



# **ATTACHMENTS**

**Ordinary Council Meeting  
Under Separate Cover  
Wednesday, 5 February 2025**



# Table of Contents

---

11.1	Community Asset Committees - Reports	
	Attachment 1 Minutes - Navigators CAC - 28 February 2024.....	4
	Attachment 2 Minutes - Millbrook Community Centre CAC - 24 April 2024.....	7
	Attachment 3 Minutes - Elaine Recreation Reserve CAC - 8 May 2024 (Redacted).....	11
	Attachment 4 Minutes - Greendale Recreation Reserve CAC - 9 May 2024 (Redacted)....	13
	Attachment 5 Minutes - Lal Lal Soldiers Memorial Hall CAC - 18 June 2024.....	20
	Attachment 6 Minutes - Elaine Recreation Reserve CAC - 16 July 2024.....	24
	Attachment 7 Minutes - Bacchus Marsh Public Hall CAC - 5 August 2024 .....	26
11.2	Advisory Committees of Council - Reports	
	Attachment 1 Minutes - Moorabool Health and Wellbeing Advisory Committee Meeting - 5 August 2024.....	33
12.1	Audit and Risk Advisory Committee of Council - Reports	
	Attachment 1 Audit and Risk Advisory Committee Summary of Minutes - 14 August 2024.....	36
	Attachment 2 Audit and Risk Advisory Committee Summary of Minutes - 11 September 2024.....	45
12.2	Draft Councillor Social Media Policy	
	Attachment 1 Draft Councillor Social Media Policy .....	51
13.1	Final Gateways Strategy	
	Attachment 1 Final Gateways Strategy.....	58



**Moorabool Shire Navigators Community Asset Committee**

**Committee Meeting  
held 28th Feb 2024**

**These Minutes still to be approved at next meeting.**

**Terminology**

NCC - Navigators Community Centre Committee – Formerly managed the facilities and reserve.

NCAC - Navigators Community Asset Committee – as delegated by Moorabool Shire to manage the facility and reserve

MSC – Moorabool Shire Council

**Meeting Times**

Meeting commenced at 07:00 pm.

Meeting completed at 07:45

**Committee Members**

Wayne Austin - Chair Person

Rick Stephen – Treasurer

Ole Kelderman - Secretary

Tarsha Gore

Mark Ryan

**Present:**

Wayne Austin - Chair Person

Rick Stephens - Treasurer

Ole Kelderman – Secretary

**Apologies: None**



## 1 Minutes of last meeting:

*Minutes of meeting 24<sup>th</sup> October 2024 passed*

## 2 Correspondence In

Need to amend correspondence from Moorabool Shire to go to Navigator Community Asset Committee

## 3 Correspondence Out

None

## 4 Business arising from previous minutes

No previous minutes

## 5 General Business

### *5.1 Committee Membership*

#### 5.1.1 Follow up on membership

Need to follow up on status of Tarsha and Mark . Membership list is from Moorabool Shire Meeting Minutes in Dec 2021.

Currently positive acknowledgements to serve on the committee Established 24 is from Wayne, Rick and Ole.

### *5.2 Council Actions*

1. Ensure Toilets available to hall users as site listed as emergency meeting area , Toilets are listed as public toilets . Unable to hire hall out

### *5.3 HUB status*

- New Hub scheduled to be completed July 2024

## 6 Treasurer's Report

No accounts yet established

## 7 General Business

### *7.1 Need to open account for NCAC*

Wayne, Ole and Rick to organize time to visit Bank to organize an account . Account will be in name

### *7.2 Address finances*

1. Request NCC transfer Approx ~\$6000 from Moorabool Shire funding . Funding received after NCAC established . Delivered to NCC on 13<sup>th</sup> December , but should be directed to NCAC.
2. \$560 held by NCC for hall hire by Pilates group

### *7.3 NCC will manage hall hire .*

Get agreement for the NCC committee to manage the hall hire , Make agreement that \$80 of each hall hire to be held by NCC committer for managing that service

# MILLBROOK COMMUNITY CENTRE



## MINUTES OF GENERAL MEETING Wednesday 24th April 2024 - 7.30pm

**MEETING OPENED** - 7:35pm

**PRESENT:** Paddy Ryan, Amanda Labbett, Georgie Reynolds, Luke Reynolds, Mark Labbett, Tom Reynolds, Adriaan VanDenHeuvel, Bruce VanDenHeuvel, Mark Weigall, Vivian (Moorabool Shire Representative)

**APOLOGIES:** -

**TREASURERS REPORT-** Luke Reynolds

Balance in bank account as of 24/4/24: \$14,739.14

**MINUTES OF PREVIOUS MEETING:**

Motion to pass the minutes from meeting held: 31st January 2024

Moved by: Georgie reynolds

Second: Adriaan VanDenHeuvel

## MATTERS ARISING FROM PREVIOUS MINUTES

### **Kitchen Upgrade**

Kitchen Upgrade is now complete. Paddy and Committee thank Georgie and Luke for all their work towards overseeing this huge project. All agree it looks great and really opens up the area. It was also decided that there will be NO roll down door on the servery at this stage.

Georgie will purchase induction plates,pots,pans and any other kitchen utensils and equipment the kitchen needs to ensure it is ready for use.

Moved:Bruce VanDenHeuvel      Second: Adriaan VanDenHeuvel

### **Light in Toilets**

Thank you to Tom Reynolds for replacing and fitting a new light in the toilets. Hopefully this will now alleviate the problem of the light being stolen, again!!

### **Clean up of Tennis Court area**

Discussions were had over this area and it will be an ongoing discussion. Thank you to Adriaan for cutting back the tussock grass. Now that the tussocks are cut back it was decided that the area will be sprayed to keep on top of the weeds etc. Until the committee comes up with a more dramatic and permanent plan the area will remain as is and committee will persist with the spraying etc.

### **Lawn Mowing**

Mark Weigall suggested we now use Alex Pedisic to mow the Centre's grass. Luke and Georgie had already spoken with Alex in regards to the lawns and he is keen to take on this job. Georgie and Luke will speak with Alex and come back to committee with a quote and whether Alex will be using the centre's mower or his own.

### **Asset Committee Update**

**Break in.** The Centre was broken into March 2nd.

Stolen: Roll down projector screen, Roof mounted projector and First Aid kit with supplies.

The break in was reported to Victorian Police, committee members and Moorabool Shire on Sunday the 3rd of March. Hopefully these items will be replaced through insurance which Amanda will contact the Shire in regards to this. Following on from the break-in the centre will now be using a lock box for key exchanges when hired. Photos were taken and supplied to Vivian to take back to shire of where the lock box will be fixed. Vivian said at the meeting that the location of the box was approved but the shire require a photo of the box we will be using before we purchase this. Tom Reynolds said he will go to Les Rod Locksmiths (Ballarat) and look into a lock box with a tumbler code and send a photo through to the Shire's assets committee for approval before making the purchase.

Moved: Georgie Reynolds. Second: Mark Weigall

**Repairs.** \*Eve cladding on the mower shed needs to be replaced.

\*Hinges on the front door have deteriorated over time and the door is now only being held on by one hinge and needs replacing.

Vivian mentioned these items could possibly be fixed by the shire. Vivian will forward a request to the assets team at the shire.

Mark Labbett suggested the old Tennis Court shed be painted. This will be put on the next Working Bee agenda.

The new Hot Water Service has been placed outside. There is a switch in the kitchen that needs to be turned on 15minutes prior to needing hot water. Georgie will make a small sign and place above the switch to inform hall hirers.

## **GENERAL BUSINESS**

**Bookings:** Upcoming Bookings: Gladabouts 1st-4th November.

Mark Weigall suggested the committee advertise the centre in the community. Mark will begin doing this by making up flyers/posters and place in the Bungaree store notice board and on Facebook. Hopefully this will help increase bookings for the centre.

Amanda passed around the new Member Contact List for 2024 for all to check information is correct and all members are accounted for.

Vivian helped Amanda fill out Incident Forms in regards to the break in and Insurance. Vivian will forward these forms to Shire.

Tom will organise training in the near future for the Defib machine located outside the CFA shed. Tom will inform the Millbrook Community by making flyers/posters and Facebook.

Amanda will make flyers for the next meeting. Hopefully this will encourage new and old members of the community to come along to our AGM. The AGM will also be advertised in the Moorabool News.

Luke will apply for the next Moorabool Windfarm grant. This will be to fund solar panels for the centre.

Vivian mentioned there is a new Project Manager at the Shire and they endeavour to visit all community members in the near future in regards to any projects the committee may have planned. Including Solar Panels. Paddy will gain a Solar Panel quote by July to go along with the grant application.

Vivian met with Paddy, Georgie and Amanda at the Centre with new keys. The old keys were handed back to Vivian. Keys were allocated to: Paddy (President), Luke (Treasurer, Assets), Amanda (Secretary), Georgie (Hall Hire) Mark Labbett (CFA).

Amanda will make up a front page for the Hall Hire forms. This will include Reminders (Heaters on/off) Hot water service switch, Defib machine location etc.

The Shires new Community Development Officer Vivian introduced herself to the committee. Vivian is happy to come along to all our meetings offering support where she can. So far Vivian has been very supportive to the committee in regards to the new keys and break in. We welcome Vivian and hopefully she will enjoy working alongside us.

Next Meeting: August 20th 7.30pm 2024 (AGM)

Meeting Closed: 8:30pm

Elaine community asset committee meeting minutes (CAC)

Meeting Date: 8<sup>th</sup> May 2024 Time: 1900hrs Venue: ELAINE HALL

---

Item No:	Agenda Item	Minutes/Action
----------	-------------	----------------

1. Meeting opened at 1900hrs
2. **Present:** D Cook (President): C Guidotti (Secretary) K Hinkley: James Connell: Stephen Ford:
3. **Apologies:** Tom Hinkley: David Wells  
**Attendee:**
4. **Disclosure of Conflicts of Interest** – nil supplied
5. **Confirmation of previous minutes:** March 20<sup>th</sup> 2024 – Karen Hinkley accepted. Seconded James Connell (No changes)
6. **Business Arising**
  - 6.1 Elaine – User Agreement – Last invoice sent to Cricket club was 13/3/24. To date has not been paid. The shire has supported CAC and advised ECC that they have to communicate with the CAC as the instrument of delegation by the Moorabool Shire.  
Stephen Ford suggested that to restrict access to unauthorised persons with entry keys, is to change the locks. Currently we receive an allocation of \$700 from council to pay for energy bills. Stephen alerted the committee to the substantial increase in the power bill. (Tabled)  
The gas bottle rental for the pavilion is a bill managed by CAC. We are receiving those invoices. Robust discussion surrounding this being tabled numerous times and nothing has occurred. The rooms are accessed at will, power is used, air conditioners found left on for extended periods. Stephen suggested the power be disconnected to the pavilion. There is some concern regarding the need to ensure power is available to other areas in the reserve, and that the disconnection may affect other areas.  
[REDACTED]  
No other community group can use the building, and this is not the philosophy of community assets. The council must make a decision regarding access, liability and excessive power bills. Stephen will remove the remote controls for airconditioners until we have authorised users.  
The water pump is still working, albeit it is aged. The new pump has been purchased and hasn't been installed as we have no users currently. The installation can occur as soon as requested to ensure our authorised users have full access to the amenities.  
Vivian (Council) visited the building. It is not "fit for purpose" for food preparation and sale of items.
  - 6.2 Tennis Club: As there is a tennis club committee, there is no user agreement. (Held over for investigation of who holds keys)  
There is a casual agreement with the Meredith Tennis Club annually and managed well.
  - 6.3 Ron Read commemorative seat held over.
  - 6.4 Shade sails installed and look wonderful. A great addition to the children's play area. The grant of \$33,000 was insufficient due to increase. We will need to fundraise to cover the balance.
  - 6.5 Re-siting of defibrillator; require a handyman to be reallocated asap. Also all defibrillators to be registered with Ambulance Victoria: <https://registermyaid.ambulance.vic.gov.au/>
  - 6.6 Set up of calendar for bookings of rooms. Ready to go. Email sent to [info@elainerecreationreserve.com](mailto:info@elainerecreationreserve.com). From there the calendar will be generated.
  - 6.7 Replacement trees. Will need to fundraise for new trees. Fruit trees at site of old nets.
  - 6.8 Fire fittings to be installed to the full tanks. (Held over)
  - 6.9 Banking Arrangements: The changeover of the signatories from Jo Adcock to Chris Guidotti as Chris is now the secretary. Committee agrees that the authorities for signatories be changed to the current executive Stephen Ford and Chris Guidotti Stephen and Chris to organise a mutually agreeable time.
7. **Correspondence:** A number of emails from Vivian who has been very supportive and inclusive. Vivian suggested bollards to keep cars off oval. Discussion that council had previously suggested a low fence that was thought to be a trip hazard.  
**Email:** [REDACTED] (For our files)  
Vivian Cooper requesting a meeting with Diane Cook and Chris Guidotti to meet at the recreation reserve with the Asset Committee.

Elaine community asset committee meeting minutes (CAC)

Journalist from Courier requesting a response to an article that has been requested by ECC. Diane sent a letter and explanation around the purpose for renaming the recreation reserve to the Ron Read Recreation Reserve. Golden Plains journalist, Tim Bottam visited with James Connel, Karen Hinkley and Diane Cook at Recreation Reserve. Pictures were taken for upcoming article regarding the recreation reserve.

**8. Treasurer Report:** Cash at Bank: \$4474.72

No outstanding invoices.

Last power bill \$433. The average has been \$220.

Have not received fees from ECC. Meredith Tennis Club paid the Casual Fee of \$100.

Pump purchased for \$375

Petrol paid: \$151.21

Mowing:

**9. Chair Report:**

**9.1** Diane discussed the need for fundraising to place park benches around the oval for viewing of games.

**10**

**New Business:** Diane Cook will ask David Wells if the grounds need top dressing in October. Do we need superphosphate? Would this timing interfere with opportunity for user agreement with cricket club. Diane to follow-up with Vivian at council.

10.1 The Committee were very surprised to be informed that the CAC is “splitting the town”.

There is an article in the Melton local paper stating this, in regard to the name change proposal.

10.2 Operational Funding: It is currently up to date and the next one is due in August

10.3 Windfarm Grants. To apply for grants from Lal Lal Windfarm and Moorabool Wind farm.

Should we instal security cameras to add security to the playground equipment. This has been removed and interfered with on a number of occasions.

Six bench seats around the grounds for viewing. Stephen suggested a concrete slab for each seat to be secured into and to reduce the requirement for mowing under the seats. Quote for 6 seats and installation to be sourced. Diane Cook has the brochures and the seats and colours agreed to. Diane to source the quotes.

10.11 Master plan (heldover)

ACTION PLAN:

NUMBER	ITEM	ACTION	PERSON RESPONSIBLE	TIME FRAME
6.1	USER AGREEMENT AND DOCUMENTATION	No agreement signed or fees paid. Should access be restricted to all non-users as per general public	D COOK	16/07/24
6.1.1	Air conditioning maintenance:	Stephen to remove remote controls. Diane to follow up service of units	S FORD	16/07/2024
6.2	TENNIS CLUB USER AGREEMENT	Meet with Tennis Representative. Possibly Shane Dunne	S FORD	16/07/2024
6.3	RON READ COMEMORATIVE SEAT	To locate suitable position.	K HINKLEY J READ	ONGOING
6.5	RESITING DEFIBRILLATOR	Meet with ECC Representative to advise of the relocation of defibrillator	D COOK	16/07/2024
6.7	Tree Replacements	Fundraise to replace trees removed by ECC	ALL	22/10/24
6.8	CFA ACCESS	Letter from CFA for access and key. Are fittings attached to tanks	C GUIDOTTI	16/07/2024
6.9	BANKING ARRANGEMENTS	Chris and Stephen to go to bank to change signatories	C GUIDOTTI/S FORD	16/08/24
	OPERATIONAL FUNDING	Due in August	S FORD	16/08/2024

Meeting Closed at 2010hrs.

