



ATTACHMENTS

**Ordinary Council Meeting
Under Separate Cover
Wednesday, 5 June 2024**

Table of Contents

9.1	Petition - Objection to Rename the Elaine Recreation Reserve the Ron Read Recreation Reserve	
	Attachment 1 Letter - Petition against renaming the Elaine Recreation Reserve	5
11.1	2021-2025 Moorabool Shire Council Plan - Progress Report Q3 - March 2024	
	Attachment 1 Moorabool Shire 2021-2025 Council Plan - Progress Report Q3 - March 2024.....	6
11.2	2017-2021 Moorabool Shire Council Plan - Outstanding Actions Progress Report Q3 - March 2024	
	Attachment 1 Moorabool Shire 2017-2021 Council Plan - Outstanding Actions Progress Report March 2024	31
12.1	Planning Scheme Amendment C108Moor Ballan Precinct 5 - Authorisation	
	Attachment 1 Amendment C108Moor Documents.....	37
	Attachment 2 Community Infrastructure Contributions	72
13.1	Fair Access Policy	
	Attachment 1 Fair Access Policy.....	73
	Attachment 2 Fair Access Policy Action Plan	78
13.2	Community Asset Committees - Reports	
	Attachment 1 Minutes - Millbrook Community Centre CAC - 22 August 2023	81
	Attachment 2 Minutes - Navigators Community Centre CAC - 24 October 2023	85
	Attachment 3 Minutes - Wallace Public Hall CAC - 12 November 2023	88
	Attachment 4 Minutes - Bacchus Marsh Public Hall CAC - 22 January 2024.....	90
	Attachment 5 Minutes - Bacchus Marsh Public Hall CAC - 25 March 2024.....	96
	Attachment 6 Minutes - Greendale Recreation Reserves CAC - 22 February 2024.....	102
	Attachment 7 Minutes - Blacksmith's Cottage and Forge CAC - 27 February 2024	106
13.3	Community Grant Recommendations - March Round 2024	
	Attachment 1 Community Grants March 2024 Round	116
14.1	Audit and Risk Advisory Committee - Independent Chair Half Yearly Report 2023/24	
	Attachment 1 Audit and Risk Advisory Committee - Independent Chair Half Yearly Report 2023/24	120
14.2	Audit and Risk Advisory Committee of Council - Reports	
	Attachment 1 Audit and Risk Advisory Committee Summary of Minutes - 21 February 2024.....	126
14.3	March 2024 Quarterly Financial Report	
	Attachment 1 March 2024 Quarterly Report.....	137

15.1 Capital Improvement Program - Quarterly Report March 2024

Attachment 1 2023-2024 CIP Project Report Update 147



5213 Midland Highway, Elaine Vic 3334
ABN: 89 695 254 928

To Moorabool Shire:
Re: Petition against name change of Elaine Recreation Reserve

12th May 2024

Please find attached petition for Council to look at regarding the name change of our towns Elaine recreation Reserve.

The Elaine cricket club committee, players and members are against the change of name. We have also been contacted by many local residents who are also against the name change and rang to ask the Cricket club why and wanted information. At that stage we did not know anything about the petition put out by the CAC and this was the only way that the only user group that uses the Elaine recreation reserve found out of this.

We were very shocked to have not been informed of this to say the least.

We have now contacted the Moorabool shire and they informed us we would need to get a petition to show there is a major amount of local community members who do not want the name changed.

The Name "Elaine Recreation Reserve" represents the whole town and community, it also represents past, present, and future people who have, are or will volunteer years of service to the reserve.

There are so many people and families that have given many years and volunteered at the reserve, to name the reserve after just one person is not right.

Like many other reserves they too have people who they honour for their service as a volunteer and usually they name such things as below after these people to acknowledge, honour and remember them and their service.

: cricket training nets
: Tennis courts
: Pavilions

Mr Ron Read loved his trees and to plant a tree after him and put a bench seat and plaque would also be among the many ways to honour him, but to rename the whole facility after him or any one person would be a step too far and take away from our town's history.

Considering in 2021 there was 231 people in the town, including children, and for us to get a petition of more than 120 people in a week and we could have had many more but only had til the 12th May, I find it hard to see how the name change could be granted. All the people who put their names on the petition are from Elaine mostly or surrounding close district, only cricket club players are outside of the district but have a strong connection to the town and the Elaine Recreation reserve.

Thank you for taking the time to read the above and we look forward to your reply.

