk Committee, were set the Special Meeting of Council on 26 August 2020, as follows:**  **(a) $1340 for the Chairperson; and**  **(b) $1,000 for the remaining Independent Members.** |

Background

The purpose of the Audit and Risk Committee is to support Council by providing oversight of its financial and performance reporting, risk management, fraud prevention systems and control, internal control environment, internal and external audit and Council’s performance with regard to compliance with its policies and legislative and regulatory requirements.

At its Special Meeting held on 26 August 2020, Council resolved to appoint the following independent members:

(a) Mike Said (for the period from 27 August 2020 to 30 September 2021);

(b) Linda MacRae (for the period from 27 August 2020 to 30 September 2022); and

(c) Simon Dalli (for the period 27 August 2020 to 30 September 2023).

Accordingly, the independent members position held by Mr Mike Said became vacant on 1 October 2021.

It is a requirement of section 53(3)(b) of the of the *Local Government Act 2020,* that an Audit and Risk Committee must have a greater number of independent members than Councillors appointed to it. Furthermore, Council’s Audit and Risk Committee Charter requires that the Committee comprise of five Council appointed members which consist of three independent members and two Councillors.

Proposal

The recruitment process commenced with Council calling for applications for the role of independent member for a period of 3 weeks in September 2021. At the completion of the application period, 10 applications were received and assessed for shortlisting by the CEO and his nominated officers.

The shortlisted applicants were then interviewed by an interview panel consisting of the General Manager Customer Care and Advocacy, the Executive Manager Governance and Corporate Compliance and the current Audit and Risk Committee Chairperson.

The preferred candidate, chosen by the interview panel and recommended for appointment by Council, is Mr Peter Smith.

Council Plan

The Council Plan 2021-2025 provides as follows:

**Strategic Objective 3: A Council that listens and adapts to the needs of our evolving communities**

**Priority 3.5: Be recognised for demonstrating a culture of excellence, creativity and inclusiveness**

The proposal is not provided for in the Council Plan 2021-2025 and can be actioned by utilising existing resources.

Financial Implications

The expenditure associated with payment of an allowance to the appointed independent member of the Audit and Risk Committee, is provided for in the current budget allocation.

Risk & Occupational Health & Safety Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Identifier** | **Detail of Risk** | **Risk Rating** | **Control/s** |
| Risk to Reputation |  Non-compliance with the requirements relating to Audit and Risk Committees under the *Local Government Act 2020.* | High |  The recruitment of an independent member to ensure compliance with the *Local Government Act 2020* and the Audit and Risk Committee Charter. |

Communications & Consultation Strategy

Advertisements calling for applications for the role of independent member of Council’s Audit and Risk Committee, appeared in the Ballarat Courier and the Age newspapers for 3 consecutive weeks. These advertisements were also supported with further promotion of the recruitment process on Council’s web and social media sites.

Victorian Charter of Human Rights & 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 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*Executive Manager – Phil Howard*

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

*Author – Troy Delia*

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

Conclusion

The appointment of the recommended independent member of the Audit and Risk Committee will ensure that Council’s Audit and Risk Committee continues to meet industry best practice standards, whilst remaining in full compliance with the requirements of Council’s Audit and Risk Committee Charter and the *Local Government Act 2020*.

12 Community Planning and Economic Development Reports

Nil

13 Community Strengthening Reports

13.1 Community Grants Report- August 2021

**Author: Ashley Malloy, Community Strengthening Liaison Advisor**

**Authoriser: Sally Jones, General Manager Community Strengthening**

**Attachments: 1. Community Grants August 2021 round (under separate cover)**

Purpose

The purpose of this report is to make recommendations to Council regarding applications to the August 2021 Community Grants Program round.

Executive Summary

 To seek Council endorsement of the recommendations for funding for the August 2021 round of the Community Grants Program by the Community Grants Assessment Panel.

 The Community Grants Program provides funding to community organisations to deliver programs that build on local strengths to develop healthy, inclusive and connected neighbourhoods.

 Council received 22 applications across the five program categories: Community Arts and Culture (3), Community Strengthening Grants (11), Community Events Grants (4), Community Development Fund (3) and Sustainability and Environmental Engagement Grants (1).

 A total of $268,871.00 was requested with $349,045.00 available this round. The available funds are a combination of funds allocated in the 2021/22 annual budget and unallocated funds carried forward from 2020/21. Any remaining unallocated Community Development Funding from this round will be available for the remainder of the financial year in the next round Community Grant round in March 2021.

 Eligible applications were assessed by an Assessment Panel consisting of 10 officers from a diverse range of departments.

 The report presents Council with a list of recommended grants for the August 2021 funding round prepared by the Community Grants Assessment Panel (Attachment 1- Community Grants August 2021 round).

 In total, 15 organisations are recommended to receive $223,914.00 in funding.

 The proposed allocation of this sum is detailed in the funding recommendations within this report and in Attachment 1- Community Grants August 2021 round.

|  |
| --- |
| Recommendation  **That Council approves the allocation of the Community Grants as provided in Attachment 1 to this report - Community Grants August 2021 round.** |

Background

The purpose of this report is to present Council with an assessment of applications received for the Community Grants Program August 2021 round, which totals $270,400 per annum. The August 2021 round of the Grants Program opened on 1 August 2021 and closed on 5 September 2021. The submission deadline was extended from August 31 to September 5, due feedback received on the impacts of Covid-19 lockdowns on local community groups. Within this extended deadline Council received ten further Community Grant applications. A total of 75% of applications commenced via the online portal were submitted for final consideration, reflecting a higher submission rate than previous Community Grant Rounds. In March 2020, 60% of applications commenced online were submitted for final consideration and in August 2020 this figure was 50%.