Next Meeting Date: 16<sup>th</sup> July 2024

Time: 1900hrs

Venue: Elaine Hall



### Greendale Recreation Reserves Community Assets Committee Meeting

<b>Attendees:</b>	Eddie Salwe, Nick Myrianthis, Paul Higgins, John Speed ,	
<b>Apologies:</b>	Sarah Duncanson,	
<b>Date &amp; Time:</b>	Thursday 9 <sup>th</sup> May 7.30pm Greendale CFA	
<b>Issue</b>	<b>Action</b>	<b>Timeframe</b>
<b>Previous nutes</b>	April 24 Minutes were confirmed.	
<b>Matters arising</b>	<p>Sensory playground for younger children age 1 to 4 years: Sarah to apply for a community grant to investigate a splash park/ nature play style similar to Kyneton community park or Woodend natural playground.</p> <p><b>Sarah’s proposal for a water based sensory feature at Egan’s Reserve was unanimously supported by members present.</b></p> <p><b>Smaller projects that may compliment this are:</b> 100,000lt water tank, upgrade toilet block with baby change / Storage facility.</p>	
	<p>Storage unit required at Egan’s Reserve for equipment used by community groups – modified shipping container proposed and supported by CAC. To be the target of future fundraising. Projected cost \$18,000 – <b>Options to be actively investigated by CAC- see Ballarat Modular Constructions. MSC to be consulted</b></p>	

	<p><b>re approval, which was not supplied. To be to be added as a priority to new Master Plan</b></p>	
	<p>Ben Elliot, the bore installer, has recommended that the CAC install a 100,000lt water storage in the SE corner of Egans Reserve, to ensure water supply for irrigation and firefighting. <b>To be to be added to new Master Plan</b></p>	
	<p>CBA has closed in Ballan and recommendation was made by Nick to move to Bendigo Bank, seconded by Eddie &amp; John  <b>Account with</b> [REDACTED]</p>	
	<p>Sarah raised the possibility of offering Auskick for children in the future at Egans' Reserve.  <b>Sarah to contact AFL for options in 2024.</b></p>	
	<p>One of the rocking horses in the playground has been removed from its base by MSC after failing a safety audit.. <b>To be replaced by MSC</b></p>	
	<p>MSC staff attended April meeting to introduce the Facility Action Plan (FAP) which replaces the Master Plan.                  MSC staff will work with CAC to develop a record of projects and organise an estimate of costs, which will allow CACs to be better organised to apply for funding of projects.  <b>The CAC needs to identify and document the community's need for projects.</b></p>	
	<p>New tennis nets required for tennis courts, which also require resurfacing. <b>MSC advise that this is an issue for the CAC. Vivian has provided suppliers: Abel Sports: <a href="#">Tennis Goals   Tennis</a></b></p>	

	<p><a href="https://abelsports.com.au">Nets   Tennis Flags - Buy At Abel Today (abelsports.com.au)</a></p> <p>Icon Sports: <a href="https://iconsports.com.au">TENNIS NET (iconsports.com.au)</a></p>	
	<p>Greendale bore is no longer meeting community needs, with the tank often being empty. Many in the community rely on the bore in dry periods for their animals, garden and for protection on days of high fire danger, to prepare their property.</p> <p><b>MSC, DEECA and SRW have all been advised</b></p>	
<b>Treasurers report</b>	<p>Balance \$290.00 in Savings Account Bendigo Bank. After paying Origin Energy \$276.48</p> <p><b>[REDACTED]</b></p> <p>Cheque account \$13,560.76 . in CBA – which includes Operational Grant to June 2024.<b>To be transferred to Bendigo Bank before July 2024 – Nick and John to organise transfer in May.</b></p> <p>\$10,000 in Bendigo Bank Term Deposit</p>	
<b>Correspondence</b>	<p>On 19 Apr 2024, from Vivian at MSC</p> <p><i>Hi John and Greendale Committee members,</i></p> <p><i>It was lovely to meet you all in person last night, thank you for your time and for the discussions around Facility &amp; Activation planning, we look forward to progressing these with your Committee over the coming month(s). As Kristian mentioned, we hope to be in touch in the next few weeks with next steps for this.</i></p>	

	<p><i>I have a meeting next week with Emergency Management so will enquire about the bore mentioned by the Committee last night and get back to you with an update.</i></p> <p><i>Thank you all and please do reach out to the Committees inbox at any time with any queries or issues.</i></p> <p><i>Kind regards, Vivian</i></p> <p>Message from Corey Greenham at DEECA 7/5/24:</p> <p>Hi John and Vivian,</p> <p><i>SRW has the bore listed as an irrigation bore rather than for emergency management purposes, with it belonging to Moorabool Shire Council and being licensed through SRW.</i></p>	
<b>General Business</b>	<p>Sarah has begun the Community Engagement process, necessary for the FAP, on the local community Facebook page. 24 responses to the projects listed on the new FAP have already been received.</p>	
	<p>Suggestion received that Egan’s Reserve sign requires renovation. <b>Not seen as priority by CAC</b></p>	
	<p>Top wire on boundary fence requires securing. <b>Repaired</b></p>	

	The term of current MSC ends in Sep 2024 which coincides with the term of the CAC. The future of the CAC was discussed after Sept 2024, when 3 of the current members are considering not renominating. The option of advertising the need for new members on Facebook was proposed. <b>MSC to be consulted</b>	
	Meeting closed 8.30pm	
<b>Next meeting</b>	No meetings are scheduled for June or July . Next Wednesday 21 <sup>st</sup> August 2024, 7.30pm at Greendale CFA	
	Landcare advised that they have CFA shed booked every 3 <sup>rd</sup> month starting April 2019 ie. <b>IN APRIL, JULY, OCTOBER.</b>	
	CFA = C1950Z	

**Reserves managed by Greendale Reserves Committee:**

- Egan’s Reserve – 2.24ha corner Ballan Rd and Brady’s Lane, Greendale
- 2.69ha corner LaCote Rd and Kangaroo Rd, Greendale
- 15.4ha end of Maddison Lane, Greendale
- 3.13ha Corner Dales Creek & Acacia Avenue, Dales Creek
- 0.38ha Acacia Ave, Dales Creek
- 2.04 ha Cowans Drive, Dales Creek

**Proposed for Facility Activation Plan 2024 to 2028**  
**Table of Works**

<b>Recommendation</b>	<b>Priority</b>	<b>Cost (approx.)</b>
Sensory playground for children 1-4y/o	High	\$100,000? TBA
Community centre / Bushfire Shelter / upgrade of toilet block and new storage facility - feasibility study.	High	\$50,000
Community meeting facility at Dales Creek – eg BBQ shelter (feasibility study)	High	\$5000?
Security cameras for rotunda	High	\$1000
100,000lt water storage tank for bore to enhance fire safe place.	High	TBA
Extra BBQ adjacent to established seating next to playground.	Medium	TBA
Update lighting at Egans Reserve Rotunda to LED	Medium	TBA
Replace nets, lighting for tennis courts	Medium	TBA
Fenced off-lead area for dogs at Egan’s Reserve with agility equipment	Medium	\$6000
Solar panels for rotunda at Egan’s Reserve	Medium	\$5,000

**GREENDALE ASSETS MANAGEMENT COMMITTEE  
List of equipment owned by the Committee**

<b>ITEM</b>	<b>VALUE</b>	<b>LOCATION STORED</b>
Public address system		Locked shed, 38 Wallaby Dv Greendale
2 speakers with stands		Locked shed, 38 Wallaby Dv Greendale
30m x 20mm garden hose		Carport 38 Wallaby Dv Greendale
Playground equipment		Outdoors Egan’s Reserve
Exercise equipment		Outdoors Egan’s Reserve
Tennis nets		Outdoors Egan’s Reserve
Basketball boards		Outdoors Egan’s Reserve
Rotunda		Outdoors Egan’s Reserve
Water tanks		Outdoors Egan’s Reserve
Goal posts		Outdoors Egan’s Reserve
3m x 6m Marquis		Locked shed 85 Long Gully Rd Greendale

Meeting: 18<sup>th</sup> June 2024 Lal Lal solders memorial Hall Committee of Management

**MEETING OPENED:** 1908 hrs

**PRESENT:** Engels Leoncini, John Crick, Ann Crick, John McAuliffe, Daniel Stewart, Sally Cameron, Sue Witherspoon, Peter Witherspoon, Sal Cam, Amanda Peters, Ken Peters, Nardia Elford, Graham Dimond Keith

**APOLOGIES:** Nardia Elford, Ursula Dimond Keith

**THE MINUTES OF THE MEETING DATED 6<sup>th</sup> February 2024 WERE APPROVED:**

Moved: John Crick

Seconded: John McAuliffe

**BUSINESS ARISING:**

- Kelly donation thankyou letter to the Lal Lal hall community
- The hour board has been sent back and repaired.
- The curtain has been sent off to Dollar curtains and blinds to add 3cm has they wore short. The old curtain wore donated to a local drama group.
- The quote for the kitchen has been sent in and all work has been completed stoves are now working.
- The Sheppard's daughters grave has been removed and to be rebuilt and once it returns, we will have an unveiling once completed
- Nardia has got the sign and she is currently talking to rooster about the design and font of the sign

**TREASURER'S REPORT**

Attached to the end of this report.

Moved: John Crick

Second: Peter Witherspoon

**CORRESPONDENCE IN**

- 17/04/24 – Dollar Curtains & Blinds Quote
- 19/04/24 - Moorabool Community Resilience Project
- 01/05/24 – Hall Meeting dates/2023-2024 operational funding
- 02/05/24 - 2023-2024 operational funding paperwork
- 6/05/24 – Lal Lal Wind acquittal form
- 10/05/24 – update for new shire Community Asset Committees Newsletter
- 15/05/24 – Need to update Councils website
- 29/05/24 – Dream Doors Quote (For Kitchen)
- 05/06/24 – Lal Lal Wind farm completed Grant application
- 07/06/24 – Spark tank Bendigo bank
- 18/06/24 - Moorabool Shire Council's ESM (Essential Safety Measures)
- 18/06/24 – Defib Defect notice
- 18/06/24 – Would we like a Councilor to attend the AGM

**CORRESPONDENCE OUT**

- 30/04/2024 – Hall meeting minutes for April
- 18/06/2024 – Hall meeting dates sent to Moorabool Shire



Meeting: 18<sup>th</sup> June 2024 Lal Lal solders memorial Hall Committee of Management

## **Reports**

### **Maintenance**

- Need to get door to hall to stop sticking (John Crick)
- Light outside notice board need to get an electrician to wire up a permit light (Engels)
- Replace 2 privacy locks in the lady's toilets and a gasket (Completed)
- Labeling of the hall hire has been given to Nardia to complete
- Picture hanging in the hall and the wooden seat to be moved to a new location on Sunday 30<sup>th</sup> at 10am
- All scrap steel and timber has been removed from the rear of the hall.

### **Hall Hire**

- 14/07/2024 - Ursula Dimond Keiths birthday party
- 6/07/2024 – Lorraine Emmins line dancing all day
- 14-15/09/2024 – The photo group
- Lorraine Emmins to have a fundraiser Date unknow
- Lorraine Emmins – Line dancing every week on a Wednesday

### **General Business**

- Kitchen splash back has been done and some instructions on how to use the oven. Dean Emmins will do same painting in the kitchen and ovens are all working
- Application for the wind farm. We need to get 2 quotes for all trades for the kitchen. Waiting on a quote from a plumber.
- We have received an invitation for the opening of the Vietnam War memorial gardens 11am at the 18<sup>th</sup> August (Add an invite at to the end on minutes)
- Christmas in July trivia fundraiser for the school 7pm at 27<sup>th</sup> of July silent actions and activities throughout the night. The hall will run the trivia on the night.
- The defib now has an Ambulance Victoria sticker on it.
- The shire will now mow the Anzac Park from now on
- The Gmail account needs to be fixed up and an email group created
- Life membership event still needs work to be done Engels to work on it

John McAuliffe has notified the committee that he will no longer run after this AGM after starting in 1978.



**NEXT HALL MEETING WILL BE HELD ON THE 20<sup>th</sup> of August AT 1930HRS**

**MEETING CLOSED: 2107**

Meeting: 18<sup>th</sup> June 2024 Lal Lal soldiers memorial Hall Committee of Management

<b>LAL LAL SOLDIERS' MEMORIAL HALL COMMITTEE OF MANAGEMENT</b>		
<b>LAL LAL SOLDIERS' MEMORIAL HALL</b>	<b>April - May 2024</b>	
<b>Statement of financial position as at 18/6/2024</b>		
<b>Balance at Bank 31/3/2024</b>		<b>\$ 17,495.20</b>
<b>Income</b>		
Interest Received Bendigo Bank	0.29	
Moorabool Shire (GST Rebate )		
GST Received	51.87	
Hall Hire	518.13	
Operational Grant (2022/2023)	3330.48	
	3900.77	
		<b>\$ 21,395.97</b>
<b>Expenditure</b>		
GST Paid	292.10	
GST Repaid Moorabool Shire Council		
Electricity	199.94	
Central Highlands Water	156.97	
Projects (Kitchen upgrade)	1136.17	
Internet	154.54	
Food Anzac day B.B.Q (Snags)	25.00	
Sponsorship (Ballarat Foundation United Way K. Bevan)	100.00	
Hall Maintenance (Rep Stage Curtain , Hall Hire board)	1805.28	
	3870.00	
		<b>\$ 17,525.97</b>
<b>Balance at Bank 31/5/2024</b>		
		<b>\$ 17,525.97</b>
<b>Plus O/S Incomes</b>		
Bank Interest June	0.15	
Hall Hire (Lorraine Emmins * 2 hires)	60.00	
		<b>\$ 60.15</b>
<b>Less O/S Expenses</b>		
Dream Door Kitchens (Drafting services)	250.00	
Telstra Internet	85.00	
		<b>\$ 335.00</b>
<b>Available Funds as at 18/6/2024</b>		
		<b>\$ 17,251.12</b>

Meeting: 18<sup>th</sup> June 2024 Lal Lal soldiers memorial Hall Committee of Management



**Lal Lal Catchment Landcare Group  
and the  
Ballarat Sub-Branch of the  
Vietnam Veterans Association of Australia**

Is pleased to Invite: Lal Lal Soldiers Memorial Hall Committee members and Partners

To The

Opening and Dedication

of

**Lal Lal Vietnam War Memorial Garden**

At Lal Lal Anzac Park

412 Clarendon Lal Lal Road

Lal Lal Victoria

**11.00 am Sunday 18<sup>th</sup> of August 2024**

You are welcomed to lay a wreath

---

**Following the service**  
you are invited to a  
**BBQ Lunch**  
provided by Lal Lal Catchment Landcare Group  
**at the Lal Lal Soldiers Memorial Hall**  
**BYO – Alcohol**  
Tea and Coffee will be provided

**Please text any dietary requirements**  
to Jodie Ann- Cairns on 0419 804 331  
or email to [LalLalLandcare@gmail.com](mailto:LalLalLandcare@gmail.com)  
by 11<sup>th</sup> of August for catering purposes.

## Elaine community asset committee meeting minutes (CAC)

Meeting Date: 16<sup>th</sup> July 2024 Meeting Time: 1900hrs Meeting Venue: ELAINE HALL

Item No:	Agenda Item	Minutes/Action
1.	Meeting opened at 1915hrs	
2.	<b>Present:</b> D Cook (President): C Guidotti (Secretary) K Hinkley: David Wells: Stephen Ford:	
3.	<b>Apologies:</b> Tom Hinkley: James Connell: Jo Adcock <b>Attendee:</b> nil	
4.	<b>Disclosure of Conflicts of Interest</b> – nil supplied	
5.	<b>Confirmation of previous minutes:</b> May 8 <sup>th</sup> 2024 – Karen Hinkley accepted. Seconded S Ford (No changes)	
6.	<b>Business Arising</b>	
6.1	Elaine – User Agreement – Letter sent to the president of ECC Julie Pantzidis requesting the vacating of premises and return of the keys due to out of season. Letter tabled. No response regarding the due date for the keys, however, an email was received to Elaine Recreation Reserve outlining all their issues. Tabled. Due to the unresolved issues of no signed agreement that technically voids all their insurances, and the failure to return keys, Travis from Moorabool Shire has contacted the CAC to convene a meeting between executive from ECC and CAC at an appointed date. The CAC has requested to meet prior to ensure we have covered all our obligations.	
6.2	Tennis Club: To ensure all users and potential users are treated fairly, a letter to the tennis club to request a return of keys. Stephen to follow up.	
6.3	Ron Read commemorative seat: Dian requested that Colin Jose to include a slab of concrete under the commemorative seat. This will assist with the grass management around the seat.	
6.5	Re-siting of defibrillator; require a handyman to be reallocated asap. Also, all defibrillators to be registered with Ambulance Victoria: <a href="https://registermyaid.ambulance.vic.gov.au/">https://registermyaid.ambulance.vic.gov.au/</a> Karen Hinkley to chase up a handyman and get a quote for these works. The defibrillator was purchased through a Bendigo Bank grant under the tennis club. Replacement pads and batteries have been occasionally attended to by CAC. Stephen suggested to mount on wall of pavilion, however the popular place would be under the pergola at the BBQ against the tennis club wall.	
6.7	Replacement trees. Discussed to place five (5) fruit trees. Lemon, Lime, Pear, apple. Karen Hinkley has offered to purchase. Chris and Stephen have agreed to plant. A working bee at 10am on Sunday 21 <sup>st</sup> July is set.	
6.8	Fire fittings to be installed to the full tanks. Dave Wells will check the fittings. The CFA to submit a letter to request a key for the gate for full access during fire season.	
6.9	Banking Arrangements: The changeover of the signatories from Jo Adcock to Chris Guidotti as Chris is now the secretary. Committee agrees that the authorities for signatories be changed to the current executive Stephen Ford and Chris Guidotti. Stephen and Chris to organise a mutually agreeable time. On hold due to busy work schedules	
7.	<b>Correspondence:</b> letters to and from the shire regarding the ongoing user agreement and rat issues at the pavilion. Tabled. Letter to ECC re return of keys: Tabled Letter from ECC – Tabled Email from Council: Instrument of Delegation dated 12 <sup>th</sup> September 2022. The instrument of Delegation was discussed and understood by all committee. Our committee voted to accept the document and thereby agree to execute this instrument as per all points in the document. Unanimously accepted. Tabled.	
8.	<b>Treasurer Report:</b> Operational Funding: \$3,474.00 No outstanding invoices.	
9.	<b>Chair Report:</b>	
9.1	Diane discussed her conversation with Kristian Brudnell re-the kitchen and its fitout purpose. Diane explained the Shire updated the kitchen and included a new electric oven and refrigerator.	