Kind Regards
Elaine Cricket Club Committee



Moorabool Shire Council

PREMIUM Action and Task Progress Report

January 2024 - March 2024

Report Filters:

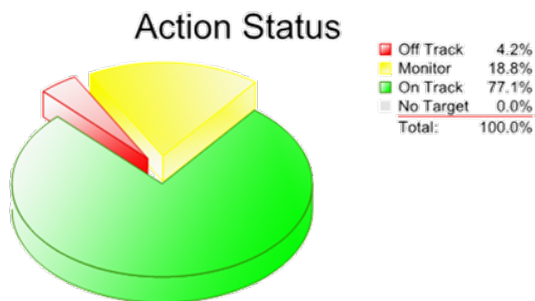
Date From :01-01-2024

Date To :31-03-2024

Display Task : No

Action Filter :Council Plan





Action Progress Against Targets



- 48 Actions reported on
- 37 At least 90% of action target achieved
- 9 Between 60 and 90% of action target achieved
- 2 Less than 60% of action target achieved
- 0 Actions with no target set

Result Area: 1 Community Vision: We embrace our natural environment and lifestyle options to create an inspiring place for everyone to

, work and play

Objective: 1.1 Objective 1 - Healthy, inclusive and connected neighbourhoods

Priority: 1.1.1 Improve the health and wellbeing of our community

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Review the Recreation and Leisure Strategy	In Progress	1/07/2021	30/06/2024	75%	85%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Recreation and Leisure	Recurrent				

Selected action filters: Council Plan


on Progress Comments

February Q3: Draft strategy has been received and under review by officers.

Update Jan - Mar 2024

Draft strategy has been received and under review by officers.

Updated - 25/03/2024


		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Implement the annual actions of the Health and Wellbeing Plan	Kristian Brudenell - Coordinator Community Development & Engagement	In Progress	1/07/2021	30/06/2025	75%	75%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Health & Wellbeing	Recurrent				

red action filters: Council Plan

on Progress Comments

March 2023 - Progress 2023;
-March: Actions are currently on track.
Updated - 26/03/2024


		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Implement the annual actions of the Age Well Live Well Strategy	Kristian Brudenell - Coordinator Community Development & Engagement	In Progress	1/07/2021	30/06/2025	50%	75%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Health Promotion	Recurrent				

red action filters: Council Plan

on Progress Comments

March 2024 - Progress 2024;
-March: Recruitment completed and two vacant positions have been filled.
In conclusion of the DAIP review, Community Development will conduct a review of this strategy.
Updated - 26/03/2024

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5 Implement the annual actions of the Disability, Accessibility and Inclusion Plan	Kristian Brudenell - Coordinator Community Development & Engagement	In Progress	1/07/2021	30/06/2025	70%	75%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Disability and Inclusion	Recurrent				

red action filters: Council Plan

on Progress Comments

March 2023 - Progress 2023;
- March 2024: Vacant positions within the team have been filled.
Community Development has recently engaged individually with all Service Units assigned actions within this plan and have updated completed actions and provided support for future requirements.
Updated - 26/03/2024



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.51 Develop a New Young Communities Strategy (which combines the Municipal Early years and plan and Youth Strategy)	Rhona Pedretti - Manager Child, Youth & Family Services	In Progress	1/07/2023	30/06/2024	80%	75%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Child, Youth and Family	Recurrent				

Red action filters: Council Plan

on Progress Comments

March 2023 - Progress 2023;

January & Feb: The Young Communities Strategy themes and actions have been further refined by the Child, Youth and Family Services team. The consultant has sent the draft document to the graphic designer. We are on track to present the draft Young Communities Strategy to Council at a Briefing on 13th March and OMC on 3 April. A draft children and young people version of the Young Communities Strategy is in progress.

Updated - 29/02/2024

Priority: 1.1.2 Improve access and opportunities for integrated transport

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1 Complete Stage 1 construction of the Aqualink Cycle and Pedestrian project in Bacchus Marsh	Corinne Jacobson - Manager of Major Projects	In Progress	1/07/2021	30/06/2024	98%	100%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Red action filters: Council Plan

on Progress Comments

February 2024: Construction completed, making final touches. Awaiting for signage/Wayfinding signs package to arrive - ETA end of April.

Construction of Aqualink Stage 1 (Lerderderg River to Holts Lane) shared pathway and road crossings are complete, and fencing has been completed to residential properties, which is now open for public use. Landscaping works were completed in December 2023. Wayfinding signage package is in progress with installation scheduled for April.

Updated - 10/04/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.11 Develop a set of guiding principles to facilitate Place Making	Shannon Maloney - Manager Community Activation	In Progress	1/07/2022	30/06/2025	15%	35%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Council Plan


on Progress Comments

March 2024 FY:

Update: No further update. The Economic Development Strategy was adopted in Oct 2023. Place Making has been identified as a medium priority to be developed in the next 1-3 years subject to funding and available budget

Updated - 05/03/2024



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Construct Stage 2 of the Aqualink Cycle Corridor project across Marsh	Corinne Jacobson - Manager of Major Projects	In Progress	1/07/2022	30/06/2024	94%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Red action filters: Council Plan