Council’s Community Grants program enables not for profit community groups to apply for funding under the following five program categories:

 ***Arts and Culture Grants:*** Supporting local artists and organisations to use a creative approach to the development of community projects and initiatives ($10,000 available this round).

 ***Community Strengthening Grants:*** Community projects, programs and initiatives with a specific focus on connecting communities and building community capacity ($60,000 available this round).

 ***Events Grants:*** Non‐recurrent, seed funding designed to encourage and promote the development of sustainable local events ($10,000 available this round).

 ***Community Development Fund Grants:*** Supporting community infrastructure projects which significantly impact on community development. The balance of this Grant fund is a combination of 2020/21 carry over and the remainder from the current 2021/2022 financial years allocation. This annual funding will cover both the August 2021 round and the March 2022 round of Community Grants. The total pool of Community Development funding available in the 2021/22 financial year is $261,645. One or more projects may be funded up to $100,000 in this round, with any remaining funding allocated to the March 2022 round.

 ***Sustainability and Environment Engagement Grants*:** Supporting the community in reducing expenditure of gas and electricity, investing in sustainability measures and providing opportunities to raise awareness of environmental issues to the broader community ($7,400 available this round).

Community groups and organisations can apply for up to $5,000 for Community Strengthening Grants and up to $3,000 for Arts, Events and Sustainability Grants. Groups also need to demonstrate a cash or in‐kind contribution toward the cost of their project on a ratio of $1 for $1 (Council $1: Group $1). Small Community Strengthening projects under $1,000 are not required to demonstrate an applicant contribution.

Proposal

**Applicant Support**

The Community Grants Guidelines specifies that applicant groups are required to liaise with a Connected Communities officer prior to lodging an application to ensure applicants receive clear guidance on eligibility and how to best present their applications. All applicants received support and advice from Council officers before lodging their application. Additional support was provided after the funding round closed to clarify any ambiguity in applications.

**Policy Assessment Criteria**

 Project Description and why the applicant wants to complete the project – 10%;

 What will this project achieve? – 20%;

 Why is this project needed in your community? – 20%;

 Who will be involved in the project? – 15%;

 How will you carry out your project? (including risk management) – 15%;

 Project budget and explanation of how the group arrived at the costs? – 20%.

Each criterion is assessed out of 10 and weighted according to the criteria percentage. The maximum possible score for any application is 100.

|  |  |
| --- | --- |
| Scoring Guide | |
| Score each criteria out of 10 | |
| 0 | Did not address criteria |
| 1‐2 | Minimal |
| 3‐5 | Satisfactory |
| 6‐8 | Good |
| 9‐10 | Excellent |

**Key Issues**

This report presents to Council the Community Grant Assessment Panel recommendations for applications received for the August 2021 Round of the Community Grants Program.

**Number of applications and amount requested**

In total, 22 applications were received across the five program categories: Community Arts and Culture (3), Community Strengthening Grants (11), Community Events Grants (4), Community Development Fund (3) and Sustainability and Environmental Engagement Grant (1). A total value of **$268,871.00** was requested from Council with **$349,045.00** available to be awarded this round.

The Assessment Panel recommends a total value of **$223,914.00** to be awarded to successful applicants. This Community Grant funding will contribute to local projects worth **$1,409,199.00** in total.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Applications**  **Received** | **Amount**  **Available** | **Amount**  **Requested** | **Amount**  **Recommended** |
| Community Arts and Culture | 3 | $10,000.00 | $7,500.00 | $7,500.00 |
| Community Strengthening Grant | 11 | $60,000.00 | $36,814.00 | $18,914.00 |
| Community Events Grant | 4 | $10,000.00 | $11,500.00 | $5,500.00 |
| Community Development Fund | 3 | $261,645.00 | $211,057.00 | $190,000.00 |
| Sustainability and Environmental  Engagement Grant | 1 | $7,400.00 | $2,000.00 | $2,000.00 |
| **Total** | **22** | **$349,045.00** | **$268,871.00** | **$223,914.00** |

**Current Status**

The recommendations provided in **Attachment 1- Community Grants August 2021 Round** represent 100% of community grant applications from August 2021 grant round.

Council Plan

The Council Plan 2021-2025 provides as follows:

**Strategic Objective 1: Healthy, inclusive and connected neighbourhoods**

**Priority 1.1: Improve the health and wellbeing of our community**

The proposed allocation of grants under the 2021 August Round of the Community Grants Program is consistent with the Council Plan 2021-2025.

Financial Implications

Consistent with the Community Grants Policy, 2021/22 budget allocation and carry over community grant funding from the 2020/21 financial year, a total of **$349,045.00** is available for allocation in the August 2021 Community Grants Program.

The following amounts are recommended:

 $7,500.00 for Arts and Culture Grants;

 $18,914.00 for Community Strengthening Grants;

 $5,500.00 for Community Event Grants;

 $190,000 for Community Development Fund;

 $2,000.00 for Sustainability and Environmental Engagement Grants.

Risk & Occupational Health & Safety Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Identifier** | **Detail of Risk** | **Risk Rating** | **Control/s** |
| Project timelines | Grant recipients exceeding prescribed timelines | Medium | Terms and conditions agreements required to be signed by grant recipients  Scheduled monitoring of projects |
| Financial – Inadequate funds to finish project | Grant recipients misappropriate expenditure of Council funds | Medium | Terms and conditions agreements required to be signed by grant recipients  Grant acquittal required upon completion of projects |

Communications & Consultation Strategy

**Successful applicants:**

 Formal notification and congratulations will be provided via email on endorsement of Council report.