Elaine community asset committee meeting minutes (CAC)

These works occurred in 2013. The electric oven was removed and the refrigerator replaced with a glass fronted drinks refrigerator and a lock attached.

9.2. Airconditioning maintenance. Quote of \$800 for 3 airconditioners was received and a discussion to chase up an alternative quote has been raised. Diane will attend to this.

9.2 Diane discussed the need for fundraising and a grant to place park benches around the oval for viewing of games. Chris suggested the Tiny Towns Fund which is opening a new grant soon.

10

**New Business:**

10.1. The Elaine Recreation Reserve CAC generic email working well. Vivian did contact Diane to discuss some were bouncing back, however, Chris has received all emails from the shire.

10.2 Stephen would like to raise the profile of the Elaine Recreation Reserve and is moving forward with a facebook page.

10.3 The Recreation Reserve needs proper signage. This should be part of the master plan and placed in a central position so that the public can identify the reserve.

10.4. Dave Wells asked if the grounds need top dressing. Diane suggested that the shire to top dress. Avid is happy to attend to. Dave will notify of costs and if there is fertilising needed. Committee thanked Dave.

10.5 Fundraising: A date to be selected for bingo at the hall. On hold

10.11 Master plan (heldover)

**ACTION PLAN:**

NUMBER	ITEM	ACTION	PERSON RESPONSIBLE	TIME FRAME
6.1	USER AGREEMENT AND DOCUMENTATION	No agreement signed or fees paid. Should access be restricted to all non-users as per general public	D COOK	13/08/24
6.2	TENNIS CLUB USER AGREEMENT	Meet with Tennis Representative. Possibly Shane Dunne	S FORD	13/08/2024
6.3	RON READ COMEMORATIVE SEAT	To locate suitable position. Concrete included in quote.	D COOK	ONGOING
6.5	RESITING DEFIBRILLATOR	Organise quote for resiting. Engage a handyman	K HINKLEY	13/08/2024
6.7	Tree Replacements	Fundraise to replace trees removed by ECC	ALL	22/10/24
6.8	CFA ACCESS	Letter from CFA for access and key. Are fittings attached to tanks	C GUIDOTTI	13/08/2024
6.9	BANKING ARRANGEMENTS	Chris and Stephen to go to bank to change signatories	C GUIDOTTI/S FORD	13/08/24
	OPERATIONAL FUNDING	Due in August	S FORD	16/08/2024

Meeting Closed at 2030hrs.

Next Meeting Date: 13<sup>th</sup> August 2024

Time: 1900hrs

Venue: Elaine Hall

**Bacchus Marsh Public Hall  
Community Assets Committee**

**5th August 2024 at 7pm in the Supper Room**

**MINUTES OF MEETING**

1.	Meeting Opened:7.00 pm with Gary T in the Chair.	
2.	Members present: Gary T, Eric D, Keith C, Anita J, Carol Y	
3.	Apologies received: John F	
4.	Guests: Cr Tonia Dudzik	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
<b>Resolution:</b>		
<b><i>That the minutes of the Meeting of 24<sup>th</sup> June 2024 be confirmed.</i></b>		
<b><i>Moved: Keith C                      Seconded: Eric D</i></b>		
<b><i>Carried</i></b>		
7.	Actions arising from previous meetings	
	7.1 Hall User Manual 1017	Ron G and Dotty H will make a hard copy as well as put a copy on the website. The Manual will be in 3 parts – Public Hall – Supper Room – Kitchen.  <p style="text-align: right;">Action DH/RG</p>

## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 5th August 2024

7.2 Interpretive Sign 0817	A quote has been received from Challis Design for the design, manufacture and installation amounting to \$3800 incl GST.  <b>Resolution:</b>  <b>That the quote from Challis Design amounting to \$3800 be accepted</b>  <b>Moved: Carol Y      Seconded: Anita J</b>  <b>Carried</b>
7.3 Public Hall Heating	Celsius in Ballarat have advise that this is outside of their capability.  MSC are arranging for the current heater that is not working to be replaced with a different model as the current heaters are no longer available  MSC have advised that an upgrade is on hold as this is a major project and they are currently not in a position to support it.  Action MSC
7.4 Modifications to Table Trolley 0224	The initial loading trolley has been lost by Rosco Engineering and they are currently making another one, Another supplier may be required  Action RG
7.5 Damage to Stage Floor and resurfacing 0324	MSC have advised that the Contractor has been back and sanded the damaged section and applied new varnish but could not colour match as the varnish is old. This was disputed by our Hallkeeper as it looks the same as previously and the varnish is not that old as the floor was revarnished approx. 5 years ago.  The Hallkeeper has obtained quotes for the resurfacing of the Hall and Stage from a local company, Paul Davison, amounting to \$3900 plus GST for a semi gloss varnish that will take approximately 3 days to complete and air the premises.  <b>Resolution:</b>  <b>That the quote from Paul Davison amounting to \$3900 + GST be accepted</b>  <b>Moved: Keith C      Seconded: Eric D</b>  <b>Carried</b>  Action RG



Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 5th August 2024

	7.6 Key Audit 0424	<p>Rodd's Locksmiths removed the lock and changed the key configuration. This was picked up and installed by Ron G who has tested the lock and all is working perfectly.</p> <p>Item Complete</p>
	7.7 Photos and Information for Website 0424	<p>Dotty H sent these to the Webmaster on 24<sup>th</sup> June 2024. When copies were presented to the Committee, they were found to be of an unacceptable quality and new photos will need to be arranged.</p> <p>Action: ED</p>
	7.8 Replacement of flooring in the Supper Room and Foyer 0624	<p>MSC have no objection to replacement flooring in the Supper Room and Foyer but we have to submit a Project Proposal form prior to any work being undertaken.</p> <p>BM Flooring to be contacted for a suitable replacement and samples to be provided at the next meeting.</p> <p>Action RG</p>
	7.9 Crack in Hall Wall 0624	<p>MSC are arranging an inspection and will confirm a date and time.</p> <p>Action MSC</p>
	7.10 Security Cameras	<p>Approval has been received from MSC subject to our agreement of the CCTV policy. Committee to agree to terms of policy and send a signed copy through to MSC.</p> <p>Travis K to be contacted to provide contractor details.</p> <p>Action CY</p>
	7.11 Window Tinting on Supper Room doors	<p>MSC's Building Surveyor has approved the tinting being added to Supper Room doors on the conditions that the blinds/curtains be removed. As there is no blinds/curtains on the doors, Ron G will obtain quotes and samples for the next meeting.</p> <p>Action RG</p>
	7.12 Sharps Bin Removal	<p>Final approvals are being confirmed by MSC and Community Development will provide updates.</p> <p>Action MSC</p>
Booking Contractor's and Hallkeeper's Reports Tabled		
New business and business arising from Reports		
	7.13 Supper Room Partition 0824	<p>Some of the screws have disappeared from the hinges. Ron G to try and repair</p> <p>Action RG</p>



Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 5th August 2024

	7.14 Damaged Wall in Supper Room 0824	The corner wall near the Supper Room outside exit door has been severely damaged and will need a plaster to repair  Action RG
	7.15 Damaged wall in Hallway near kitchen 0824	Aluminium angle to be purchased to prevent further damage  Action RG
	7.16 Clock 0824	A bigger battery holder to be supplied by Eric D  Action ED/RG
	7.17 Carpet tiles in Supper Room	Some of the dirty carpet tiles have been moved to under the chairs and room divider.  Item Complete
	7.18 Bump In	The Hallkeeper to attend Bump In's of major events.  Action RG
	7.19 Pricing of Major Events	The Booking Contractor queried the pricing of the Rotary Art Show. This is a long standing arrangement and will not change. As the Booking Contractor has been with the Committee for nearly 2 years, it was felt that they should be au fait with pricing arrangements and no adjustments will be made. If they are unsure of pricing, they should contact the Secretary for a decision,  Item Complete
	7.20 Booking of both the Supper Room and Public Hall concurrently	The booking of both rooms concurrently will be at the discretion of the Booking Contractor as this will depend on the type of hires being held.  Action DH
	<p><b>Resolution:</b></p> <p><b><i>That the Booking Contractor's and Hallkeepers Reports be Accepted</i></b></p> <p><b><i>Moved Anita J                      Seconded Carol Y</i></b></p> <p><b><i>Carried</i></b></p>	

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 5th August 2024

	<p>7.22 Disabled Accessibility to Foyer and Stage. Repairs to Ceiling and replacement of Stage Curtains. Front of stage lighting</p>	<p>On hold by MSC – consider project a Capital Improvement Project</p> <p>Hall lighting – a Consultant identified, lighting design scope in process of being drafted to consultant. Once design brief and costings are provided, these will be shared with Committee. Project would be considered a CIP by Council. Community Development to update Assets by 19<sup>th</sup> August 2024</p> <p style="text-align: right;">Action MSC</p>
	<p>7.23 Electricity Account and Solar Panels</p>	<p>MSC investigating potential grants</p> <p style="text-align: right;">Action MSC</p>
	<p>7.24 Website</p>	<p>Frequently Asked Questions have been updated. The Cleaning document has been updated to a more favourable format.</p> <p>Excel files to be saved as CSV files for easy downloading.</p> <p>Eric D was thanked for his work on this project.</p> <p style="text-align: right;">Action ED</p>
	<p>7.25 Online Booking System</p>	<p>Awaiting update from MSC as to when the Booking System will be modified to suit the Public Hall.</p> <p style="text-align: right;">Action NSC</p>
	<p>7.26 Increase in spending limit</p>	<p>Feedback will be gathered from all Committees during 23-24 Annual Reporting and compiled for review</p> <p style="text-align: right;">Action MSC</p>
	<p>7.27 Super Clean of Premises every quarter</p>	<p>A quote has been received from ACS for a super clean every 3 months amounting to \$390.</p> <p><b>Resolution</b></p> <p><b><i>That the quote from ACS Property Solutions for a Super Clean every 3 months amounting to \$390 each time be accepted.</i></b></p> <p><b>Moved: Gary T                      Seconded Keith C</b></p> <p><b>Carried</b></p>
	<p>7.28 Sound Meeting with Crawfords Funerals</p>	<p>Eric D met with Crawfords Funerals sound expert and it is not possible for us to use their system simultaneously in the Hal and Supper Room.</p>



Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 5th August 2024

10	General Business	
	10.1 Annual General Meeting	The Annual General Meeting will be held on November 18 <sup>th</sup> 2024 prior to our ordinary meeting
	10.2 Community Grants	Cr Tonia D will check if the BMPH qualifies for Community Grants  Action TD
	10.3 Budget Submissions	Cr Tonia D will check if budget submissions are due in March to enable us to follow up on CIP's
14.	The next meeting of the Committee will be held at 7pm on 26 <sup>th</sup> August 2024 in the Supper Room	
15.	The meeting closed at 8.41 pm.	

# MINUTES



## Moorabool Health and Wellbeing Advisory Committee Meeting

Monday 5 August 2024 at 10.00am  
 In person – Darley Civic Hub Pavilion

**Meeting Objective:** To inform the preparation of the Public Health and Wellbeing Plan and support, advise and monitor the implementation of the Plan.

<b>Committee Chair</b>
Manager Community Connections and Wellbeing Rhona Pedretti
<b>In Attendance</b>
Cr Moira Berry, Nichole Knight, Dee Micevski, Nicholas Sluggett, Vivian Cooper, Linda Purves, Trinity Gathercole, Mark Sultana, Kristie Seketa, Andrew Milligan

Item No	Topic	Who	Time
1.	Welcome and introductions, Acknowledgement of Country <ul style="list-style-type: none"> <li>Apologies Melissa Deutscher, Angela Clark</li> <li>Accept minutes of previous meeting – Cr Berry, Vivian Cooper</li> </ul>	Rhona	10am
2.	Partner updates. Representatives were provided with an opportunity to highlight any activities or opportunities for collaboration or promotion. Dee informed about funding upcoming in Ballarat Region for prevention of violence work, which will involve agencies including Women’s Health Grampians. Mark discussed ongoing changes within the department and no current funding opportunities. Cr Berry raised community concerns regarding homelessness and drug addicted community members. Trinity informed that Western Health are currently in their IHP planning phase. Andrew discussed the work Sports Central will be supporting in the rollout of the Fair Access Policies. Nichole spoke about the 16 Days of Activism activities and opportunities for cross promotion. Nichole and Rhona responded to questions regarding the timeframes and activities in preparation for development of the next HWB Plan. Committee members were informed that there will be requests for data and priorities, and identification of where plans may align. Internal and Agency Stakeholder engagement planned for early 2025.	Rhona	10.05



- |    |  |         |          |
|----|--|---------|----------|
| 3. | <p>Rhona detailed the Council election caretaker period.</p> <p>Members are asked to finalise actions by the start of September to assist with reporting timeframes.</p> <p>Nichole discussed the reporting timeframes and process for this year, in light of the caretaker period, including a later presentation of the year 4 report to the newly elected Council which is tentatively identified for December.</p> | Rhona   | 10.20am  |
| 4. | Action Planning to finalise actions as appropriate– updating actions for year 3 of the Plan.   | All     | 10.25 am |
| 5. | Nichole to update action sheets, and seek further information from committee members where required prior to distributing all sections of the action plan back to the committee.   | Nichole |          |
| 6. | Next Meeting – to be confirmed   | Nichole |          |
| 7. | Meeting closed   |         | 12:00pm  |



# Action Sheet

Meeting Date	Topic and Action	Who	Status - Open
5 August 2024	Nichole Knight to update actions sheets and distribute to the committee	Nichole	

Meeting Date	Topic and Action	Who	Status - Closed
6 May 2024	Nichole Knight to update actions sheets and distribute within 1 week to the committee.	Nichole	Completed

Meeting Date	Topic and Action	Who	Status - Closed
5 Feb 2024	Nichole Knight to update actions sheets and distribute within 1 week to the committee.	Nichole	Completed



# **SUMMARY OF MINUTES**

## **Audit & Risk Advisory Committee Meeting Wednesday, 14 August 2024**

**Date: Wednesday, 14 August 2024**

**Time: 9.30am**

**Location: North Wing Meeting Room 1, Darley Civic and  
Community Hub and Online via Teams**



**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>3</b>
<b>2</b>	<b>Present and Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Confirmation of Minutes</b> .....	<b>4</b>
<b>4</b>	<b>Disclosure of Conflicts of Interest</b> .....	<b>4</b>
<b>6</b>	<b>External Audits</b> .....	<b>4</b>
6.1	Interim Management Letter 2023/24 financial year signed.....	4
8.2	VAGO self-assessment using VAGO key audit themes 30 June 2024 .....	4
8.3	Asset Valuations 2023/24 .....	5
<b>5</b>	<b>Internal Audits</b> .....	<b>5</b>
5.1	Internal Audit Status Report .....	5
5.2	Building Safety and Swimming Pool Compliance - Internal Audit Final Report .....	5
5.3	Draft Internal Audit Scope - Emergency Management .....	6
5.4	Progress Report: Implementation of Internal Audit Actions - Fourth Quarter 2023/24 .....	6
<b>7</b>	<b>Audit and Risk Advisory Committee Workplan</b> .....	<b>6</b>
7.1	Audit and Risk Advisory Committee Workplan Update.....	6
7.2	Internal Control Environment Related Policies for Committee Review .....	7
<b>8</b>	<b>Officer Reports</b> .....	<b>7</b>
8.1	Audit and Risk Advisory Committee - Independent Chair Report 2023/24.....	7
8.4	Quarterly Security Update July 2024 .....	7
<b>10</b>	<b>General Business</b> .....	<b>8</b>
10.1	Victorian Valuer General Advice .....	8
<b>8</b>	<b>Officer Reports (cont'd)</b>	
8.5	Insurance Programme Update .....	8
8.6	Governance Documentation Update .....	8
8.7	Risk Management and OHS.....	8
8.8	Governance and Compliance .....	9
<b>9</b>	<b>Correspondence</b> .....	<b>9</b>
9.1	VAGO Correspondence and Reports .....	9
<b>11</b>	<b>Meeting Closure</b> .....	<b>9</b>
<b>12</b>	<b>Next Meeting</b> .....	<b>9</b>

**MINUTES OF MOORABOOL SHIRE COUNCIL  
CLOSED AUDIT & RISK ADVISORY COMMITTEE MEETING  
HELD AT NORTH WING MEETING ROOM 1, DARLEY CIVIC AND COMMUNITY HUB  
AND ONLINE VIA TEAMS  
ON WEDNESDAY, 14 AUGUST 2024 AT 9.30AM**

**1 OPENING**

The meeting opened at 9.30am.