Progress Comments

-Feb 2024: Works on the underpass occur in the new year. This action is waiting for Occupation Certificate Approval.
 - Construction of pathway is complete. Awaiting DoT approval to complete works associated with the underpass.
 Updated - 27/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.3 Develop an Integrated Transport Plan for Growth Areas	Ewen Nevett - Manager Engineering Services	In Progress	1/07/2022	30/06/2024	90%	95%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Infrastructure Subdivision Development	Recurrent				

Red action filters: Council Plan

Progress Comments

Integrated Transport Plan has been completed and accepted by Council. A public-facing document summarising the comprehensive report is being worked on. Completion of this document marks the closing of this item. Graphic Designer has been appointed and Coordinator of Development Infrastructure currently working through information. Inclusive of public consultation, exec and Councilor briefing this is anticipated to be completed by the end of Q4 with a tight timeframe
 Updated - 05/03/2024



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4 Implement the annual actions from the Road Safety Strategy	John Miller - Manager Asset Management	In Progress	1/07/2021	30/06/2025	75%	70%	
Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
2.4	Recurrent						

red action filters: Council Plan

on Progress Comments

Quarter 3 Update:
 Attendance of December and February Road Safe Central Highlands Meetings
 Successful grant application under the Safe Local Roads and Streets program up to \$2.0m
 Implementation of speed reductions at the following locations;
 Mars Road and School Road in Balliang East
 Mochus Marsh-Balliang Road Maddingley
 Main Street Gordon
 1 Melbourne Road, Dunstoun-Yendon Road in Dunstoun
 Road safety upgrades at Moorabool West Road, Haywood
 Road and Coalmine road.

Updated - 10/04/2024

Priority: 1.1.3 Facilitate opportunities for the community to gather and celebrate

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.14 Investigate opportunities to support volunteerism in the community	Kristian Brudenell - Coordinator Community Development & Engagement	In Progress	17/07/2023	30/06/2025	20%	39%	
Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
3.14	Recurrent						


red action filters: Council Plan

on Progress Comments

Quarter 3 - Progress done in 2023/24;
 -March 2024: Council is planning a volunteer appreciation bbq during Volunteer Week to recognise the contributions of volunteers within the shire .
 A volunteer page was created and launched on the corporate website . Sought candidates for the vacant Community Development positions and awaiting positions to be filled.
 In Oct to November the action was deferred due to position vacancies. By December, progress had resumed as recruitment for two vacant positions was nearly complete.

Updated - 26/03/2024



Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2 Implement the annual actions of the Arts and Culture Strategy	Shannon Maloney - Manager Community Activation	In Progress	1/07/2022	30/06/2025	70%	70%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Council Plan

on Progress Comments

Previous progress comments archived.
 2023-2024 FY;
 January/February 2024: A new Public Arts Officer commenced and is progressing the Bald Hill Sculpture Trail. MAPP International Women's Day Artist expression of interest open for submissions. Hide and Seek Festival Steering Committee expression of interest circulated to local artists. First Artist Coffee Catch up taking place on February 27 at Ballan Art Space.
 Jan - March
 New Public Arts Officer commenced and has progressed the Bald Hill Sculpture Trail. MAPP International Women's Day Artist expression of interest was open for submissions. Hide and Seek Festival Steering Committee expression of interest was circulated to local artists. First Artist Coffee Catch up taking place on February 27 at Ballan Art Space. Regional Arts Forum held a forum in Ballan at the end of March and presented to artists opportunities and involvement in cultural tourism .
 Updated - 22/03/2024



Priority: 1.1.4 Develop a vision and provide opportunities for rural communities

Item	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1 Develop a Township Improvement plan for one small town annually	In Progress	1/07/2021	30/06/2025	60%	68%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Planning	Recurrent				

Red action filters: Council Plan

On Progress Comments

2023-2024:

Year 2024 – Lal Lal Draft Masterplan completed with the concept based on HYS and the concept that has been raised with the community. To be presented to the Preplanning & Design Committee on the 12th of April 2024. Anticipated completion Q4.

Designing decisions, Urban Design and Landscape Architecture & Engineering Services will move forward with amendments and key deliverables.

Myrning STEP masterplan being developed to be presented shortly after Lal Lal to the Preplanning & Design Committee.

Designing decisions, Urban Design and Landscape Architecture & Engineering Services will move forward with amendments and key deliverables by Q2-Q3.

Endale STEP being conducted by Urban Design and Landscape Architecture with community engagement and liaison with Environments taking place. Conducting necessary research prior to design. Aiming to develop a concept plan and list of works if possible, by Q4.

Don STEP – Urban Design and Landscape Architecture assisting Active Sports & recreation grant application to improve township. Grant has been applied for.

By late 2024 Urban Design and Landscape Architecture is aiming to assist with concept and detail design where possible by Q4 2024 - Q1 2025.