**Unsuccessful applicants:**

 To be advised by telephone and/or email. Guidance and support will be provided to improve opportunities for future grant applications.

 To be offered the opportunity for one-on-one meetings with officers to discuss their application and request advice.

 Be advised of future Grant Writing Workshop opportunities.

**Community Groups**

 Are advised when Community Grants become available and requested to further advise their networks via direct telephone calls and email.

 Are requested to advertise the Community Grants across their communications options including social media and newsletters.

**Moorabool Residents**

Recent lockdowns across Victoria over the Community Grants August round meant that opportunity to utilise traditional paper based promotional materials across the Shire was limited. Promotion was therefore, tailored towards online approaches. The main methods used included local community Facebook groups, e-newsletters and the local paper, in addition to other advertising opportunities.

 Promotional flyers and information advertising the Community Grants Program across the Shire:

 Library notice boards and Library Newsletter;

 Catherine King Grants Newsletter

 Community Noticeboards;

 Apple FM Radio;

 Moorabool News;

 Local Community Facebook Groups

 Website Events Page and Community Page;

 Youth Facebook Page;

 Moorabool Shire corporate website and social media channels;

 New promotional banners at township entrances.

 Grant Writing Workshops:

 Two workshops were held online to improve knowledge of Smartygrants and grant writing requirements;

 Advice and guidance provided to potential applicants.

Applicants for the August 2021 round of the Community Grants Program have been informed they should be notified of the outcomes of their grant applications in November 2021.

The Connected Communities Team will formally notify groups of the outcome of their applications and provide opportunity for feedback to the unsuccessful applicant.

Feedback will include:

 Advice to applicant groups of the relative strengths and areas for improvement in their application;

 Options for alternative funding (if applicable);

 Supporting a group to amend and re‐lodge their application in the next appropriate round of the Community Grants program.

Victorian Charter of Human Rights & 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 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Sally Jones*

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

*Author – Ashley Malloy*

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

Conclusion

Based on the application assessment process and funding criteria, it is proposed that the Council allocates funding for grants for the Moorabool Shire August 2021 round of Community Grants based on the tables provided in **Attachment 1- Community Grants August 2021 round.**

13.2 Age Well Live Well Strategy

**Author: Niki Efstratiou, Community Connections Project Coordinator**

**Authoriser: Sally Jones, General Manager Community Strengthening**

**Attachments: 1. Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019-2022 (Phase 2) Achievements Report (under separate cover)**

Purpose

To seek Council adoption of the Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019-2022 (Phase 2) Achievements Report and approve the plan for the development of the new Age Well Live Well Strategy 2022-2025.

Executive Summary

 Council has successfully achieved 86% (37 out of 43) of the actions of the Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019-2022 (Phase 2).

 Council did not achieve 7% (3 out of 43) of the actions of the Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019 – 2022 (Phase 2).

 Council is continuing to progress 7% (3 out of 43) of the actions of the Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019 – 2022 (Phase 2).

 A proposal was endorsed in November 2019 to separate the Disability Action and Inclusion Plan from the Age Well Live Well Strategy to ensure that disability and healthy ageing issues were given equal priority in separate plans.

 Planning on the development of the Age Well Live Well Strategy 2022-2025 has commenced. Extensive community and stakeholder consultation will be undertaken using Council’s Community Engagement Framework and feedback will be received on the “Have your Say” online portal.

 A range of stakeholder consultations and workshops will be undertaken in October and November 2021 with healthy ageing, community groups and services.

 The Age Well Live Well Strategy 2022-2025 will be based on the World Health Organisation’s Age Friendly Cities Framework.

|  |
| --- |
| Recommendation  **That Council:**  **1. Adopts the Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019-2022 (Phase 2) Achievements Report, as provided in Attachment 1 to this report.**  ***2.* Approves the plan for the development of the new Age Well Live Well Strategy 2022-2025, as outlined in this report.** |

Background

The Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019-2022 (Phase 2) is an integrated action plan outlining how Council will meet the needs of Moorabool residents who are older or living with a disability. The plan includes priority areas for action that are based on the World Health Organisation’s Age Friendly Cities Framework.

**Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019-2022 (Phase 2)**

Total actions achieved: 37 out of 43 (86%)

Total actions not achieved: 3 out of 43 (7%)

Total actions in progress: 3 out of 43 (7%)

The achievements of the Age Well Live Well and Disability Access and Inclusion Plan 2019-2022 (Phase 2) are detailed in Attachment 1 of this report.

Actions achieved include:

 Accessible event guidelines and checklists have been incorporated in the Moorabool event planning toolkit that is available on Council’s website;

 Improved accessibility features on the Moorabool Shire Council website (large print and language translation options);

 Hearing loops enabled at the Customer Service reception areas of Darley and Ballan;

 The development of Moorabool accessible dining options and public amenities guide;

 The creation of a dementia friendly environment at the Quamby Rooms, Bacchus Marsh Senior Citizen’s Centre, where the Moorabool social support program is currently being delivered;

 Development of a Social Support Program Planning and Evaluation Framework to align programs with funding guidelines and needs of clients;

 Development of Older Adults and Bungaree Community Directory;

 Volunteers distributed information on local events and activities in 2018 through the development of print newsletters, management of community noticeboards and creation of a Council Facebook page;

 The development of language guides and delivery of plain language training to Council staff to promote the use of inclusive language in Council publications;

 The delivery of elder abuse training to the Moorabool Positive Ageing Advisory Group and Community Support Workers;

 Local health services delivered sexual health information to older women at a forum in 2020;

 The delivery of a six-month healthy eating project in Bungaree on meal preparation and exercise.