**2 PRESENT AND APOLOGIES**

Ms Linda MacRae	External Representative – Chairperson – Online
Cr Tonia Dudzik	East Moorabool Ward Councillor – In person
Cr Moira Berry	East Moorabool Ward Councillor – In person
Mr Simon Dalli	External Representative – In person
Mr Peter Smith	External Representative – Online

**IN ATTENDANCE:**

Mr Derek Madden	Chief Executive Officer – In person
Mr David Jackson	General Manager Customer and Corporate Services – In person
Mr Steve Ivelja	Chief Financial Officer – In person
Mr Henry Bezuidenhout	Executive Manager Community Planning and Development – Online and left the meeting after item 5.2
Mr James Hogan	Coordinator Financial Services – In person
Mrs Kaylene Bowker	EA Community Strengthening and Customer and Corporate Services – In person
Ms Kate Pryor	Governance Officer – In person
Mr Wayne Clarke	Acting Manager Statutory Planning and Regulatory Services – Online and left the meeting after item 5.2
Mr Garry Pugh	Coordinator IT Systems – Joined online for items 8.4 and 10.1

**Auditors:**

Mr Jordan McFadden	Aster Advisory – Online
Mr Tim Fairclough	Crowe – Online and left the meeting after item 6
Mr Felmer Ealdama	Crowe – Online and left the meeting after item 6

**APOLOGIES:**

Ms Celeste Gregory	Executive Manager Democratic Support and Corporate Governance
Mr Graham Noriskin	Aster Advisory

**3 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry****That the minutes of the Audit and Risk Advisory Committee Meeting held on Wednesday 15 May 2024 be confirmed.****CARRIED****4 DISCLOSURE OF CONFLICTS OF INTEREST**

Nil

At the request of the External Auditors, the Chairperson determined that Item 6 External Audits would be brought forward and considered as the first report of the meeting.

**6 EXTERNAL AUDITS****6.1 INTERIM MANAGEMENT LETTER 2023/24 FINANCIAL YEAR SIGNED****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Tonia Dudzik****That the Audit and Risk Advisory Committee receives and notes the attached Interim Management Letter and additional comments made by the External Audit Partner.****CARRIED**

The Chairperson determined that Item 8.2 VAGO Self-Assessment using VAGO key audit themes 30 June 2024 should be brought forward and considered as the second report of the meeting.

**8.2 VAGO SELF-ASSESSMENT USING VAGO KEY AUDIT THEMES 30 JUNE 2024****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Cr Tonia Dudzik****That the Audit and Risk Advisory Committee receives this report.****CARRIED**

The Chairperson determined that Item 8.3 Asset Valuations 2023/24 should be brought forward and considered as the third report of the meeting.

### **8.3 ASSET VALUATIONS 2023/24**

#### **COMMITTEE RESOLUTION**

**Moved: Mr Peter Smith**

**Seconded: Mr Simon Dalli**

**That the Audit and Risk Advisory Committee receives and notes the report - Review of Unit Rates as outlined in Attachment 1.**

**CARRIED**

---

## **5 INTERNAL AUDITS**

### **5.1 INTERNAL AUDIT STATUS REPORT**

#### **COMMITTEE RESOLUTION**

**Moved: Mr Peter Smith**

**Seconded: Cr Moira Berry**

**That the Audit and Risk Advisory Committee notes the contents of attachments 1, 2 and 3:**

- 1. Internal Audit Status Report – July 2024 (provided as Attachment 1 to this report).**
- 2. Recent Issues Brief – April to June 2024 (provided as Attachment 2 to this report).**
- 3. Internal Audit Plan Summary (provided as Attachment 3 to this report).**
- 4. The Committee requests that Management undertake a self assessment of Council's policy, procedure and training completion against Victorian Public Sector Commission's updated model Conflict of Interest policy and guidance materials focussing on Conflict of Interest aspects for reporting back to the Committee at the meeting in December 2024.**
- 5. That the Internal Auditors and Management give consideration (during the forthcoming review of the Strategic Internal Audit Plan) to conducting the proposed Procurement and Contract Management Internal Audit reviews earlier than 2026 and 2027 taking into account any issues identified at prior audits and the significant risks that are associated with these activities.**

**CARRIED**

---

### **5.2 BUILDING SAFETY AND SWIMMING POOL COMPLIANCE - INTERNAL AUDIT FINAL REPORT**

#### **COMMITTEE RESOLUTION**

**Moved: Cr Tonia Dudzik**

**Seconded: Mr Simon Dalli**

**That the Audit and Risk Advisory Committee:**

---

Closed Audit & Risk Committee Meeting Minutes

14 August 2024

---

1. receives and notes the Building Safety and Swimming Pool Compliance Internal Audit Final Report, provided as Attachment 1 to this report; and
2. requests officers implement the recommendations contained within the Building Safety and Swimming Pool Compliance Internal Audit Final Report.

**CARRIED**

---

### 5.3 DRAFT INTERNAL AUDIT SCOPE - EMERGENCY MANAGEMENT

#### COMMITTEE RESOLUTION

Moved: Mr Peter Smith

Seconded: Mr Simon Dalli

That the Audit and Risk Advisory Committee:

1. approves the Draft Internal Audit Scope – Emergency Management (provided as Attachment 1 to this report); and
2. approves the commencement of the audit process.

**CARRIED**

---

### 5.4 PROGRESS REPORT: IMPLEMENTATION OF INTERNAL AUDIT ACTIONS - FOURTH QUARTER 2023/24

#### COMMITTEE RESOLUTION

Moved: Cr Moira Berry

Seconded: Mr Peter Smith

That the Audit and Risk Advisory Committee receive the status reports for the fourth quarter 2023-2024 for the Internal Audit Recommendation Actions and the Audit Committee Resolution Actions.

**CARRIED**

---

### 7 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN

#### 7.1 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN UPDATE

#### COMMITTEE RESOLUTION

Moved: Cr Tonia Dudzik

Seconded: Mr Simon Dalli

That the Audit and Risk Advisory Committee notes the progress of its 2024 Annual Workplan as provided in Attachment 1.

**CARRIED**

---

**7.2 INTERNAL CONTROL ENVIRONMENT RELATED POLICIES FOR COMMITTEE REVIEW****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Simon Dalli**

1. That the Audit and Risk Advisory Committee determines which of the Internal Control Environment related policies as shown in Attachment 1, that the Committee will review and have oversight of.
2. The Committee note that the Ministerial Guidelines have not yet been received for the property rate and debt management policy and that the Committee should be in receipt of those by the end of June 2025.

**CARRIED****8 OFFICER REPORTS****8.1 AUDIT AND RISK ADVISORY COMMITTEE - INDEPENDENT CHAIR REPORT 2023/24****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

1. That the Audit and Risk Advisory Committee note the Independent Chair Report, as presented by the Audit and Risk Advisory Committee Chairperson, Ms Linda MacRae, and included as Attachment 1 to this report.
2. Report to be presented to Council at the next available opportunity.

**CARRIED****8.4 QUARTERLY SECURITY UPDATE JULY 2024****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Mr Simon Dalli****That the Audit and Risk Advisory Committee:**

1. Notes the recent security event and associated actions.
2. Notes Council's security posture is within the current tolerance.

**CARRIED**

The Chairperson determined that Item 10.1 Victorian Valuer General Advice should be brought forward and considered at this point of the meeting.

## **10 GENERAL BUSINESS**

### **10.1 VICTORIAN VALUER GENERAL ADVICE**

#### **COMMITTEE RESOLUTION**

**Moved: Mr Simon Dalli**

**Seconded: Cr Tonia Dudzik**

**That the Audit and Risk Advisory Committee notes the information contained in this report.**

**CARRIED**

---

## **8. OFFICER REPORTS (Cont'd)**

### **8.5 INSURANCE PROGRAMME UPDATE**

#### **COMMITTEE RESOLUTION**

**Moved: Cr Moira Berry**

**Seconded: Mr Peter Smith**

**That the Audit & Risk Committee receive the report for the Insurance Programme Update.**

**CARRIED**

---

### **8.6 GOVERNANCE DOCUMENTATION UPDATE**

#### **COMMITTEE RESOLUTION**

**Moved: Cr Moira Berry**

**Seconded: Mr Simon Dalli**

**That the Audit and Risk Committee note the update relating to Governance documentation.**

**CARRIED**

---

### **8.7 RISK MANAGEMENT AND OHS**

#### **COMMITTEE RESOLUTION**

**Moved: Mr Peter Smith**

**Seconded: Cr Moira Berry**

**That the Audit and Risk Committee receive and note the Occupational Health and Safety and Risk Management Framework Update including the Strategic Risk Management Register.**

**CARRIED**

---

**8.8 GOVERNANCE AND COMPLIANCE**

**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Mr Peter Smith

That the Audit and Risk Committee receive and note updates on the following matters:

- 1. Behaviour, fraud and corruption;
- 2. Significant Legal Matters; and
- 3. Compliance with Legislation and Policies.

**CARRIED**

**9 CORRESPONDENCE**

**9.1 VAGO CORRESPONDENCE AND REPORTS**

**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Mr Peter Smith

That the Audit and Risk Advisory Committee receive and note the VAGO correspondence:

- 1. VAGO Status Report – June 2024
- 2. VAGO Status Report – July 2024

**CARRIED**

**11 MEETING CLOSURE**

The Meeting closed at 11.33am.

**12 NEXT MEETING**

The Special Audit and Risk Advisory Committee Meeting will be held on Wednesday 11 September 2024 at 9.30am and will be conducted online.

.....  
**CHAIRPERSON**





# **SUMMARY OF MINUTES**

## **Special Audit & Risk Committee Meeting Wednesday, 11 September 2024**

**Date: Wednesday, 11 September 2024**

**Time: 9.30am**

**Location: North Wing Meeting Room 1, Darley Civic and  
Community Hub and Online via Teams**

**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>3</b>
<b>2</b>	<b>Present and Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Disclosure of Conflicts of Interest</b> .....	<b>3</b>
<b>4</b>	<b>External Audits</b> .....	<b>4</b>
4.1	VAGO Closing Report - Year Ended 30 June 2024 .....	4
4.2	VAGO Final Management Letter .....	4
<b>5</b>	<b>Officer Reports</b> .....	<b>4</b>
5.1	2023/24 Financial Statements for Submission to the Victorian Auditor-General for Certification.....	4
5.2	2023/24 Performance Statement for Submission to the Victorian Auditor- General for Certification .....	5
5.3	2023/24 Governance & Management Checklist .....	5
5.4	Report of Operations - Year Ending 30 June 2024 .....	5
5.5	Management Representation Letter.....	6
<b>6</b>	<b>Meeting Without Management</b> .....	<b>6</b>
<b>7</b>	<b>Meeting Closure</b> .....	<b>6</b>

**MINUTES OF MOORABOOL SHIRE COUNCIL  
CLOSED SPECIAL AUDIT & RISK COMMITTEE MEETING  
HELD AT NORTH WING MEETING ROOM 1, DARLEY CIVIC AND COMMUNITY HUB AND ONLINE  
ON WEDNESDAY, 11 SEPTEMBER 2024 AT 9.30AM**

**1 OPENING**

The meeting opened at 9.30am.

**2 PRESENT AND APOLOGIES**

Ms Linda MacRae External Representative – Chairperson – Online

Cr Tonia Dudzik East Moorabool Ward Councillor – In person

Cr Moira Berry East Moorabool Ward Councillor – In person

Mr Simon Dalli External Representative – Online

**IN ATTENDANCE:**

Mr Derek Madden Chief Executive Officer – In person

Mr David Jackson General Manager Customer and Corporate Services – In person

Mr Steve Ivelja Chief Financial Officer – In person

Mr James Hogan Coordinator Financial Services – In person

Ms Celeste Gregory Executive Manager Democratic Support and Corporate Governance – In person

Mrs Kaylene Bowker EA Community Strengthening and Customer and Corporate Services – In person

**Auditors:**

Mr Tim Fairclough Crowe – Online

**APOLOGIES:**

Mr Peter Smith External Representative

**3 DISCLOSURE OF CONFLICTS OF INTEREST**

Nil.

---

**4 EXTERNAL AUDITS****4.1 VAGO CLOSING REPORT - YEAR ENDED 30 JUNE 2024****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Simon Dalli**

**That the Audit and Risk Advisory Committee receive and note the VAGO Closing Report for the Year Ended 30 June 2024 as presented by VAGO's contract External Auditors, Crowe.**

**CARRIED**

---

**4.2 VAGO FINAL MANAGEMENT LETTER****COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Cr Tonia Dudzik**

**That the Audit and Risk Advisory Committee receive and note the VAGO Final Management Letter for the Year Ended 30 June 2024 as presented by VAGO's contract External Auditors, Crowe.**

**CARRIED**

---

**5 OFFICER REPORTS****5.1 2023/24 FINANCIAL STATEMENTS FOR SUBMISSION TO THE VICTORIAN AUDITOR-GENERAL FOR CERTIFICATION****COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Cr Moira Berry**

**That the Audit and Risk Advisory Committee, in accordance with section 98 of the Local Government Act 2020 recommends that Council:**

- 1. Adopts in principle and submits the 2023/24 Financial Statements to the Auditor-General for certification.**
- 2. Authorises Councillor Dudzik and Councillor Berry to certify the 2023/24 Financial Statements in their final form.**
- 3. That the Committee thank the Staff and Auditors involved in the preparation of the 2023/24 Financial Statements for their extensive work and dedication in ensuring that the Statements were prepared and submitted to the Committee in a timely manner.**

**CARRIED**

---

**5.2 2023/24 PERFORMANCE STATEMENT FOR SUBMISSION TO THE VICTORIAN AUDITOR-GENERAL FOR CERTIFICATION****COMMITTEE RESOLUTION**

Moved: Cr Tonia Dudzik

Seconded: Mr Simon Dalli

That the Audit and Risk Committee, in accordance with section 98 of the *Local Government Act 2020* recommends that Council:

1. Adopts 'in principle' the 2023/24 Performance Statement and submits the Performance Statement, subject to no material change, to the Victorian Auditor-General for certification.
2. Authorises Council's Audit and Risk Committee representatives, Councillor Dudzik and Councillor Berry, to certify the 2023/24 Performance Statement in its final form, after any changes recommended, or agreed to by the Auditor, have been made.
3. That the Committee thank the Staff and Auditors involved in the preparation of the 2023/24 Performance Statement for their extensive work and dedication in ensuring that the Statement was prepared and submitted to the Committee in a timely manner.

CARRIED

---

**5.3 2023/24 GOVERNANCE & MANAGEMENT CHECKLIST****COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Moira Berry

That the Audit and Risk Committee recommends that Council, in accordance with Section 98(3) of the *Local Government Act 2020* and Regulation 9 of the Local Government (Planning and Reporting) Regulations 2020, adopts the 2023/24 Governance and Management Checklist.

CARRIED

---

**5.4 REPORT OF OPERATIONS - YEAR ENDING 30 JUNE 2024****COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Moira Berry

That the Audit and Risk Committee receives and notes the Service Performance Indicators as attached to this report.