Update: Myrning STEP - Consultation for STEP completed including drop-in session. Concept to be worked through following Lal Lal Concept. Anticipated to have draft completed by end of Q4

Updated - 10/04/2024



Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.2 Implement Township Improvement plans in accordance the annual budget.		Ewen Nevett - Manager Engineering Services	In Progress	1/07/2021	30/06/2025	70%	70%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance			
Capital Works	Recurrent							

Red action filters: Service Unit Action, Council Plan

on Progress Comments

Blackwood (FY23/24):

Delays to the Blackwood construction have been experienced due to heritage consultation elements, value management and design refinements. Works at the intersection of Blackwood-Greendale Road and Terrill Street are subject to Dept. of Transport and Planning approval. A submission has been made and we are awaiting outcome. RFQ was tendered for the first stage of construction works with seven submissions received. Contract award is anticipated for late April 2024.

Lal Lal (FY24/25):

Community engagement for Lal Lal has been completed with drop-in session and Have Your Say portal. Work continues on the design with construction likely to commence in January 2025.

February 2024:

Construction tender has been advertised with construction likely to commence in June 2024. Delays have been experienced due to heritage consultation elements, value management associated redesigns.

Works at the intersection of Blackwood - Greendale Road and Terrill Street are subject to DOPT approval.

Lal Lal: Community engagement for Lal Lal has been completed with drop in session and HYS portal. Work continues on amend concept plans for Lal Lal township. Designing process continue into 24/25 with construction likely to commence in January 2025

Updated - 10/04/2024

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.4 Complete design and commence construction for an Library and Community Hub		Corinne Jacobson - Manager of Major Projects	In Progress	1/07/2022	30/06/2024	91%	100%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance			
Major Projects	Recurrent							

Red action filters: Council Plan

on Progress Comments

-Feb 2024: Progressing on track as per Q2 update.

Progress: An EOJ for the construction was completed in October 2023 with six builders shortlisted. The tender was sent out in November 2023 and closes in January 2024. It is anticipated a contract will be awarded in April 2024 with commencement on site in May 2024.

- The select tender closed in January 2024. The evaluation is complete and a report to award the contract is scheduled for the April OMC with construction anticipated to commence in May 2024.

Updated - 27/03/2024



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.5 Complete construction for Ballan Library and Community Hub	Corinne Jacobson - Manager of Major Projects	Not Started	1/07/2023	30/06/2025	0%	0%	
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Major Projects		Recurrent					

Red action filters: Council Plan

on Progress Comments

Item 3 - Progress;

-Feb 2024: Commencement is dependent on the completion of Ballan Library and Community Hub Design Plan. Forecasted to be completed within the planned duration - FY25

The tender was sent out in November 2023 and closes in January 2024. It is anticipated a contract will be awarded in April 2024 with commencement on site in May 2024.

- The select tender closed in January 2024. The evaluation is complete and a report to award the contract is scheduled for the April OMC with construction anticipated to commence in May 2024.

Updated - 27/03/2024

Priority: 1.1.5 Provide access to services to improve community connection in the Shire

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.11 Construct Moorabool Aquatic and Recreation Centre (ARC) Stage 1 - Bacchus Marsh Indoor Sports Stadium	Corinne Jacobson - Manager of Major Projects	Completed	1/07/2022	30/06/2024	100%	100%	
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Major Projects		Recurrent					


Red action filters: Council Plan

on Progress Comments

Item 3 Progress (2023)

Number: CoO was issued in early October. Project is now completed. Final occupancy late October.

Updated - 07/12/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.12 Implement the annual actions of the Female Friendly Sport and Recreation Participation and Facilities Strategy	Shannon Maloney - Manager Community Activation	In Progress	1/07/2021	30/06/2024	80%	75%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Sport and Leisure	Recurrent						

Selected action filters: Council Plan


Item Progress Comments

Item comments archived

2023-2024 FY:

-March: Early design work for Active Moorabool brand has been completed. Officers are collecting additional data on female participation from clubs. Council undertook on MARC Stadium project. Design of the netball facility upgrade is currently underway. Safety audits have been completed at Maddingley Park, Mt Egerton Reserve, Mason's Lane Reserve and Ballan Reserve. Council's Fair Access Policy has been approved by Executive. Council prepared and submitted a grant application for Gordon Rec Reserve Active Recreation loop in response to feedback from FFS.

Updated - 25/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.2 Complete construction of the West Maddingley Early Years & Community Hub (WMEYH)	Corinne Jacobson - Manager of Major Projects	Completed	1/07/2022	30/06/2024	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Major Projects	Recurrent						

Selected action filters: Council Plan

Item Progress Comments


Works commenced in February 2023 and are scheduled for completion in November 2023.

Update: Construction works commenced in February 2023 and are progressing well. Completion is scheduled for November 2023. On track for completion in November 2023.

Construction is now complete with Practical Completion achieved in November 2023. An official opening was held in mid December.