Actions in Progress

 Vision Friendly accessibility features on Council’s website will be further developed and monitored in the Disability Access and Inclusion Plan 2021-2025;

 Cultural awareness training for Council staff will be achieved in the Health and Wellbeing Plan 2021-2025;

 A Cultural Diversity Position Statement has not been developed, however a strategy to plan for and engage with Moorabool’s diverse communities will be achieved in the Moorabool Health and Wellbeing Plan 2021-2025.

Actions not Achieved

 Inter-generational digital literacy activities have not been delivered due to COVID-19 state government restrictions reducing the capacity of young people to be involved. Council supported digital literacy in Moorabool through the delivery of social support virtual activities in 2020 and 2021. Volunteers delivered online education and support activities to older residents at Ballan and Bacchus Marsh libraries and in other locations in Bungaree and Gordon;

 A local directory of housing options will be developed in the future to coincide with the development of social housing in Moorabool as part of the state governments *Big Social Housing Build Regional Investment Program*;

 The Welcoming Communities Program to connect socially isolated older people to community groups was not delivered, however a Moorabool Libraries Community Connector was employed in June 2021 to engage and connect isolated residents.

**Plan for the development of the Age Well Live Well Strategy 2022-2025**

The proposed Age Well Live Well Strategy 2022-2025 will be developed to align and integrate with the Council Plan 2021-2025, the Community Vision 2030, Moorabool’s Health and Wellbeing and Disability Access and Inclusion Plans 2021-2025 for the next four years.

The strategy will be informed by:

 local demographic data;

 survey data completed by older residents for the Council Plan 2021-2025;

 the World Health Organisation’s Age Friendly Cities Framework;

 the Royal Commission into Aged Care March 2021 report; and

 the Commissioner for Senior *Victorians Ageing Well in a Changing World* report which includes eight attributes of ageing well.

Community and stakeholder consultation will be based on the World Health Organisation’s eight Age Friendly Cities domains that will address the needs of older residents in the areas of:

1) Social Participation

2) Respect and Social Inclusion

3) Access to Community Support and Health Services

4) Housing

5) Communication and Information

6) Outdoor Spaces and Buildings

7) Transport

8) Civic Participation

Proposal

It is recommended that the attached Age Well Live Well Strategy and Disability Access and Inclusion Plan 2019-2022 (Phase 2) Achievements Report be adopted by Council.

It is recommended that the plan for the development of the new Age Well Live Well Strategy (2022-2025) be approved. The Strategy will provide a four year plan of how Councill will work in partnership with the Moorabool community and stakeholders to meet the identified needs of older residents.

The Council Plan 2021-2025 provides as follows:

**Strategic Objective 1: Healthy, inclusive and connected neighbourhoods**

**Priority 1.1: Improve the health and wellbeing of our community**

The proposal to Implement the annual actions of the Age Well Live Well Strategy is consistent with the Council Plan 2021-2025.

Financial Implications

The proposed Age Well Live Well Strategy 2022-2025 will be developed with funds allocated within the 2021/2022 budget. No other funds have been allocated to support the implementation of this Strategy. Further resources will be proposed as part of the 2022/2023 budget process.

Risk & Occupational Health & Safety Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Identifier** | **Detail of Risk** | **Risk Rating** | **Control/s** |
| The development of the Age Well Live Well Strategy (2022-2025) is not approved by Council | Council will not meet the needs of Moorabool’s growing ageing population. | Medium | Approval of the development of the Age Well Live Well Strategy 2022-2025) |
| Council develops a negative reputation with stakeholders | Stakeholder expectations will be unmet.  Stakeholders will not collaborate with Council in future in relevant partnerships to meet needs of older Moorabool residents. | Medium | Stakeholder engagement and consultation will ensure the Strategy creates strong partnerships with Council. |
| Council develops a negative reputation with the community | Community expectations will be unmet.  Older residents will not participate in future Council consultation activities. | Medium | Community engagement and consultation with older residents will ensure the Strategy meets the needs and expectations of the community. |

Communications & Consultation Strategy

| **Level of Engagement** | **Stakeholder** | **Activities** | **Location** | **Date** | **Outcome** |
| --- | --- | --- | --- | --- | --- |
| Inform | Moorabool Community | Have your Say Portal  Promotion and Communication  Social Media  Posts  Newsletters  Newspaper advertising  Direct letters to clients of Aged Care Services | Across the Shire | October – November 2021 | Promote the consultation opportunity. |
|  | Positive Ageing Advisory Committee | Direct emails  Online meetings  Telephone contact | Across the Shire | October 2021 | Consult on plan of the development of Age Well Live Well Strategy (2022-2025). |
|  | Councillor Briefings | An overview of the Age Well Live Well Strategy 2022-2025 which will be based on the World Health Organisation’s Age Friendly Cities Framework | Online meeting | 13 October 2021 | Councillor approval of plan of the development of the Age Well Live Well Strategy 2022-2025. |
| Engage  Consult | Public Survey | Survey will be published on Council’s “Have your Say” engagement portal | “Have your Say” Moorabool web page | October – November 2021 | Needs and priorities of older residents identified. |
|  | Community Consultations | Analysis of survey feedback | Online workshops | November 2021 | Strategies developed to meet identified needs and priorities. |
|  | Stakeholder Consultations | Analysis of survey feedback | Online workshops | November 2021 | Partnership opportunities identified to meet needs and priorities. |

Victorian Charter of Human Rights & 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 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Sally Jones*

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

*Author – Belinda Stewart*

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

Conclusion

The Age Well Live Well Strategy 2022-2025 will include actions that will be implemented by Council and stakeholders to:

 meet the needs of the older Moorabool population;

 ensure older Moorabool residents receive high quality accessible services to support them to live at home for as long as possible if they choose;

 build on existing strengths and opportunities; and

 utilise a partnership approach to develop solution to identified gaps in needs.