CARRIED

---

**5.5 MANAGEMENT REPRESENTATION LETTER**

**COMMITTEE RESOLUTION**

**Moved: Cr Tonia Dudzik**

**Seconded: Mr Simon Dalli**

**That the Audit and Risk Advisory Committee notes the Management Representation Letter from Council’s Chief Executive Officer and Chief Financial Officer on behalf of Moorabool Shire Council that is to be submitted to VAGO.**

**CARRIED**

**6 MEETING WITHOUT MANAGEMENT**

The Committee met with the External Auditors (Tim Fairclough) without management present. The Chair advised that there were no issues to report. Mr Fairclough complimented and thanked all the Staff involved in the preparation of the Financial and Performance Statements. It was noted that for the next financial year Crowe will continue as Council’s External (VAGO) Auditor.

**7 MEETING CLOSURE**

On behalf of the Committee, the Chairperson, Ms Linda MacRae, thanked all Staff and Auditors involved in the preparation of the 2023/24 Financial and Performance Statements, particularly the Finance and Governance Staff.

The Chairperson also thanked Councillor Tonia Dudzik and Councillor Moira Berry and acknowledged their extensive contributions to the Committee during the period they represented the Council. Councillor Dudzik was Council’s representative on the Committee for twelve years. Her significant contribution, commitment and professional conduct during this period was acknowledged by the Committee.

It was noted by the Committee that Council elections are to be conducted during October 2024 with the Council ‘caretaker’ period commencing during the week of 16 September 2024.

The next Audit and Risk Advisory Committee meeting will be held on 11 December 2024.

**The Meeting closed at 10.37am.**

.....  
**CHAIRPERSON**

# Councillor Social Media Policy



<b>Policy Type:</b>	COUNCIL
<b>Version:</b>	1.0
<b>Date Adopted:</b>	TBC
<b>Service Unit</b>	Customer and Communications
<b>Directorate:</b>	Customer and Corporate Services
<b>Review Date:</b>	TBC – four years after adoption

## 1. Purpose

The Councillor Social Media Policy outlines the benefits and risks of social media use by Councillors and provides guidance on its appropriate use and specific provisions which must be observed. This Policy is intended to assist Councillors to use social media in a way that encourages two-way engagement with the community and minimises exposure of Council and Councillors to legal and reputational risk.

## 2. Introduction

2.1 Social media is a powerful tool to maintain connections between Councillors and members of the public. The use of social media can foster an environment of open communication between Councillors and the municipal community.

2.2 Used well, social media can be used by Councillors to:

- 2.2.1 strengthen community engagement;
- 2.2.2 foster transparency and trust;
- 2.2.3 provide a trusted voice in the social media environment;
- 2.2.4 distinguish the role of the individual Councillor from that of the Council;
- 2.2.5 provide another avenue to contact the Councillor directly; and
- 2.2.6 enable Councillors to hear from members of the community that may otherwise be difficult to reach.

2.3 Councillor social media use also presents risks for Councillors, including:

- 2.3.1 the exposure to trolling, cyberbullying and other abusive behaviour;
- 2.3.2 the creation of a platform for the dissemination of misinformation;
- 2.3.3 the creation of an expectation about the 24/7 availability of a Councillor;
- 2.3.4 a significant administrative workload associated with managing a platform;
- 2.3.5 the risk of inadvertently disclosing confidential information; and
- 2.3.6 an exposure to legal liability.

## 3. Definitions

MSC	Moorabool Shire Council
Confidential information	Has the same meaning as defined in section 3 of the Local Government Act 2020 (Vic)

# Councillor Social Media Policy



Confidential information	Has the same meaning as at section 3 of the Local Government Act 2020 (Vic)
Health information	Has the same meaning as defined in section 3 of the Health Records Act 2001 (Vic)
Model Councillor Code of Conduct	Has the same meaning as section 3 of the Local Government Act 2020 (Vic)
Personal information	Has the same meaning as section 3 of the Privacy and Data Protection Act 2014 (Vic)
Social media	<p>Online interactive technologies through which individuals, communities and organisations can share, co-create, discuss, and modify user-generated content or pre-made content posted online. Social media may include but is not limited to:</p> <ul style="list-style-type: none"> <li>(i) social networking websites (eg Facebook, LinkedIn, Yammer, Threads)</li> <li>(ii) video and photo sharing websites (eg Flickr, Instagram, Snapchat, TikTok, Vimeo, YouTube)</li> <li>(iii) blogs, including corporate blogs and personal blogs</li> <li>(iv) (iv) blogs hosted by media outlets (eg ‘comments’ on news articles)</li> <li>(v) micro-blogging (eg Mastadon, Truth Social, X)</li> <li>(vi) wikis and other online community generated forums (eg Wikipedia)</li> <li>(vii) forums, discussion boards and groups (eg Google groups)</li> <li>(viii) vodcasting and podcasting</li> <li>(ix) group messaging technologies/apps (e.g. WhatsApp, SMS)</li> <li>(x) streaming platforms (e.g. Twitch, Mixer)</li> <li>(xi) geospatial tagging (eg Foursquare, Facebook checkin)</li> <li>(xii) any other tool or emerging technology that allows individuals to publish or communicate in a digital environment (excluding website content).</li> </ul>

## 4. Scope

This Policy applies to use of social media by Moorabool Shire Councillors when used in a:

- Professional capacity while fulfilling their functions and duties to Council
- Personal capacity where use is connected with, or might otherwise impact on, Council, its reputation and/or its effectiveness.

This Policy is relevant to digital spaces where people may comment, contribute, create, forward, post, upload and/or share content. It must be read in conjunction with other relevant policies and procedures of Council including the Model Councillor Code of Conduct.

## 5. Non-Compliance



# Councillor Social Media Policy



Violations of this Policy may result in disciplinary action under the Model Councillor Code of Conduct.

If a Councillor suspects a breach of this Policy, they must bring it to the attention of the Manager Governance and Diplomatic Support, Chief Executive Officer and/or the Mayor.

## 6. Councillor Social Media

6.1. Councillors are under no obligation to maintain a social media presence.

6.2. Councillors who choose to maintain a social media presence:

- Do so of their own volition
- Have a right to express an independent view consistent with the Charter of Human Rights and Responsibilities Act 2006
- Acknowledge that they are required to adhere to the Model Councillor Code of Conduct.

6.3. Councillors who choose to maintain a social media presence are responsible for:

- 5.3.1 compliance with this Policy
- 5.3.2 administration of the social media platform
- 5.3.3 moderation of community content
- 5.3.4 compliance with the terms of service of the social media platform in use.

5.4. The provisions applicable to Councillor social media also apply to a social media presence operated by another person who, with the Councillor's authorisation, administers, moderates, or uploads content on the Councillor's behalf.

## 6. Council resources and support

6.1. Councillors who choose to maintain a social media presence will be provided with:

- 6.1.1. technical support for Council-provided hardware
- 6.1.2. training in social media obligations as part of the mandatory Councillor induction and ongoing professional development programs
- 6.1.3. generic collateral (such as graphics, images and suggested copy) that promotes Council programs access to Council's employee assistance program - a voluntary and confidential service designed to assist Councillors with personal concerns that affect their personal wellbeing and/or performance as a Councillor.

6.2 Councillors will not be provided with:

- 6.2.1. technical or other support for the use of social media platforms
- 6.2.2. social media monitoring or reporting services
- 6.2.3. legal advice regarding social media content.

6.3 Councillors must not use Council resources, including Council facilities, computer equipment, smartphones and internet connections for social media activity:

- 6.3.1. to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person

# Councillor Social Media Policy



- 6.3.2. to cause, or attempt to cause, detriment to the Council or another person
- 6.3.3. in a way that is intended to, or is likely to, affect the result of an election under the Local Government Act 2020 (Vic)
- 6.3.4. in a way that is intended to, or is likely to, affect the result of an election for a state or federal parliament
- 6.3.5. in the furtherance of private business or commercial activity.

## 7. Good faith behaviour

- 7.1 Councillors who maintain a social media presence are required to do so in good faith, which means:
  - 7.1.1. not posting content which could be perceived to be an official comment on behalf of the Council (noting that Councillors are free to link or re-post social media content that has been published by the Council, including the addition of their own perspective or commentary)
  - 7.1.2. not creating a social media presence purporting to represent a Council auspiced entity, such as an advisory committee, reference group, steering committee or similar
  - 7.1.3. not posting anonymously, or by using a fake or intentionally misleading identity
  - 7.1.4. not engaging in trolling, harassment, personal attacks or similar behaviour
  - 7.1.5. not intentionally publishing misinformation, falsehoods or misleading material
  - 7.1.6. not engaging in doxing
  - 7.1.7. not engaging in cyberbullying
  - 7.1.8. not publishing defamatory material.

## 8. Freedom of Expression

- 8.1. Councillors enjoy the human right to freedom of expression which includes the freedom to seek receive and impart information and ideas of all kinds, subject to any lawful restrictions reasonably necessary.
- 8.2. Subject to this part, Councillors are free to express an independent view on social media, provided it is made clear to the audience that it is their personal view and does not represent Council. This includes, but is not limited to:
  - 8.2.1. expressing a personal view that differs from that of Council
  - 8.2.2. stating a desire for change to a Council policy or position
  - 8.2.3. expressing an opinion on a matter that is to come before the Council (without expressing a pre-determined decision)
  - 8.2.4. encouraging members of the public to participate in the decision-making process
  - 8.2.5. expressing disappointment or dissatisfaction or stating that they do not support a Council position or decision
  - 8.2.6. explaining why they voted on a matter in the way that they did in a meeting that was open to the public
  - 8.2.7. otherwise engaging in robust public debate.
- 8.3. Councillors must not post content on their social media that, if posted, would be contrary to the Model Councillor Code of Conduct in that it:

## Councillor Social Media Policy



- 8.3.1. could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment
  - 8.3.2. is demeaning, abusive, obscene, threatening or of a sexual nature
  - 8.3.3. intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons
  - 8.3.4. constitutes discrimination or vilification
  - 8.3.5. undermines Council when applying Council's Community Engagement Policy to develop respectful relationships and partnerships with traditional owners, Aboriginal community controlled organisations, and the Aboriginal community
  - 8.3.6. undermines Council in fulfilling its obligation under the Act or any other Act (including the Gender Equality Act 2020) to achieve and promote gender equality
  - 8.3.7. are not in line with the Council's policies and procedures as a child safe organisation and the obligations under the Child Wellbeing and Safety Act 2005 to the extent that they apply to Councillors
  - 8.3.8. adversely affect the health and safety of other persons
  - 8.3.9. would bring discredit upon Council
  - 8.3.10. would deliberately mislead the council or the public about any matter related to the performance of a Councillor's public duties
  - 8.3.11. makes Council information publicly available where public availability of the information would be contrary to the public interest
  - 8.3.12. expressly or impliedly requests preferential treatment for themselves or a related person or entity
  - 8.3.13. is otherwise contrary to the Model Councillor Code of Conduct.
- 8.4. Councillors must not post content on their social media where publication would be contrary to law, including, but not limited to:
- 8.4.1. the Local Government Act 2020 (Vic), insofar as it relates to misuse of position, including the disclosure of confidential information
  - 8.4.2. the Privacy and Data Protection Act (Vic) 2014, insofar as it relates to the disclosure of personal information
  - 8.4.3. the Health Records Act 2001 (Vic), insofar as it relates to the disclosure of health information
  - 8.4.4. the Defamation Act 2005 (Vic), in a manner that constitutes defamation
  - 8.4.5. the Copyright Act 1968 (Cth), in a manner that constitutes an infringement of copyright
  - 8.4.6. the Summary Offences Act 1966 (Vic), in a manner that is obscene, indecent or uses threatening language and behaviour etc.
  - 8.4.7. the Crimes Act 1958 (Vic), in a manner that constitutes stalking
  - 8.4.8. the Criminal Code Act 1995 (Cth), in relation to the use of a carriage service to menace or harass.
- 8.5. Councillors shall not post content that creates a reasonable apprehension of bias in relation to matters to subject to, or potentially subject to, Council decisions.

### 9. Customer requests

- 9.1. From time to time, Councillors may receive service requests, complaints, feedback or other correspondence intended for Council (customer requests) from members of the public via social media channels.



# Councillor Social Media Policy



- 9.2. Where it is reasonable and practical to do so, Council must collect personal information about an individual only from that individual, and not via a Councillor. Councillors in receipt of customer requests:
- 9.2.1. may pass on customer requests that do not contain personal information to Council's centralised customer request handling process
  - 9.2.2. may seek permission from the customer to pass on their personal details to Council along with their customer request and, once permission is received, pass on the request together with the permission to Council's centralised customer request handling process
  - 9.2.3. shall not otherwise pass on customer requests that contain personal information
  - 9.2.4. may refer a customer to Council's website which sets out the official communication channels and contains information about Council's privacy obligations and the handling of personal and health information.
- 9.3. Councillors shall not solicit customer requests or otherwise encourage members of the public to bypass Council's official communication channels.

## 10. Moderation of community content

- 10.1. Councillors have an absolute right to moderate community content on their social media platforms, including comments, reactions and other contributions.
- 10.2. Councillors must remove community content that, if published by the Councillor, would be contrary to the Model Councillor Code of Conduct.
- 10.3. Councillors have an absolute right to block or ban persons from their social media platform at their sole discretion.

## 11. Recording keeping

- 11.1. Documents made or received by Councillors are not public records (regardless of the content) unless they are then received by an employee of the Council.
- 11.2. Councillors are not required to maintain records of social media content for record-keeping purposes.

## 12. Clarification statements

- 12.1. Councillors who maintain a social media presence must ensure their profile clarifies that their social media presence is not an official platform of the Council. For example:

“This page is hosted by me in my capacity as an individual. This is not an official page of Moorabool Shire Council and should not be used for making service or maintenance requests or otherwise contacting Council. Council can be contacted at [moorabool.vic.gov.au](http://moorabool.vic.gov.au) or (03) 5366 7100.”
- 12.2. Councillors who use their social media presence to comment on Council matters must ensure their profile makes it clear that they are speaking in an individual capacity, and not on behalf of the Council. For example:

# Councillor Social Media Policy



“The views expressed made on this social media platform are my own and not that of Moorabool Shire Council.”

- 12.3. Councillors who enable community content on their social media presence should include a statement asserting the Councillor’s right to control access to the page and to moderate third-party content. For example:

“As the host of this page, I endeavour to maintain a safe, positive space for the discussion of Council issues and I reserve the right to hide or delete content and to block or ban users.”

- 12.4. Councillors who use their social media presence to publish electoral material must include an authorisation statement in accordance with the Local Government Act 2020 (Vic), noting that this obligation applies at all times, not just during a formal election period. Councillors may not use a Council address for this purpose. For example:

“Authorised by J Citizen, 123 Main Street SUBURB VIC 9999.”

## 13. Related Policies and Legislation

- Local Government Act 2020 (Victoria)
- Complaints Handling Policy
- Governance Rules
- Governance Framework
- Model Councillor Code of Conduct
- Public Transparency Policy
- Privacy Policy
- Risk Management Framework
- Risk Management Policy
- Copyright Act 1968 (Cth)
- Criminal Code Act 1995 (Cth)
- Crimes Act 1958 (Vic)
- Defamation Act 2005 (Vic)
- Equal Opportunity Act 2000 (Vic)
- Freedom of Information Act 1982 (Vic)
- Health Records Act 2001 (Vic)
- Local Government (Governance and Integrity) Regulations 2020 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Summary Offences Act 1966 (Vic).

## 14. Council Plan Reference

Objectives: A Council that listens and adapts to the needs of our evolving communities.  
Context: Be recognised for demonstrating a culture of excellence, creativity and inclusiveness.

## 15. Review

As a minimum, this Policy will be reviewed every four years.