January:

Updated - 13/12/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.4 Commence construction of the Regional Bowls Facility	Corinne Jacobson - Manager of Major Projects	In Progress	1/07/2021	30/06/2024	90%	99%	

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
5.4 or Projects	Recurrent				

red action filters: Council Plan

on Progress Comments


3-2024 FY;

-Feb 2024: Funding agreement in place however finalisation of agreement with the bowl is still in progress. It is anticipated the project will be tendered in Q4.

Design for the bowls club is complete with the tender documentation well progressed. An EOI for the construction has been completed and successful contractors notified. The tender has been delayed due to delays in finalisation of the funding agreement for the State Government contribution.

- Funding agreement has been finalised. Select tender is scheduled for April 2024.

Updated - 27/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.5 Complete construction of the Regional Bowls Facility (external funding dependent)	Corinne Jacobson - Manager of Major Projects	Not Started	1/07/2022	30/06/2025	0%	0%	

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
5.5 or Projects	Recurrent				

red action filters: Council Plan


on Progress Comments

-Feb 2024: This action will commence once the Funding agreement has been finalised with the bowl in Q4. This action is expected to be carried over to FY 2024-2025.

An EOI for the construction has been completed with five builders shortlisted. The tender has been delayed due to delays in the finalisation of the funding agreement for the State Government contribution.

- Funding agreement has been finalised. Select tender is scheduled for April 2024.

Updated - 27/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.6 Construct Stage 2 of the Bacchus Marsh Racecourse Recreation Reserve (BMRRR)	Corinne Jacobson - Manager of Major Projects	In Progress	1/07/2022	30/06/2024	95%	100%	

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
5.6 or Projects	Recurrent				


red action filters: Council Plan

on Progress Comments

-Feb 2024: The AFL/ both ovals have been sprung in Jan as scheduled with the establishment on track by May 2024 given the weather conditions. Construction of the play space continues with completion scheduled for April 2024.

- The soccer oval is well established and will be over sown with rye grass for winter use. The playspace continues with completion scheduled for mid May 2024.

Updated - 27/03/2024


<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
5.7 Seek funding for Stage 3 BMRRR (annually until successful)	Derek Madden - Chief Executive Officer	Completed	1/07/2021	30/06/2025	100%	75%	 GREEN
<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>		
of Executive Officer	Recurrent						

red action filters: Council Plan

on Progress Comments
 ding for various components of this project has been secured
 Updated - 13/04/2023

Objective: 1.2 Objective 2 - Liveable and thriving environments

Priority: 1.2.1 Develop planning mechanisms to enhance liveability in the Shire

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.10 Review and update the draft Urban Design Guidelines for new development, including sustainable subdivision principles	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2021	30/06/2024	90%	91%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Planning	Recurrent						


Red action filters: Council Plan

On Progress Comments

2023-2024 FY: Landscape Design Manual is currently in the draft stage and is anticipated to be finalized in Q3. Currently, the draft has been passed on to the technical engineer to be considered for Council.

Under review with the technical engineer

Updated - 27/03/2024


Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Consult and complete Bacchus Marsh Town Centre structure plan	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2022	30/06/2024	75%	80%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Planning	Recurrent						

Red action filters: Council Plan

On Progress Comments

January 2024: Draft Structure Plan under review (includes seeking comments/feedback from internal departments)
 February 2024: Feedback provided to consultant. Officers working with consultant on updates to the draft inline with feedback.
 March 2024: Consultant updating draft plan in line with feedback from Council officers.

Updated - 27/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.6 Consult and complete Bungaree and Wallace Structure Plans	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2022	30/06/2025	55%	70%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Planning	Recurrent						


Red action filters: Council Plan

On Progress Comments

February 2024 - The consultation paper was uploaded to Councils Have Your Say Page in February 2024 and letters sent to landowners, agencies and submitters.
 March 2024 - Officers are working through the matters raised in submissions.

Updated - 26/03/2024



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.8 Consult and complete Rural Land Use strategy	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2023	30/06/2025	65%	70%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Planning	Recurrent				

Red action filters: Council Plan

on Progress Comments

3-2024 FY;


January: Draft RLU received and under internal review (includes seeking feedback from internal departments).

February: Undertaking internal workshop regarding draft RLU. Finalising feedback from internal review to provide to the consultant.

March: Feedback provided to consultant. Officers working with consultant on updates to the draft inline with internal feedback.

Updated - 27/03/2024

Priority: 1.2.2 Beautify our Shire including our parks, gardens, streetscapes, public and open spaces

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1 Implement the planting program as per the Street Tree Strategy	Phillip Taylor - Acting Manager Operations	In Progress	1/07/2021	30/06/2025	60%	40%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Parks and Gardens	Recurrent				

Red action filters: Council Plan

on Progress Comments

Feb 2024: Tree planting program finalised and implementation started for ordering of trees for this years planting program

Tree planting program has been finalised and approved by the Preplanning & Delivery committee. The program covers gap planting throughout Bacchus Marsh, residents requests and community planting requests in Darley, Gordon, Navigators and Millbrook. The planting program commenced in March and the anticipated completion is end August 2024, weather dependent.