14 Customer Care and Advocacy Reports

14.1 Procurement Policy

**Author: Jacinta Erdody, Co-ordinator Revenue & Procurement**

**Authoriser: Caroline Buisson, General Manager Customer Care & Advocacy**

**Attachments: 1. Draft Procurement Policy (under separate cover)**

Purpose

Within the staggered implementation of the *Local Government Act 2020* (Act), contained within the last stage, is Council’s requirement to adopt a new Procurement Policy in accordance with the new legislative framework by 31 December 2021 for operational implementation by 1 January 2022.

There are a number of changes to what is required to be contained within Council’s Procurement Policy under this framework, from a prescribed framework to a more of a principles framework which enables Council to consider how it can improve operational efficiencies but also consider further transparency and collaboration around how it undertakes its procurement activities.

Executive Summary

 The *Local Government Act 2020* requires a Procurement Policy to be adopted by 31 December 2021 for implementation 1 January 2022.

 Internal Steering Group established which reviewed the existing Policy with a focus on improving operational efficiency whilst providing greater opportunity for our Local Businesses.

|  |
| --- |
| Recommendation  **That Council adopt the Procurement Policy provided as Attachment 1 to this report.** |

Background

The new Act requires Council to:

 Seek to promote open and fair competition and provide value for money,

 Set the value at which Council must invite a tender or seek an expression of interest – whereas the previous Act stipulated the tender thresholds Council had to comply with,

 Define the criteria Council will utilise to evaluate whether a proposed contract provides value for money,

 Define how we will seek collaboration with other Councils and public bodies in the procurement of goods or services – with a further requirement that stipulates that, within any report to Council regarding Procurement, we must outline how Council has considered collaboration,

 Define the conditions under which we may purchase goods or services without inviting a public tender or expression of interest, and

 Review and adopt the policy once within each 4-year Council period compared to the annual requirement under the old Act.

In addition to the changed legislative framework, Council has recently also been subjected to an internal Procurement audit which made a number of recommendations to be incorporated into future iterations of our Procurement Policy. These recommendations included:

 Introducing requirements for the establishment and utilisation of supplier panels ensuring that it defines when and why a panel could be utilised, how it will be managed and business rules for allocating works between panel members,

 Review of current requirement to seek three quotes versus obtain three quotes,

 Formalise the process of where procurement documentation must be captured, and;

 Formalise the audit and review of Procurement Exemption forms and determine appropriate reporting framework for such exemptions.

Key Issues

To bring the officers from across Council on the journey of review, an internal Procurement Steering Group was established via each General Manager and Executive Manager nominating representatives from their service provisions to the Group. The Group has meet regularly and focused on:

 The inclusion of all elements under the new Act framework,

 Reviewing and recognising what is working well under the existing Policy,

 Understanding what some of the roadblocks/challenges were within the existing Policy,

 Ensuring internal audit outcomes were appropriately considered, and

 Taken a full review of procurement spend thresholds and considered the alignment of financial delegations back to procurement thresholds.

In addition to the extra information in our Policy, the Steering Group also started to consider what was contained within our more detailed operational procedures; range of template documentation that support our operations; and Council wide training to ensure staff were well placed to understand and comply with the varying obligations when undertaking procurement activities.

The Draft Procurement Policy has been provided to the independent members of Council’s Audit and Risk Committee who recommended minor changes to the Policy to ensure clarity in the operational activity of procurement and are reflected in the document now.

Council Plan

The Council Plan 2021-2025 provides as follows:

**Strategic Objective 3: A Council that listens and adapts to the needs of our evolving communities**

**Priority 3.2: Align services to meet the needs of the community**

The proposed Procurement Policy is consistent with the Council Plan 2021-2025.

Financial Implications

The review and adoption of the revised Procurement Policy has no known financial implications to the Council but has the potential to improve operational efficiencies.

Below is a table showing the breakdown of our accounts payable spend in the 2020/21 financial year, based on the existing procurement thresholds, which highlights that 83.7% of our transaction volume is not subject to more than one verbal quote. However, this volume only equates to 14.6% of our total spend. It should be noted that the below thresholds have not been altered since their implementation in 2011.



Through the policy review, the steering committee have strongly advocated that the thresholds require review to recognise the changed value of money since the implementation of the existing thresholds back in 2011 with the prime focus of improving operational efficiencies in day-to-day tasks whilst ensuring an appropriate level of control to validate compliance.

The recommended thresholds for the new Procurement Policy which will remain in place for a period of four years are as follows:



The above threshold changes will result in increased operational efficiencies whilst ensuring the same volume of opportunities are being posted via Council’s procurement eTendering platform Tenderlink.

Risk & Occupational Health & Safety Issues

As the review of this policy is a legislative requirement, there is a risk of non-compliance with the Local Government Act if this policy is not adopted by 31 December 2021.

Communications & Consultation Strategy

Once Council has adopted the updated Procurement Policy, the document will be communicated to all staff and committees required to adhere to its provisions so the policy will be placed on Council’s website. In addition to the communication a training program will be established that all responsible officers will be required to complete via Council’s training platform, ELMO. Officers will also be required to present the Policy to the Audit and Risk Committee at the November meeting.