OCTOBER 2024



MOORABOOL SHIRE COUNCIL

# Moorabool Shire Gateways Framework



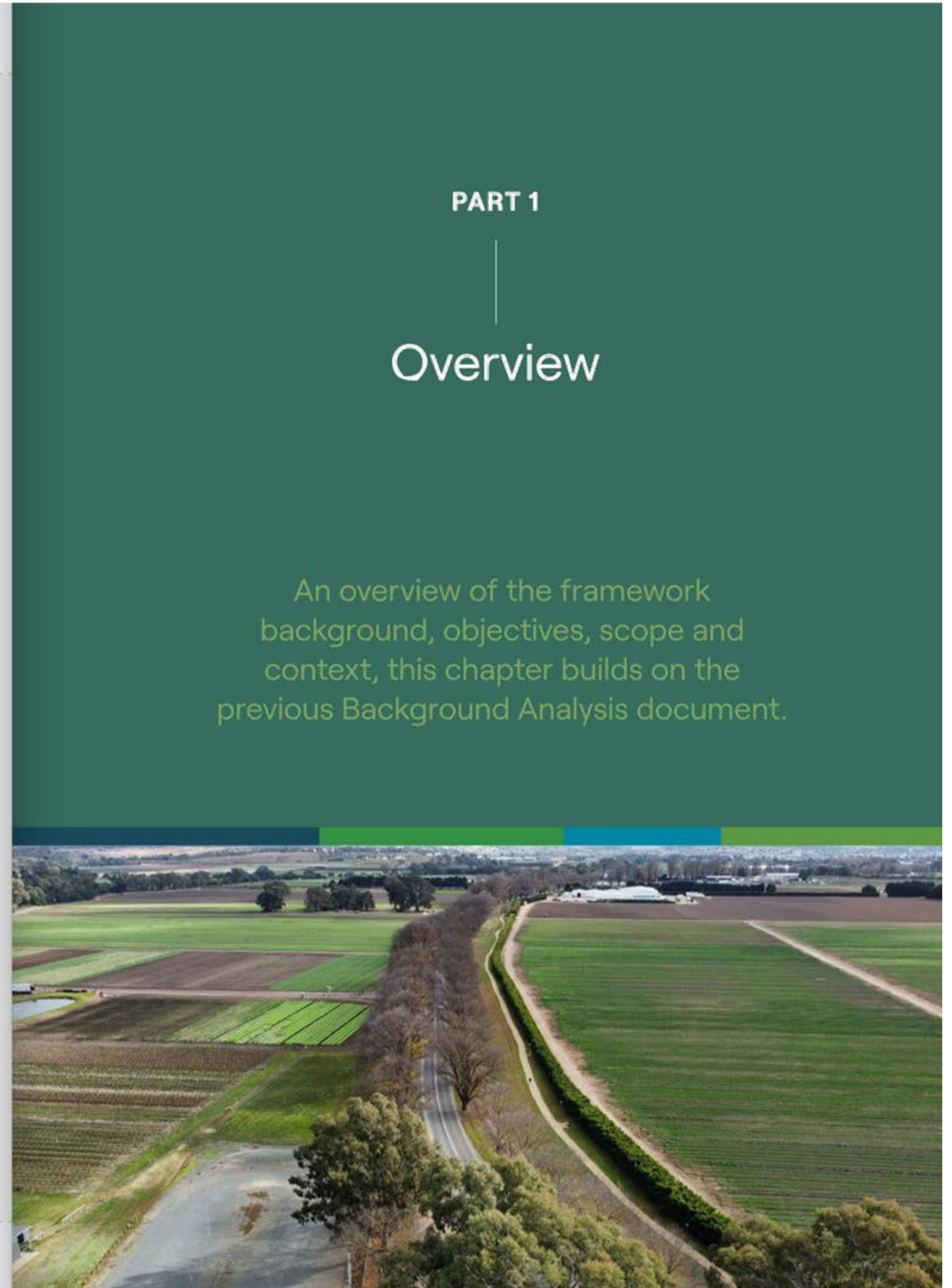


# Contents

<b>PART 1 – OVERVIEW 04</b>			
Introduction	1	Signage hierarchy & use – Concept for three scales of signage	18
Aims and Outcomes	4	Principles to follow in determining Gateway position and format	20
Framework context	6	Gateway Elements and their use	22
Informing the Gateways Vision	8	Gateways Elements in focus	24
<b>PART 2 – FRAMEWORK 09</b>			
A Vision for the Moorabool Gateways Framework	12	Decision process for developing each Gateway	26
The Vision applied via the Gateway Elements	14	Decision process for developing each Gateway: Hopetoun Park example	29
Signage details	16	<b>PART 3 – ACTION</b>	
		Action plan – 5 years	32

## ACKNOWLEDGEMENT OF COUNTRY

Council respectfully acknowledges the Traditional Owners of the land which includes the Wurundjeri Woi Wurrung, Wadawurrung and Dja Dja Wurrung people. We pay our respects to the Elders past, present and emerging.





# Introduction

## Structure of this document

The Gateways Framework is divided into the following sections;

### PART 1

Overview, which states the framework background, context and aims.

### PART 2

Framework, which sets out the rules for deciding gateway treatments.

### PART 3

Action, 5 years action plan for developing each gateway.

## Gateways

The concept of a 'Gateway' and its purpose is not fixed and as such the development of this framework has focussed on a 'toolkit' of principles that can respond to a variety of settings and be used for a range of outcomes. Different combinations can be used to achieve a range of functional, experiential and representational outcomes.

The traditional idea of a 'Gateway' is of a recognisable threshold that is passed through and signifies a contrasting landscape that offers the promise of a different experience to where one has travelled from. Eg. travelling between towns or from rural landscapes to a town centre.

Contemporary interpretations of a 'Gateway' have evolved as the nature and role of townships and settlements change. Traditionally functioning as places where commercial and social institutions were centralised in regional areas, towns now support much wider audiences and have ever expanding footprints. With traditional town boundaries increasingly blurred, 'Gateway' measures should consider an approach sequence that amounts to a curated and additive landscape response to announcing ones arrival.

## Use and implementation

The application of the principles in this document should be informed by the physical conditions of the entry location as well as any broader strategic reasons for locating a new or existing gateway treatment. This framework is a guiding document but should be used in conjunction with other relevant Moorabool Shire Council documents including but not limited to;

- ~ Small Towns and Settlements Strategy 2016
- ~ Urban Tree Management Policy Approved 2016
- ~ Street Tree Species Guide 2016
- ~ Street Tree Strategy Moorabool Shire Council 2017-2031
- ~ Individual township Native Plant Lists
- ~ Arts and Culture Strategy 2021-2025
- ~ Moorabool Shire Gateways, Background Assessment, 2021
- ~ MSC Tourism Signage Review 2018 (reduced) (002)
- ~ Moorabool Shire Council Brand study 2021
- ~ Small Township Enhancement Projects as they develop
- ~ Tree planting plans as they develop

It is envisaged that further discussion and development of the gateways elements including the preferred implementation will be undertaken beyond the scope of this framework. In addition, detailed resolution and documentation of the signage suite will need to be undertaken once a preferred option is decided.

Detailed design drawings are not part of this framework and each gateway will need to be considered as part of the Small Township Enhancement Projects

## Action Plan

The process for a implementing the Framework for a typical town is as follows;

1. Review Town/settlement to be implemented and establish timeframes and priority entries. This includes reviewing any current improvement or other strategic plans for the town to make sure they align.
2. Assess Gateways sites proposed in implementation section and undertake detailed site analysis including approaches to sites.
3. Develop a more detailed concept design response for each site including tree and planting selections in line with the Gateways elements in this document. Check that planting aligns with Moorabool Shire Council tree planting details and town specific species list.
4. Check with any relevant authorities (Power authority, Regional Roads) to ensure gateway site is acceptable.
5. If not already completed, develop detailed fabrication documentation for signage and agree on colour/material selection for town. This may include some consultation with the community.
6. Where possible, bundle multiple towns and sites for efficiency of fabrication and construction on site. Roll- out Gateway installations and maintain for a generous establishment period to ensure health and good form of planting, trees in particular.



# Aims and Outcomes

What **issues** does the Gateway Framework aim to address?

- ~ Uneven distribution of current signage
- ~ Ageing signage, ongoing maintenance costs estimate
- ~ Represent Shire identity
- ~ Inconsistent approach to signage replacement
- ~ Missing framework to long term gateways legacies beyond just signage
- ~ Unclear priorities for capital expenditure

What **outcomes** might the Framework propose?

- ~ More democratic distribution of signage and gateways
- ~ Gateway hierarchy allowing economical maintenance
- ~ Refresh of signage to reflect Shire vision and identity
- ~ Consistent 'Tool-kit' of gateway elements for future implementation
- ~ Holistic Gateway framework based on suite of elements and principles
- ~ Implementation framework
- ~ Enhancing Moorabool's identity through use of picture frame signage

How the role of Gateways and the expressions of signage have evolved in recent decades



● Prominent sign at single town entry



● Avenues planted to acknowledge sacrifice and local pride



● Small township signage as functional markers of boundaries



● Embodying some of the essence of a place including recognition of indigenous heritage



● Avenues planted as landscape cues to announce arrival



● Recognisable both in physical form and as wider branding of a place (including online)

# Framework Context

## Scope and Locations

The Moorabool Shire Gateways Framework focusses on developing a 'toolkit' for the site specific implementation of Gateways treatments to Moorabool's many settlements. This approach has seen the development of a set of principles that can be applied to any settlement in any location. More detailed implementation matrices will be discussed in the 5 years action plan.

The Moorabool Shire Gateways Framework uses the towns listed as a sample selection to build the structure around and to test and apply the implementation principles. Other places within Moorabool Shire that may not have been covered in depth, are included in the long list of Settlements on this page.

## Allocations for other Settlements

The principles articulated in the framework should be the starting point for decisions around gateway treatments and signage allocations, however as a minimum, each town entry should be signed in accordance with the hierarchy outlined in this framework.

## Other considerations

Where signage is located or proposed along highway entries to the Shire, consultation with Department of Transport will be required to ensure access and maintenance to signage sites is agreed to and readily made available.

## Townships, Places and Settlements

The Moorabool Shire Small Towns and Settlements Strategy defines three scales of habitation and applies these to places within Moorabool Shire as a way of organising them and finding commonalities across settlements of particular sizes. The Towns listed below are those that have been analysed in more detail within the Small Towns Strategy (STS) and have been listed here under it's system of categorisation.

### LARGE TOWN

Bacchus Marsh  
Ballan  
Darley  
Gordon  
Maddingley

### SMALL TOWN

Blackwood  
Bungaree Dales  
Creek  
Dunnstown  
Greendale  
Hopetoun Park  
Lal Lal  
Mount Egerton  
Myrning  
Wallace

### SMALL VILLAGE

Balliang  
Balliang East  
Clarendon  
Elaine  
Korweinguboorra  
Yendon

## Other Settlement and Hamlet

Barkstead	Lerderderg
Barrys Reef	Long Forest
Beremboke	Meredith (part)
Blakeville	Merrimu
Bolwarrah	Millbrook
Bullarook (part)	Morrison's
Bullarto South (part)	Mount Doran
Bunding	Mount Wallace
Bungal	Navigators
Buningyong (part)	Parwan
Cargerie	Pentland Hills
Claretown	Rowsley
Clarkes Hill	Scotsburn
Coimadai	Spargo Creek
Colbrook	Springbank
Durham Lead (part)	Trentham (part)
Fiskville	Warrenheip (part)
Glen Park (part)	
Glenmore	
Grenville (part)	Ingliston
Korobeit	
Leigh Creek	



Figure 1 Moorabool Small Town Hierarchy Map

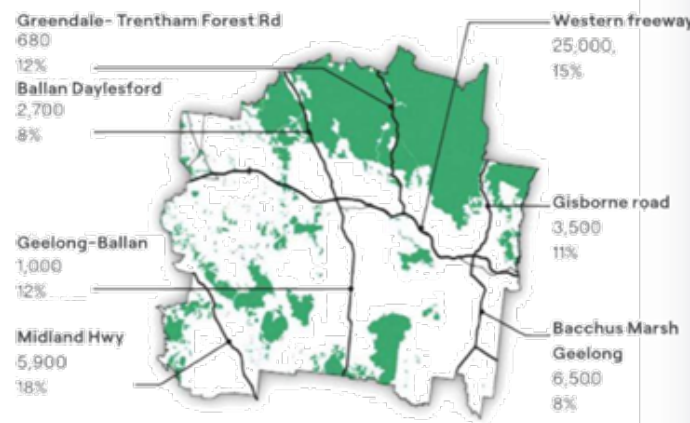


Figure 2 Daily traffic volumes in Moorabool Shire (2020)



# Informing the Gateways Vision

## Project inputs

The documents and groups listed here have been key in developing the Gateways Vision and should serve as ongoing references for the implementation of the Framework.



PART 2  
 Framework

**Vision**

Capturing the character of the region and reflecting this in a palette of materials and threshold approaches, the Vision informs the aesthetic approach to the gateways

**Principles**

A set of guidelines to follow in the development of gateway treatments within Moorabool Shire, the Principles allow specific site responses while keeping a uniformity to the overall framework.

**Elements**

When arranged to respond to each specific location, these elements combine to reflect the Vision of Gateways Framework.

Signage details, options and planting

Decision process for developing each Gateway





# A Vision for the Moorabool Gateways Framework

The process of developing a Vision for the framework looked to try and distill the essence of the region by way of a combination of materials, forms, language and placement to showcase what makes Moorabool Shire a special place to live and to visit.

The communities of Moorabool Shire relish the connections they have to natural places and treat them with great care.



Residents maintain pride in their towns and the role they play in this key productive farming region.



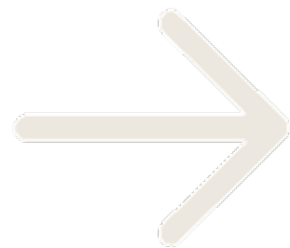
The Moorabool community values the connections with and expressions of the region's Indigenous and European heritage.



Moorabool Shire offers a contemporary and connected lifestyle within a traditional, rural landscape.



The townships value their individual identities and creativity and see these as a strength as well as an expression of town pride.



Physical features of the land and its ongoing occupation and enjoyment by people were themes that continuously emerged and these became the cornerstone of a series of Vision statements for the framework;



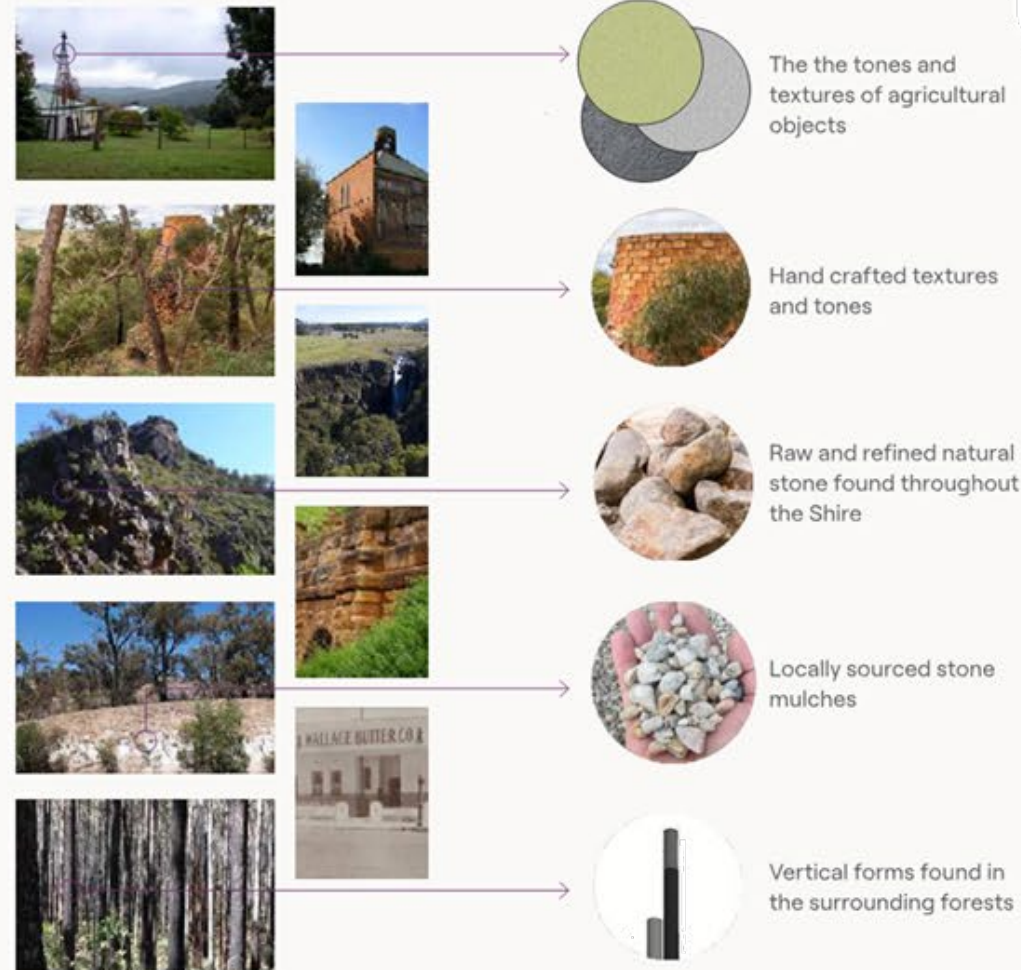


# The Vision applied via the Gateway Elements

The town gateways will serve as a series of recognisable landmarks that reflect the character of the townships of Moorabool Shire. More broadly, Shire boundaries will identify the transition points from neighbouring Local Government areas.