Updated - 10/04/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Develop the Gateway strategy	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2021	30/06/2024	80%	95%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Planning	Recurrent				

Red action filters: Council Plan

Item Progress Comments

Feb 2024:

draft is still underway, a few challenges have posed delays and the draft is forecasted to be fully endorsed in September 2025. This action will need to be carried forward to FY 25.

late Q2: An additional period of public exhibition was conducted in early 2024. Currently working through amending the draft. This is to be checked with the GM of Assets and Infrastructure before public consultation. This draft will be in line with the Councillor presentation provided to simplify the policy and focus more on the objectives. Draft is currently intended to be presented to GM in Q3

Updated - 05/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.3 Implement the Gateway strategy	Mitchell Cunningham - Manager Environment & Waste	Not Started	1/07/2023	30/06/2025	0%	0%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Planning	Recurrent				

Red action filters: Council Plan

Item Progress Comments

Due to staffing issues, the Open Gateways Strategy was not completed in the 2022/2023 financial year as anticipated. Therefore, this action item will be rolled forward into the new financial year as the implementation is to follow the completion of the project. The implementation of Gateway Strategy is to follow the completion of the strategy which is currently expected to be completed early FY 24-25

Updated - 05/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4 Develop the Open Space strategy	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2021	30/06/2024	80%	91%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Planning	Recurrent				

Red action filters: Council Plan

on Progress Comments

January 2024: Due to resourcing issues, the amendment has not been achieved. Additional resourcing within the Environment Team has been allocated in March 2024. Timelines key milestones are yet to be determined.
 A draft will be in line with the Councillor presentation provided to simplify the policy and focus more on the objectives and be checked with the GM of Assets and Infrastructure prior to public consultation. The new draft is anticipated in Q4 of 2023/2024, and full endorsement is anticipated in early FY 24-25.

July 2024: Working through amending the draft. This draft will be in line with the Councillor presentation provided to simplify the policy and focus more on the objectives and be checked with the GM of Assets and Infrastructure prior to public consultation.

Updated - 27/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.5 Implement the Open Space Strategy	Mitchell Cunningham - Manager Environment & Waste	Not Started	1/07/2021	30/06/2024	0%	0%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Planning	Recurrent				

Red action filters: Council Plan

on Progress Comments

The Open Space Strategy was not completed in the 2022/2023 financial year as anticipated. Therefore, this action item will be rolled forward into the new financial year as the implementation is to follow the completion of the project.
 Implementation of Open Space Strategy is to follow the completion of the strategy which is currently planned to be completed by the end of Q4.

Updated - 10/04/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.6 Develop the Bacchus Marsh Avenue of Honour Management plan	Phillip Taylor - Acting Manager Operations	In Progress	1/07/2021	30/06/2024	98%	98%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Parks and Gardens	Recurrent				


Red action filters: Council Plan

on Progress Comments

July-Feb 2024: Further discussion with Heritage Vic to obtain all required permits prior to execution of any works
 In November 2023, Council adopted the Bacchus Marsh Avenue of Honour Management Strategy and Preservation Plan. An application has been made to Heritage Victoria for endorsement of the strategy and plan, including the first ten years of replacements, to avoid the need to seek approval for replacement works annually.

Updated - 28/03/2024



Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.7	Implement the annual actions of the Bacchus Marsh Avenue of Honour Management plan	Phillip Taylor - Acting Manager Operations	In Progress	1/07/2023	30/06/2025	15%	10%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Streets and Gardens	Recurrent				

Red action filters: Council Plan

on Progress Comments

Implementation will follow after the Development of the Bacchus Marsh Avenue of Honour Management Plan is completed which is expected to be finalised in Q 4. A Replacement Program has been developed with an infill/staged approach to be taken to reviewing the trees over time. An application has been made to Heritage Victoria for endorsement of the strategy and plan, including the first ten years of replacements, to avoid the need to seek approval for replacement works annually. Key stakeholder engagement is ongoing.

Updated - 28/03/2024

Priority: 1.2.3 Enhance our natural environments

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.19	Consult and finalise the Sustainable Environment Strategy	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2023	30/06/2025	50%	55%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Planning	Recurrent				

Red action filters: Council Plan


on Progress Comments

Feb- 2024: The consultant presented to Exec and Councilors earlier this year. The draft is being worked on along with have your sat live to test themes. This item is forecasted to be finalized within the planned duration, FY25.

Update: community consultation was undertaken for 4 weeks on the proposed themes in March/April 2024. Benchmarking and research is being undertaken to inform the draft strategy.