Victorian Charter of Human Rights & 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 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Caroline Buisson*

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

*Author – Jacinta Erdody*

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

Conclusion

The adoption of the Procurement Policy will ensure that Council is complying with its statutory obligations contained within the *Local Government Act 2020*. Council’s Procurement Policy is moving from a prescribed framework to more of a principles framework which will enable Council to consider how it can improve operational efficiencies but also consider further transparency and collaboration around how it undertakes its procurement activities. The Draft Procurement Policy has been prepared with input from the internal steering group and been provided to independent members of Council’s Audit and Risk committee.

15 Community Assets & Infrastructure Reports

15.1 Draft Naturestrip Policy and Naturestrip Guidelines

**Author: Bivish Ghimire, Asset Management Coordinator**

**Authoriser: Phil Jeffrey, General Manager Community Assets & Infrastructure**

**Attachments: 1. Draft Naturestrip Guidelines (under separate cover)**

**2. Draft Naturestrip Policy (under separate cover)**

Purpose

Following initial presentation to the Ordinary Meeting of Council in July 2021 and a subsequent public exhibition process, the purpose of this report is to provide a summary of the submissions received and present the Draft Naturestrip Policy and Guidelines for formal adoption.

Executive Summary

 Council’s draft Naturestrip Policy & Naturestrip Guideline are operational documents that provide an overview of Council’s and residents management and maintenance practices and responsibilities.

 Development of this draft policy and guideline have been undertaken by Council staff and was based upon community consultation, professional experience and learnings, benchmarking against other Councils.

 Following initial presentation at the Ordinary Meeting of Council in July 2021 a public exhibition period has been undertaken. During the exhibition period twenty-two submissions were received, and a summary of those submissions as well as recommended amendments to the plan is outlined within this report.

 This policy and guideline apply to any new development from 1 Jan 2022 for residential zoned land.

|  |
| --- |
| Recommendation  **That Council:**  **1. Adopts the updated Draft Naturestrip Policy and Draft Naturestrip Guidelines provided as attachments to this report.**  **2. Requests a copy of the Naturestrip Policy and Naturestrip Guidelines be placed on Council’s website.** |

Background

A naturestrip is the portion of land located within the road reserve, between a property boundary and the adjacent roadway. Naturestrips add to the amenity of the local area, facilitate pedestrian movement and also provide a space for assets such as footpaths, trees, street furniture and lights and utilities such as gas, water, telecommunications and electricity to be located.

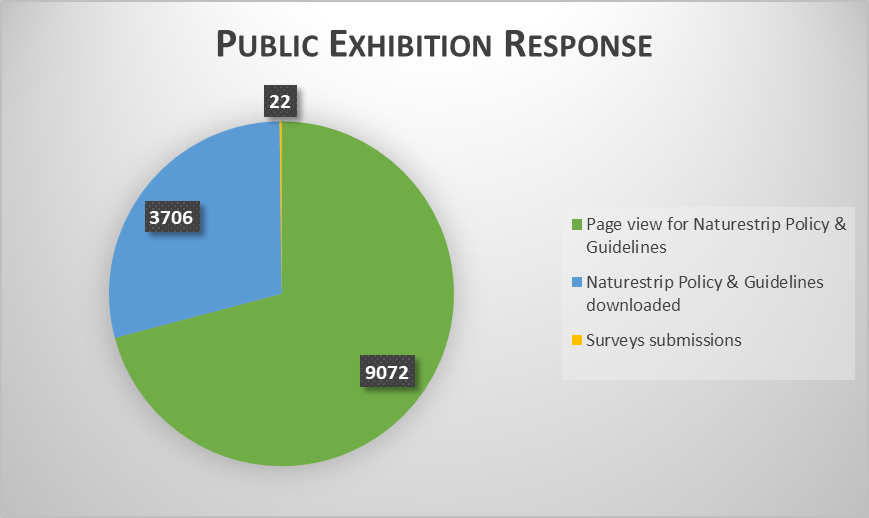
Whilst Council is the authority that manage the road reserve, it is the expectation that the adjacent landowner or occupier will undertake maintenance of the naturestrip area to ensure it is maintained in a neat and tidy condition. Council undertakes maintenance of naturestrips only along town entrances and in high-profile areas such as the CBD and are also responsible for the street trees planted within the naturestrip.w

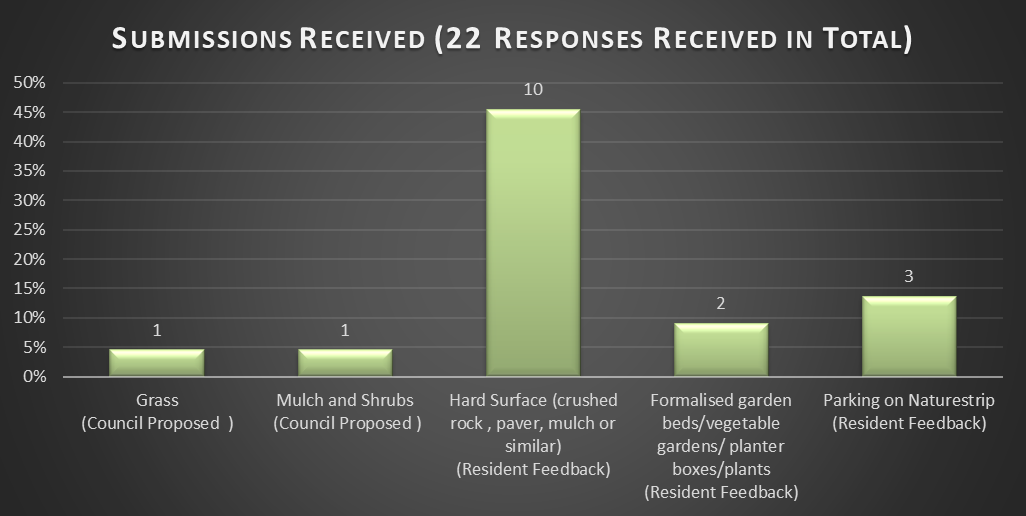
Council receives numerous requests from residents in relation to what is/is not permitted with respect to the ‘beautification’ of the naturestrip adjacent to their properties. This may include requests to replace the grassed area with other materials such as crushed rock, or the installation of landscaping items such as plantings, landscape features or formalised garden beds. In addition, complaints are also received by Council in relation to naturestrips that have been altered in the absence of a formal policy and/or without consent from Council.