These will be recognisable through various combinations of four elements that will share a common approach to the gateways character; Signage, Landform, Siting & Features and Planting.

## ...through materiality,



## ...through content,

Signage is only one part of the main gateway palette with planting and other features combining to embody some of the essence of the region and its character.

## ...through the sensitive combinations of Gateway elements



# Signage details

## Hierarchy

This additive approach will mean that all towns will get a basic sign, while selected, more prominent entries may also have additional features as appropriate. Shire entries and faster speed environments will have a more square format main gateway

sign to allow for greater ease of recognition and a built-in backdrop. Less significant town entries will have smaller scale secondary gateway sign that retains a similar feel to the main signs.

Shire Boundary Sign



Shire Boundary Gateway sign Picture Frame Signage (iconic artwork)



Main Gateway sign at key entry



Secondary Gateway sign



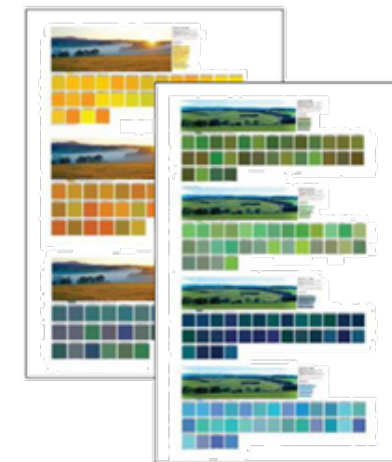
Using the same format, the small place markers can be used in other township locations at a smaller scale.

## Colours

While it is suggested that the format and colour palette of the signs remains consistent between towns, the colours of the pole elements may vary from place to place depending on the site and the preferred aesthetic of each place. This palette is

informed by the Moorabool Shire Brand research study that was completed in 2021 and proposes a number of suggested colour palettes at the conclusion of the document.

Moorabool Shire Council branding strategy colour palettes (2021)



Longer distance approach at Mount Egerton



Prominent entry at Bacchus Marsh



# Signage hierarchy & use

CONCEPT FOR THREE SCALES OF SHIRE SIGNAGE



## Type A

### Town and Village Picture Frame Signage

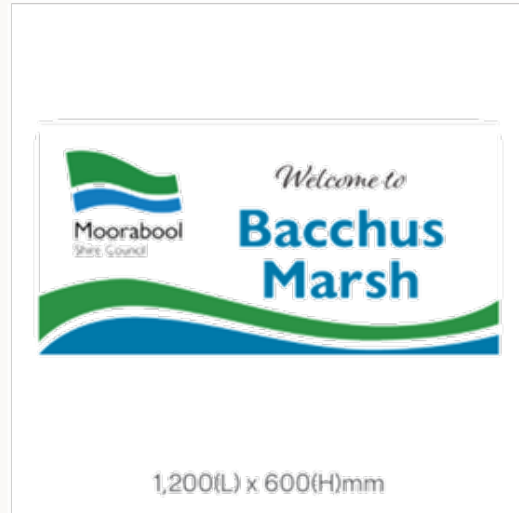
Towns that currently have Picture Frame Signages will be retained and upkept.

#### EXISTING

- Bacchus Marsh's wine glass and strawberries sign
- Ballan's autumn leaves sign
- Gordon's wedge-tailed eagle sign
- Blackwood's wombat sign
- Myrning's Cockatoo sign
- Greendale's Kangaroo sign
- Mt Egerton's gold miner sign
- Greendale's Kangaroo sign

#### NEW PICTURE FRAME SIGNAGE DELIVERED BY DEVELOPER:

- Hopetoun Park - Developer
- Merrimu - Developer
- Parwan - Developer



1,200(L) x 600(H)mm

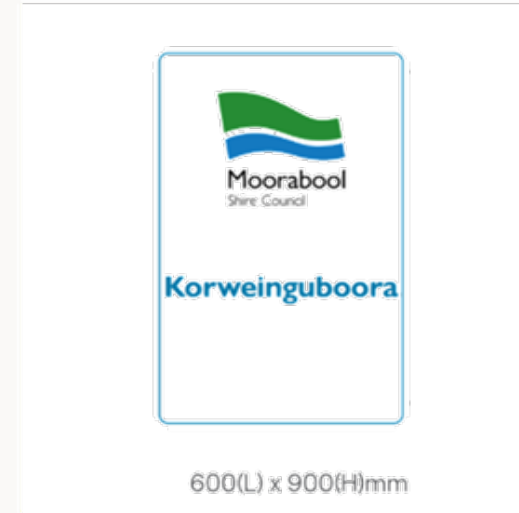
## Type B

### Village

Typically for use at prominent township entries

#### VILLAGE LIST:

- Bacchus Marsh
- Ballan
- Blackwood
- Bungaree
- Dales Creek
- Dunnstown
- Gordon
- Greendale
- Hopetoun Park
- Lal Lal
- Mount Egerton
- Myrning
- Wallace



600(L) x 900(H)mm

## Type C

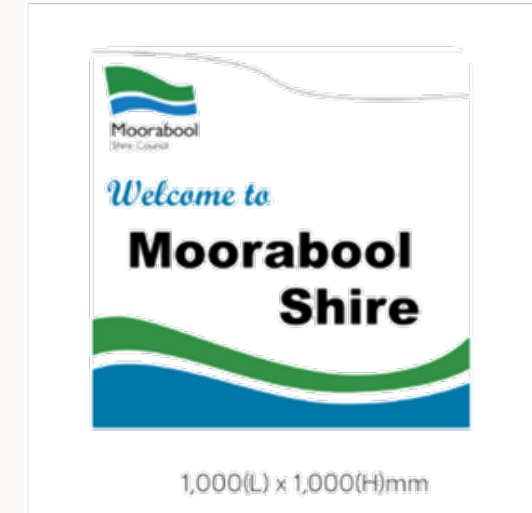
### Small Village, Settlement and Hamlet

Typically for use at township entries or locality boundaries

See Page 7 (refer to the Part 1 small village, settlement and hamlet list)

#### Include:

- Darley
- Maddingley



1,000(L) x 1,000(H)mm

## Type D

### Shire boundary sign

Typically for use at Shire key entry/exit points.

Based on Moorabool Shire Toursim Signage Review(2018), more signages to add at proposed locations.



# Principles to follow in determining Gateway position and format

## General

When assessing future gateway sites and treatments, the following principles should be considered as a guide. In addition, the palette of physical elements should be used in combination to reflect the level of priority for each entry threshold.

- 1.1 Build upon existing gateway elements where they are supportive of other principles. eg. Avenues of Honour.
- 1.2 Consider replicating other successful gateway treatments to township where suitable. eg. Recent avenue planting to another entry.
- 1.3 Provide breaks in vegetation to contrast gateway elements against bushland or planted avenues.
- 1.4 Consider multiple, spaced elements in higher speed approaches to ensure adequate viewing distance.
- 1.5 If a proposed location has other signage around, consider removal or consolidation of signage to assist.

## 1. Signage

- 1.1 Assess all entries to settlement/town and determine key arrival or through routes for main signs and gateway treatments. Avoid placing largest signs at all thresholds if only minor corridors.
- 1.2 Avoid placing signage in line of sight or near significant heritage structures or landscape vistas.

## 2. Landform

- 3.1 Utilise topography and landform to assist with placement to achieve intuitive timing

and natural expectation of gateway elements.

- 3.2 Consider using mounding to accentuate gateway where approach requires increased contrast to surroundings.

## 3. Siting & Features

- 5.1 Consider placement in relation to property boundaries, fence lines and overhead power lines.
- 5.2 Factor in zones where changes in speed limits occur to locate gateways in areas that have slower speeds.
- 5.3 Consider immediate setting of gateway including; foreground/background, light/shadow, other visual distractions.
- 5.4 Assess whether other gateway signals (eg. Avenues) already exist and how they might suffice without further elements added.
- 5.5 Where verge locations are sparsely planted (eg. wide grassed area with paddock behind), consider backdrop planting behind signage to give contrast.
- 5.6 Level and maintain ground conditions that will detract from the gateway elements.
- 5.7 Locate on approaches to settlements where road features signal a slowing of speed, such as a corner.

## 4. Planting

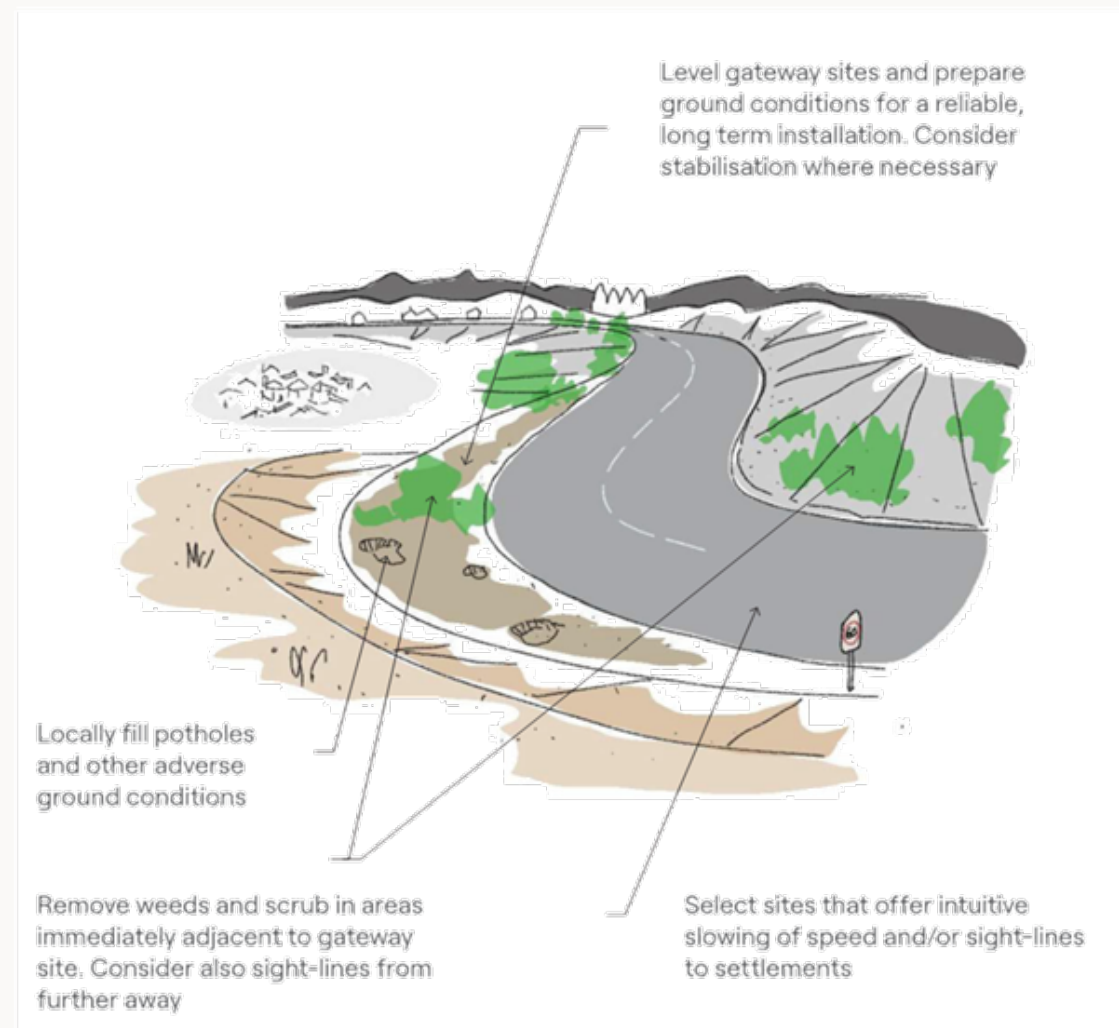
- 4.1 Consider short and long term planting outcomes when selecting plants/trees, including interim planting. Where tree avenue planting is proposed, consider a shorter term planted backdrop to signs.

- 4.2 Refer to local township native planting guidelines for confirmation of appropriate/inappropriate plant selections.

- 4.3 Confirm planting selections align with 'Roadside Management Plan (2001)' to avoid introduction of invasive species.

- 4.4 Contrast planting with other planting or trees immediately before a gateway site to help 'announce' it.

- 4.5 Where new Gateways elements, including planting are proposed near to existing Avenues of Honour, advice from Council Heritage advisor should be sought.



# Gateway Elements and their use

## General

The elements of each gateway serve as a checklist to assess the existing features of each location and to help inform what new physical measures should be implemented. Each entry threshold to the towns listed in Part 1 of this document have been assessed using these in conjunction with the overall Principles articulated already.

### 1. Signage

Definition; 'Signage' is any of the physical signs in the suite as applied by location.

### 2. Landform

Definition; 'Landform' covers any shaping of the immediate topography around the site in order to better present the gateway features. It may include excavation, stabilisation or mounding measures for example.

### 3. Siting & Features

Definition; 'Siting' refers to the positioning of the gateway elements, both the immediate site and more distant approaches.

'Features' are the elements that make up each gateway and may include a combination of signage, boulders, planting, land formation, and ground surfaces.

Features have been used as a way of integrating the Gateway elements into the surrounding landscape and should be used with consistency across the Shire. Placing boulders and pole clusters in the foreground of some signs installations helps to locate them in their setting and achieves a more subtle approach than abrupt signage alone.

Other features include;

**Poles** - are clusters of steel pipes of varying heights used in the same way as the signage supports. They can be used to help define the gateway area. They may be coloured in a palette for each township.

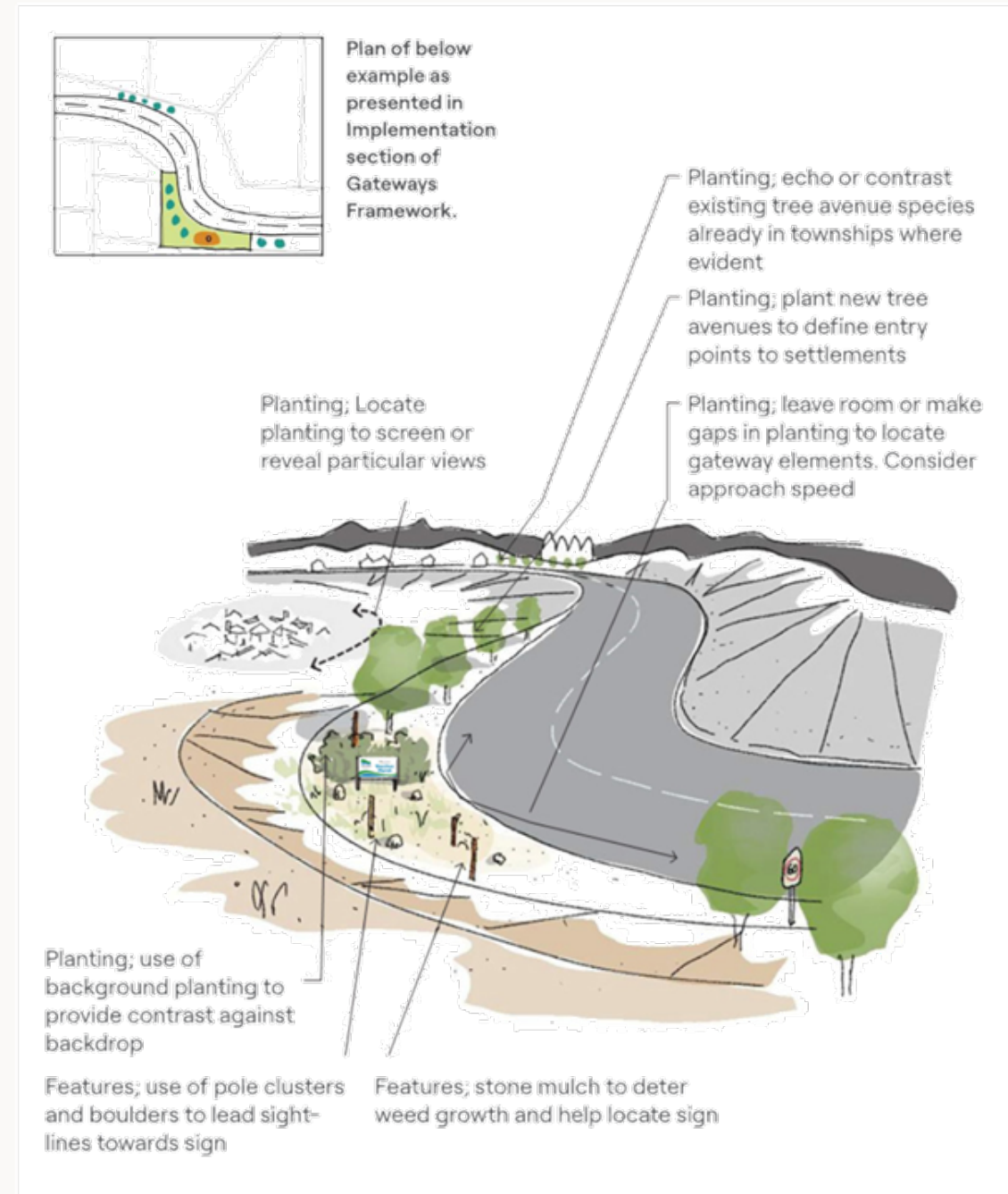
**Boulders** - should be used in a similar way to poles and to offer some protection to signs in exposed locations

**Retaining walls** - low, recycled timber sleepers can be used to give structure to sign sites that require definition or shoring up.