Updated - 02/04/2024



Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5 Implement the Waste and Resource Recovery strategy	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2022	30/06/2025	70%	70%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Waste	Recurrent						

Red action filters: Council Plan

on Progress Comments


4: Implementing actions as expected with the scheduled actions and strategy requirements.

update: A new action plan has been developed for the 2023/2024 actions, incorporating the 2 actions brought forward from 2022/2023. Officers are working through the actions.

update: In 2022/2023 all but 2 items within the strategy that were required to be completed were not completed. These 2 items will be brought forward within the action plan (that is currently being generated) to be added into the multi-year actions which are still underway. A new action plan is to be completed in October 2023 for 2023/2024 with Q1 and Q2

actions currently actioned

Updated - 10/04/2024

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.7 Develop a sustainable materials policy for infrastructure	Sani Jehar - Coordinator Development Infrastructure	In Progress	1/07/2023	30/06/2024	50%	63%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Planning	Recurrent						

Red action filters: Council Plan

on Progress Comments

No considerable progress due to resourcing. The completion date is likely to be pushed to mid FY 24-25

Next updates:


Policy creation is progressing - IDM Sustainable Materials Policy and the policy to be presented to the MDCM group for inclusion within Moorabool's Engineering Standards.

Policy has been included within the MDCM workshop and will be considered as per priority list agreed.

Current position vacancy within the relevant team may cause completion to be pushed to early FY 24-25. This item will also be an action item for the Environment Strategy which is intended to have a draft by the end of Q4.

Updated - 10/04/2024

Priority: 1.2.4 Grow local employment and business investment

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.2 Develop an Economic Development strategy and develop Action Plan	Shannon Maloney - Manager Community Activation	Completed	1/07/2021	30/06/2024	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Council Plan


on Progress Comments

3-2024 FY Q2:

Economic Development Strategy was endorsed by Council at the Oct 4 Ordinary Meeting of Council.

Action has been fully concluded. Currently preparing to implement the endorsed strategy.

Updated - 07/12/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.3 Implement the annual action of the Economic Development Strategy	Shannon Maloney - Manager Community Activation	In Progress	1/07/2022	30/06/2025	20%	10%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Council Plan

on Progress Comments

Comments archived

3-2024 FY;

January/February: The Business Investment Strategy consultant brief is being developed. The economic development strategy was adopted in October 2023, with Implementation commencing earlier than expected period which was predicted to be in FY 24-25.

Jan - Mar : The Business Investment Strategy consultant brief is being developed. The economic development strategy was adopted in October 2023, with Implementation commencing earlier than expected period which was predicted to be in FY 24-25. A scoping document has been drafted for Moorabool Business Association Feasibility Study .

Updated - 22/03/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.4 Develop an Investment Attraction Prospectus (Strategy)	Bec Carey-Grieve - Coordinator Arts & Economic Development	In Progress	1/07/2022	30/06/2025	50%	65%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Council Plan


on Progress Comments

1.3 - Progress done:

January-Feb 2024: A project brief and scope has been developed. This will now be reviewed by internal departments and the executive before commencing a tender process.

Updated - 08/04/2024

Priority: 1.2.5 Create a viable offering to attract visitors, tourists and investment

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.1 Develop a Visitor Strategy and Action Plan	Shannon Maloney - Manager Community Activation	Completed	1/07/2021	30/06/2024	100%	100%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Council Plan

on Progress Comments

Completed. The draft strategy was adopted by Council in August 2023 at the Ordinary Meeting of Council.

Updated - 07/12/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.2 Implement the Visitor Economy Action Plan	Shannon Maloney - Manager Community Activation	In Progress	1/07/2021	30/06/2024	40%	25%	 GREEN

Category	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development - Investment	Recurrent				

Red action filters: Council Plan

on Progress Comments

3-2024 FY;

January: The development of an events policy is being progressed with internal consultation.

February: The Tourism Midwest Victoria Industry briefing for Autumn took place in Bacchus Marsh. Expressions of interest of the Hide and Seek Steering committee were circulated to venues and tourism operators in the Shire.

Jan - Mar update:


The development of an events policy has progressed with internal consultation.

The Tourism Midwest Victoria Industry briefing for Autumn took place in Bacchus Marsh. The Hide and Seek Festival Steering committee has been confirmed. The Brand and website strategy briefs are underway and the Investment Attraction Strategy and Prospectus consultant brief is in draft. An application has been submitted to the Enabling Tourism Board for an Audience Segmentation Study.

Updated - 22/03/2024

Objective: 1.3 Objective 3 - A Council that listens and adapts to the needs of our evolving communities

Priority: 1.3.1 Listen, analyse and understand community needs

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.18 Review the Customer Experience Strategy	Angela Koya - Customer Channels & Operations Coordinator	In Progress	1/07/2022	30/06/2024	40%	50%	

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Customer Experience	Recurrent				


Red action filters: Council Plan

On Progress Comments

2023-2024 FY;
 Customer survey has been created with the current timeline to be sent out in mid January 2024
 Workshops to be held between December and February internally with each directorate to create a better understanding of the CX strategy and gain inputs from staff - the first workshop kicks off with the customer service team on 13/12/23
 Next steps: Once workshops have been held and customer survey has been completed a review of the data will help gain valuable insights and drive what should be in the CX strategy for the next 3 years.