Proposal

The draft Naturestrip Policy & Guidelines were presented to Council at the Ordinary Meeting on 7 July 2021 where it was recommended to proceed with public exhibition, allowing the community to make submissions to the documents for consideration prior to formal adoption.

The public exhibition period was undertaken between 13 August and 9 September 2021. The survey received a very high-level of public interest on the “Have Your Say” page with 9072 views and 3706 Naturestrip Policy and Guidelines documents were downloaded. However, Council only received a very low number of submissions. A summary of the responses and key themes from the submissions is provided below:





The community interest on this policy was extremely high with over 9,000 page visits and 3,706 documents downloaded, however the Council only received twenty-two submissions.

Residents provided feedback in their submissions on alternative options for naturestrips, as shown in the graph above. Of the 22 submissions received, the highest 10 (45%) supported hard surfaces (crushed rock, pavers etc) due to low maintenance, 3 (14%) supported parking on the naturestrip (due to narrow roads), 2(9%) supported for formalised garden beds (planter boxes, veggies), 1 (5%) supported mulch with shrubs and 1 (5%) supported grass.

Officers do not support formalised garden beds and hard surfaces (pavers crushed rocks) as it creates a potential safety risk and obstruction to pedestrian movement and vehicles occupants (exiting vehicles). This may also encourage vehicles to park illegally. Under the Road Safety Road Rules 2017 “Parking on a nature strip, footpath, shared path, bicycle path or dividing strip. A driver must not park on a bicycle path, footpath, shared path, dividing strip, or a nature strip adjacent to a length of road in a built-up area, unless the driver parks at a place allowed by a parking sign”.

Council Plan

The Council Plan 2021-2025 provides as follows:

**Strategic Objective 2: Liveable and thriving environments**

**Priority 2.2: Beautify our Shire including our parks, gardens, streetscapes, public and open spaces**

The proposal is consistent with the Council Plan 2021-2025.

Financial Implications

There are no financial implications associated with implementing the proposals.

Risk & Occupational Health & Safety Issues

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

Communications & Consultation Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of Engagement** | **Stakeholder** | **Activities** | **Date** | **Outcome** |
| Consult | Council officers | Internal working group meetings to develop a Draft Naturestrip Policy and Naturestrip Guideline. | January – May 2021 | Developed Draft Naturestrip Policy & Naturestrip Guideline. |
| Consult | Councillors | Briefing of Councillors to provide an overview of the Naturestrip Policy and Naturestrip Guideline. A report to Council seeking endorsement of the public exhibition process. | July 2021 | Endorsement of the draft documents and proposed public exhibition process. |
| Consult | Community | Public exhibition of the updated draft documents to allow for review and submissions by the community, to be taken into account in finalising the policy and guideline (4 weeks). | August – September 2021 | Community feedback on the draft documents. |
| Consult | Councillors | A report to Council outlining the submissions received during the public exhibition process, providing an official response and overview of any required amendments. | November 2021 | Final draft document presented to Council. |
| Inform | Community | Final adopted document made available to the public on Council’s website. | December 2021 | Final adopted Naturestrip Policy and Guideline made available and promoted. |

Victorian Charter of Human Rights & 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 130 of the *Local Government Act 2020*, 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 – Bivish Ghimire*

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

Conclusion

The draft Naturestrip Policy and Naturestrip Guidelines are operational documents that provide an overview of Council’s and residents management and maintenance practices and responsibilities.

The development of draft Naturestrip Policy & Guidelines were undertaken and a public exhibition period completed following an initial presentation of the Draft to the ordinary Meeting of Council in July 2021. Twenty-two submissions were received during the exhibition period, and a summary of those submissions are outlined within this report.

Based on the information contained in this report, officers recommend that the draft policy be adopted with no changes arising from the public consultation, however a clause has been inserted stating that the Policy is not retrospective and comes into effect from 1 Jan 2022 for new developed residential zoned land. Complaints of non-compliance will be investigated on a case by case basis.

15.2 Capital Improvement Quarterly Report - September 2021

**Author: Ewen Nevett, Manager Engineering Services**

**Authoriser: Phil Jeffrey, General Manager Community Assets & Infrastructure**

**Attachments: 1. CIP Attachment - 30 September 2021 (under separate cover)**

Purpose

To provide Council with an overview of the progress of Council’s 2021-2022 Capital Improvement Program to 30 September 2021.

Executive Summary

The delivery of the 2021-2022 Capital Improvement Program is on schedule with 34% of the projects are either underway, soon to commence or soon to be awarded.

|  |
| --- |
| Recommendation  **That Council receives the Capital Improvement Program quarterly report to 30 September 2021.** |

Background

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

Proposal

This quarterly report provides Council with an overview of the progress of Council’s 2021-2022 Capital Improvement Program to 30 September 2021.

Implementation of the 2021/2022 Capital Improvement Program

The 2021-2022 Capital Improvement Program currently consists of 99 projects reported to Council. This number may be adjusted throughout the year as other projects become active. Three projects have already been added since the 2021-2022 Budget was adopted.