### 4. Planting

Definition; 'Planting' refers to the addition, removal or maintenance of plants, shrubs and trees in the vicinity of the gateway to achieve its best advantage.

The role of planting for each gateway is to frame and support the other physical elements and provide visual interest to the gateway setting. Sustainable landscapes use plants that perform well in the local area. Suitable plants may include native and indigenous plants, as well as exotics (non-Australian plants) from similar climatic zones.





# Gateways Elements in focus

## Existing signage

The existing iconic artwork signage around Moorabool Shire has served its purpose well in relating the essence of the Shire's attractions to visitors and locals. Its distribution however is inconsistent with many townships and entries not represented by the large 'picture frame' signs.

It is intended that the existing large format signage (pictured below) is to remain and be upkeep. We will establish an inspection and maintenance regime and put on the register for ongoing maintenance.

Many of the suggested sites for new gateway treatments are to be considered and design all new picture frame signage based the identity of the township.

## Proposed approach to new signage

In conceiving the town and Shire boundary signage as part of a wider 'gateway' Framework, the signs are treated as one part of a suite of gateway elements. This contrasts with the current approach to signage which champions the signs over their immediate settings. A more nuanced 'additive' approach is proposed where a combination of elements helps to reflect the status and position of each town entry.

By redirecting the focus away from signage alone, a longer term outcome is proposed that includes legacy tree and avenue planting to many gateway thresholds.

Where there is already significant bushland or avenues, other elements are suggested, such as boulder treatments and poles to provide contrast to visually dense backdrops.



Secondary tier signage is generally outdated which will be updated to Type B and C signage according to hierarchy.

### Pros

- Iconic, eye-catching, memorable
- Visible (in most cases)
  - Embody character of township
  - Utilises the setting as backdrop

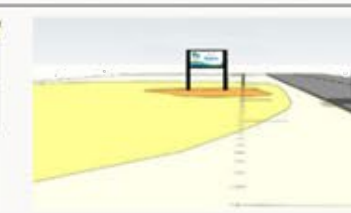
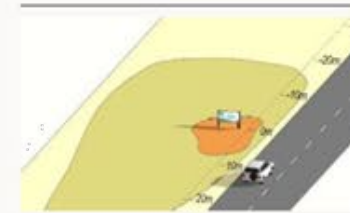
### Cons

- Dated, singular representation of town
- Require ongoing maintenance
- Sometimes lost against background
- Limited locations

## General rules with element placement

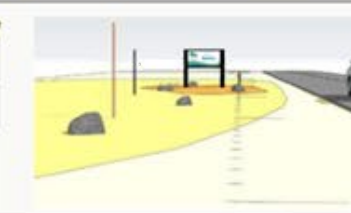
### OVERHEAD VIEW - TYPICAL

### PERSPECTIVE VIEW FROM 30M DISTANCE - TYPICAL



#### Signage without other elements.

Locate minimum 3m from road zone. Where necessary, clear surrounding vegetation and lay down stone mulch.



#### Clustered Pole and boulder features.

Locate to direct sight-lines towards signage and for viewing from both approaches (front/back). Use to accentuate foreground and terrain.



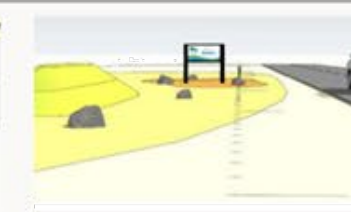
#### Background planting.

For short term, immediate effect where signage requires greater contrast - eg. against bushland backdrop.



#### Avenue planting.

For long term effect. Where considered effective enough, can be implemented without other gateway elements.



#### Mounds and berms.

Mound to screen views to distracting scenery or to lead sight-lines towards signage.



# Decision process for developing each Gateway

QUESTIONS TO ASK/ PROMPTS	RATIONALE	OTHER CONSIDERATIONS
Does this township or approach necessarily need a Gateway? If so, why?	All frequented approaches to town centres should be assessed for their relative importance in to helping to define a township or settlement. Projected growth corridors should also be factored into this process.  Assess whether there is currently any physical marker or landscape treatment that signals a change from the surrounding area for each township approach. If existing elements exist, assess to what extent they should be retained, replaced or enhanced by the Gateway Framework Principles and Elements. Part of the role of Gateways is also act as a recognisable marker of the Vision developed as part of this document. Refer to Vision Statement.	
Where should the Gateway be located?	Gateways should generally be located with clear sightlines and where other physical landscape cues naturally slow visitors on approach to townships.	Some locations may respond to future development extents and require close consideration and confirmation of these extents so they are appropriately placed.
What is the site extent of each Gateway?	The extent of the Gateway will be informed by the local conditions of the particular site. Generally, Gateways should have a lead-in distance before any signage as well as a contrasting backdrop.	

QUESTIONS TO ASK/ PROMPTS	RATIONALE	OTHER CONSIDERATIONS
What currently exists there? What can be built upon or improved?	Many existing Gateways in Moorabool Shire have some redeeming features that should be retained and where appropriate, enhanced by using the approaches outlined in the Gateways Framework. For example, where recent tree avenue planting has been implemented or a plan exists to develop one, this should be continued for other Gateways to that township.	As well as positive aspects, some proposed sites have negative attributes that should be removed where possible. eg. other signage, scrub and visual clutter.
Which sign should be used and where?	One town sign should be used at each key entry point to a township or settlement. While this may not be every entry, it should be at any approach that receives reasonably high volume of traffic. Secondary signs should be used where a longer lead-in to an obvious Gateway is present or where sightlines to the main sign might be obscured; eg. Hopetoun Park, where main sign is slightly after the intersection. Shire boundary signs should be used where a Shire boundary is on a highway.	At each locality boundary.
How should changes in landform be considered?	Sites with steep cross-falls should generally be avoided and if they must be used then signs and other elements orientated across the slope - as long as this suits sightlines. Gateway elements should be arranged to make a composition that utilises any slope to advantage.	Existing drainage swales should be avoided for all Gateway installations in order to not encumber flows or drainage.
What other Gateway Elements should be used and how?	The use of boulders and pole clusters is intended to expand the immediate site of a Main town sign in the vertical plane and to lead ones eye on approach. These elements should be used at more significant (ie. high volume) approaches to frame other Gateway features such as planting and signage and give the Gateway more spatial prominence.	

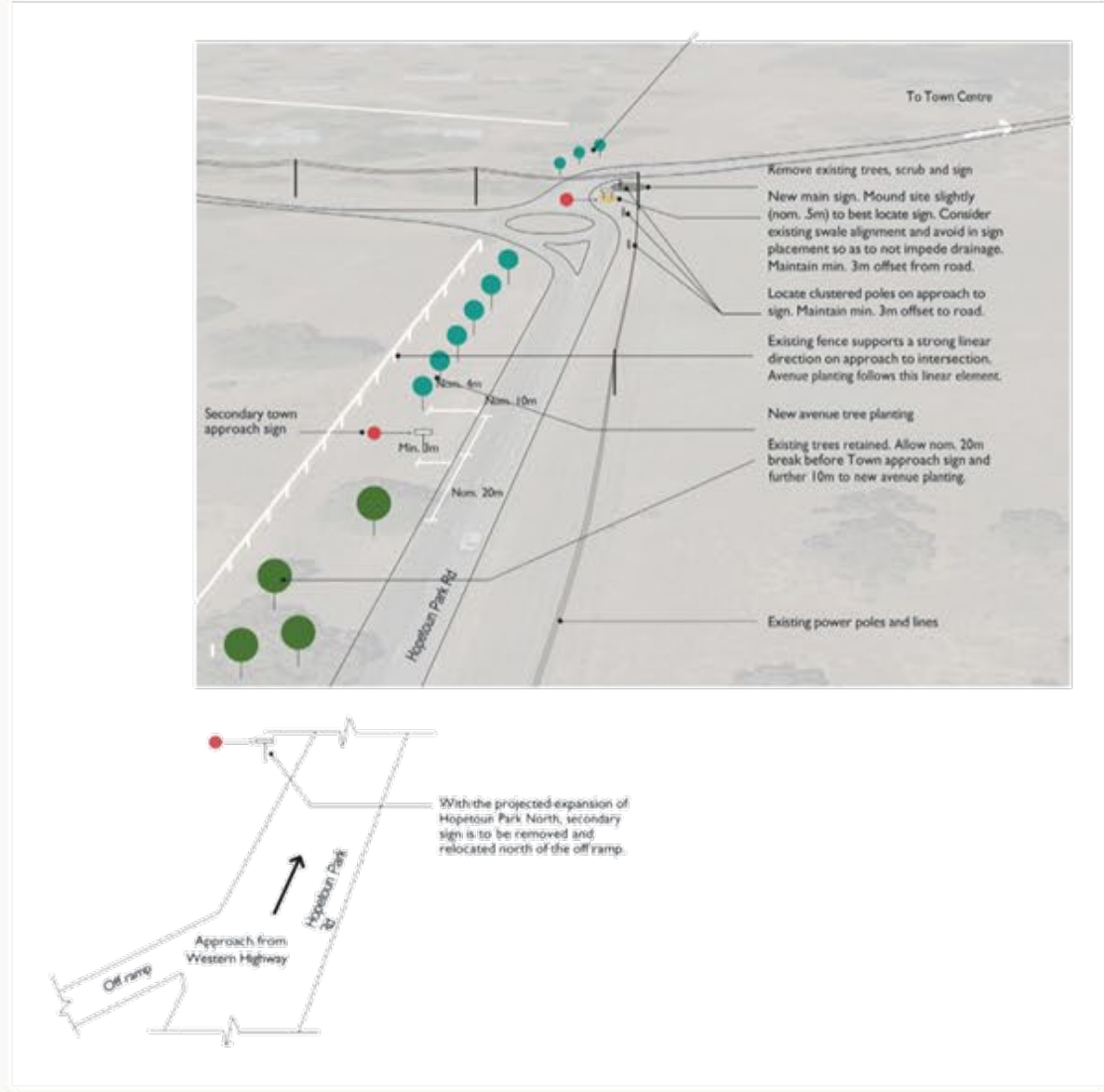
## Decision process for developing each Gateway: Hopetoun Park example

QUESTIONS TO ASK/ PROMPTS	RATIONALE	OTHER CONSIDERATIONS
What role should planting play?	Planting of tree avenues will offer the best long term legacy elements to any Gateway and result in memorable entries to townships and settlements. Avenues should be used in most cases where space and conditions allow. Other shorter term tree planting is usually proposed where signs require some level of contrast to a background or to screen unsightly neighbouring landscape features or development. Ground covers are used to help 'ground' signage sites and should be planted to both sides of signs as they are double-sided.	
What is the ideal plant installation size?	45L pots	
How far apart should avenue trees be?	10m spacing from trunk to trunk	
How should existing Heritage elements be considered?	Where proposed Gateway elements are to be installed near existing heritage places, including built features and Avenues of Honour, Council's Heritage advisor should be notified and their permission sought.	When confirming final locations for all Gateways, Heritage overlays should be observed.

QUESTIONS TO ASK/ PROMPTS	RATIONALE
Does this township or approach necessarily need a Gateway? If so, why?	Yes. To signify the entry into the township at the key decision point, that being the roundabout. To act as a recognisable marker of the vision developed for Moorabool Shire. Refer to Vision Statement.
Where should the Gateway be located?	As there is only one road into Hopetoun Park - the new picture frame signage will be located on the approach to the roundabout.
What is the site extent of each Gateway?	The identifiable linear timber fence sets up this Gateway site and should be supplemented by avenue planting as one approaches the intersection as a long-term cue to the town entry.
What currently exists there? What can be built upon or improved?	Grass verges with native trees upon approach, white timber fence, a roundabout and an aged existing sign surrounded by scrub.
Where should the signage elements be placed?	A secondary sign should be located on approach to the roundabout to notify the driver that they are close to a decision point. The town sign should be located to alert visitors of the town centre direction.
Which sign should be used and where?	As there is one obvious approach to the Hopetoun Park, the main sign should be located at a point with long distance sightlines - as shown. The supplementary sign has been placed to announce the start of the Gateway treatment from the highway approach.
How should changes in landform be considered?	Not applicable in this situation as other cues are more beneficial and landscape is relatively flat. Care should be taken to avoid locating the sign in the swale area.
What role should planting play?	A proposed avenue of trees offers a contrasting treatment from the natural composition of existing native trees and helps signify the more formal, intentional landscape of the Gateway.



QUESTIONS TO ASK/ PROMPTS	RATIONALE
What species should the proposed trees be?	Native tree species proposed for hardiness, low-maintenance and in keeping with the rural surrounds. As the adjacent trees are natives as well, a contrasting species such as Eucalyptus mannifera should be used in this case. As there is not a Native Plant List for Hopetoun Park, the nearest township guide should be used as a check against inappropriate plant selections, in this case Myrniong. ( <a href="https://www.moorabool.vic.gov.au/Waste-and-environment/Environment-and-sustainability/Revegetation">https://www.moorabool.vic.gov.au/Waste-and-environment/Environment-and-sustainability/Revegetation</a> )
What is the ideal plant installation size?	45L pots as a minimum.
How far apart should avenue trees be?	10m spacing from trunk to trunk





# Action Plan

## Existing Iconic Artworks

The existing iconic artworks at the main entrance of each town become an integral part of the local community that should be retained. They are list as below:

- ~ Bacchus Marsh’s wine glass and strawberries sign
- ~ Ballan’s autumn leaves sign
- ~ Gordon’s wedge-tailed eagle sign
- ~ Blackwood’s wombat sign
- ~ Myrning’s Cockatoo sign
- ~ Greendale’s Kangaroo sign
- ~ Mt Egerton’s gold miner sign

### Ongoing annual program will contribute to the gateway framework

1. Small Township Enhancement Plan – STEP (UDLA)
2. Annual Tree Planting Program (Parks & Gardens)

### Year one

1. Undertake a condition assessment of all existing signage.
2. Repair the damage and repaint the iconic artworks, put on the register for yearly maintenance schedule.
3. Draft a master plan to map out existing signage and determine any missing, damaged and faded signs and prepare a replaced program budget for year 2 based on hierarchy and on going management budget.

### Year two

1. Ongoing maintenance for existing signage.
2. Landscape design for street master plan to incorporate landscaping elements around signages.
3. Manufacture new signages as per master plan.

### Year three

1. Install signage
2. Shire boundary signs and outdated Type C and B to be replaced in Year 3.
3. Developing a maintenance program.

### Year four - five

1. Landscaping elements upgrade and maintenance.
2. Annual tree planting program and STEP (small township enhancement plan), on going entrance development.





PART 3

Action

# Action Plan – Broken down into place

IMPLEMENTATION	YEAR 1	YEAR 2	YEAR3	YEAR 4	YEAR 5
Town	Structure engineer inspection.  Iconic Artwork Signage put on the register.  Maintenance the picture frame signage.	Ongoing maintenance  Upgrade landscape elements.  Install signage.	Ongoing maintenance for signage and landscape.	Ongoing maintenance for signage and landscape.	Ongoing maintenance for signage and landscape.
Village	Mapping out the gateway and missing signs.	Install signage at the prominent township entries.	Install signage  Upgrade landscape elements.	Ongoing maintenance for signage and landscape.	Ongoing maintenance for signage and landscape.
Small Village	Mapping out the gateway and missing signs.	Design signage.	Install signage.	Upgrade landscape elements	Ongoing maintenance for signage and landscape.







**Moorabool Shire Council**

Principal office  
15 Stead Street  
Ballan  
Victoria 3342

T (03) 5366 7100

E [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au)

[MOORABOOL.VIC.GOV.AU](http://MOORABOOL.VIC.GOV.AU)