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

 Projects carried forward from 2020-2021 program.

 2021-2022 Council funded projects.

 Grant funded projects.

The Community Assets & Infrastructure Directorate nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status.

The table below summarises the overall program status at 30 September 2021:

|  |  |  |
| --- | --- | --- |
| **CIP Program Delivery Stage** | **Actual as of**  **30 September 2021** | |
| **No. of Projects** | **%** |
| Not Commenced (inactive/on hold) | 10 | 10.1 |
| Not Commenced | 14 | 14.1% |
| Documentation/Design Preparation | 37 | 37.4% |
| Tender/Quote Stage | 10 | 10.1% |
| Project Awarded – Waiting Commencement | 6 | 6.1% |
| In Progress/Under Construction | 19 | 19.2% |
| Complete | 3 | 3.0% |
| **TOTAL** | 99 | 100.0 |

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

Program Status

At this stage of the financial year the program is on schedule. There are 10 projects “On Hold” either due to unsuccessful/pending grant funding applications or awaiting finalisation of various master planning and community engagement activities. 38.4% of the projects are either completed, underway, soon to commence or soon to be awarded, with a further 37.4% at design or document preparation stage.

Only four of the 99 projects are behind program at this stage:

 Fisken Street, Ballan (kerb replacement) – Design alteration due to tree impacts and planning permit issues.

 Mill Park, Ballan (upgrades) – A contract has been awarded for skate park construction however the contractor is unable to commence until February 2022.

 Masons Lane Pavilion and Storage shed, Bacchus Marsh - Revision of shed location on site towards the end of 2020-2021 has delayed the start of works.

 Sports Field Lighting program – Fifth and final oval lighting project was deferred pending the Ballan Oval Pavilion design.

16 projects are classified as “multi-year” with delivery dates beyond 30 June 2021.

Council Plan

The Council Plan 2021-2025 provides as follows:

**Strategic Objective 3: A Council that listens and adapts to the needs of our evolving communities**

**Priority 3.3: Focus resources to deliver on our service promise in a sustainable way**

The proposal is consistent with the Council Plan 2021-2025.

Financial Implications

Reporting of the Capital Improvement Program has been resourced as part of Council’s budget; accordingly, there are no additional financial implications. At this point in time, the program is within budget parameters.

Risk & Occupational Health & Safety Issues

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

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

 Infrastructure update on active projects Weekly

 Update on major projects Monthly

 Moorabool Matters Quarterly

 Moorabool News As required

 Report to Council Quarterly

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

Victorian Charter of Human Rights & 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 130 of the *Local Government Act 2020*, 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 – Ewen Nevett*

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

Conclusion

This report provides a summary of the progress of the Capital Improvement Program for the first quarter of the 2021-2022 period for the information of Councillors.

16 Other Reports

Nil

17 Notices of Motion

17.1 Notice of Motion - Elaine Recreation Reserve Community Asset Committee

**Attachments:** **Nil**

I, Councillor Tom Sullivan, give notice, in accordance with Council’s Governance Rules – Part 3.4.4(d) – Notices of Motion, that at the next Ordinary Meeting of Council to be held on 3 November 2021, I intend to move the following motion:

|  |
| --- |
| Motion  **That Council:**   1. **Establishes the Elaine Recreation Reserve Community Asset Committee to assist the Council in performing its functions and duties in the manner as prescribed in an Instrument of Delegation approved by the Chief Executive Officer;** 2. **Pursuant to section 65 of the *Local Government Act 2020* appoints the following Committee members to the Elaine Recreation Reserve Community Asset Committee as indicated below:**  * **Joanna Adcock** * **James Connell** * **Diane Cook** * **Karen Hinkley** * **Thomas Hinkley** * **Stephen Ford**  1. **Notifies the Elaine Recreation Reserve Community Asset Committee members of their respective appointments**. 2. **Authorises the Chief Executive Officer to approve the appointment of new members to the Elaine Recreation Reserve Community Asset Committee, where extraordinary vacancies and new nominations occur.** |

Rationale

The purpose of this Notice of Motion is to formally establish the Elaine Recreation Reserve Community Asset Committee and appoint the proposed members to the Committee.

Community Asset Committees support the operation of Council, assist with Council’s decision-making processes, expand stakeholder and community engagement and provide a framework for Council to receive community feedback and external advice.

At the Ordinary Council meeting held Wednesday, 2 December 2020, Council dissolved the Elaine Recreation Reserve Committee of Management due to not achieving the number of member nominations required to transition from a Community Advisory Committee to a Community Asset Committee. Since that time Council has now received enough nominations to form the Elaine Recreation Reserve Community Asset Committee.

The appointment of Committee members to the Elaine Recreation Reserve Community Asset Committee will ensure that Council facilities such as its community halls and reserves are being managed in the best interests of the entire Moorabool Community.

I commend this Notice of Motion to Council.

18 Notices of Rescission

Nil

19 Mayor’s Report

19.1 Mayor's Report

**Author: Dianne Elshaug, Co-ordinator CEOs Office**

**Authoriser: Derek Madden, Chief Executive Officer**

**Attachments: Nil**

Purpose

To provide details to the community on the meetings and events attended by the Mayor since the last Ordinary Meeting of Council.

Executive Summary

 That the Mayor’s Report be tabled for consideration at the Ordinary Meeting of Council.

|  |
| --- |
| Recommendation  **That Council receives the Mayor’s Report.** |

20 Councillors’ Reports

21 Urgent Business

22 Closed Session of the Meeting to the Public

Nil

23 Meeting Closure