Change in scope has changed the timeline slightly.
 CX strategy will now undergo a "Have your say" to ensure we are capturing as many residents as possible. This change has meant we now need to present to both exec, councillors and OMC to approve the have your say.
 Council meeting 19th March 24, Council briefing 27th March 24 and OMC 2nd May 2024.

Final workshops have been completed and analysis of the insights is underway.
 Updated - 08/04/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2 Develop the ICT strategy	David Jackson - Chief Information Officer	In Progress	1/07/2021	30/06/2024	90%	100%	

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
	Recurrent				


Red action filters: Council Plan

On Progress Comments

Latest progress archived_ Year 3 - Progress done in 2023;
 December 2023: Final ICT Strategy workshops have been conducted. Final decisions are being made to allow the initial draft ICT strategy.
 Update:
 February 2024 : Final Draft of ICT Strategy being prepared for presentation to ICT Steering Committee in March. There have been delays in final development due to changes in the organisational structure and competing pressures such as the Datascape Project.
 March 2024 : ICT Steering Committee meeting pushed back to April 9 due to member availability. Committee has been provided final associated strategy action plan for review.
 Updated - 27/03/2024



Priority: 1.3.2 Align services to meet the needs of the community

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Implement the Service Planning Framework per the updated services	Joshua Warner - Executive Manager People & Culture	In Progress	1/07/2022	30/06/2025	65%	70%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Home Care and Advocacy	Recurrent				

Red action filters: Council Plan

on Progress Comments


3-2024 FY;

Update: Following the successful completion of 2 service plans the P&C team continue to review the roadmap to determine the most appropriate means to implement moving forward. Often timing can be everything as it applies to a successful service planning exercise so implementation of the roadmap needs to be considerate of this. Furthermore, in some cases a continuous improvement activity may be more suitable than a service planning exercise so the development of a hybrid model is also under consideration.

Update: The Statutory Planning service planning exercise has been completed and the recommendation report has been approved and presented at Executive (12/12/23). This will now move into implementation phase. The scope for the Kindergarten Enrolment service planning exercise has commenced; the scope was approved at Executive on 12 December and will now move into data gathering phase.

2024 - The Kindergarten Enrolment service planning exercise has concluded and is moving through the approval process. Another positive outcome was achieved. The evolving nature of the Government landscape is influencing the 4-year road map and when service plans are to be completed. The P&C team will review the composition and rollout of the road map and make recommendations about future state.

Updated - 08/04/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.6 Develop Recreation Reserves Master Plan	Shannon Maloney - Manager Community Activation	In Progress	1/07/2021	30/06/2025	90%	70%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Recreation and Leisure	Recurrent				

Red action filters: Council Plan


on Progress Comments

3-2024 FY:

Jan- Mar update: Work continues in developing Masterplans for Gordon and Wallace. Gordon Reserve MP has been formally noted by Councillors in Feb. Dingley Park MP progresses with design work for netball facility upgrade. Lyons Lane MP progresses with design work for dog park and relocation of playground and supporting amenities. Wallace Reserve MP was presented to Councillors in March and is prepared for the April OMC

Updated - 10/04/2024



<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
5.5 Implement the actions of the Brand Strategy	Leanne Manton - Manager Brand & Advocacy	In Progress	1/07/2022	30/06/2025	70%	70%	 GREEN

<i>ivitv</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Communications and Media	Recurrent				

red action filters: Council Plan

on Progress Comments


r 3 - Progress done

Jary: design of external and internal signage for West Maddingley Early Years and Community Hub , design of artwork inserts for new A-frame for use at community events/official meetings etc.

February: design of fence wrap for new Ballan Library site finalised. Update of MARC Moorabuild sign underway.

March: installation of new signage at Ballan Recreation Reserve pavilion complete. Installation of signage at the West Maddingley Early Years and Community Hub in progress . Design signage for McLean Reserve Ballan complete.

Updated - 18/03/2024

<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
5.6 Design and implement a planned annual advocacy approach that attracts funding and support for Council's priority projects	Leanne Manton - Manager Brand & Advocacy	In Progress	1/07/2021	30/06/2025	75%	75%	 GREEN

<i>ivitv</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Advocacy	Recurrent				

red action filters: Council Plan

on Progress Comments

r 3 - Progress done in 2023;

Jary: promoted community open day for MARC Stadium, celebrating advocacy success.

February: updated advocacy priorities in preparation for Councillor workshop on February 28.

March: Councillor workshop complete. Prospectus redesign underway. Advocacy calendar of events/milestones for 2024 updated.

Updated - 18/03/2024



Moorabool Shire Council

PREMIUM Action and Task Progress Report

July 2017 - June 2021

Report Filters:

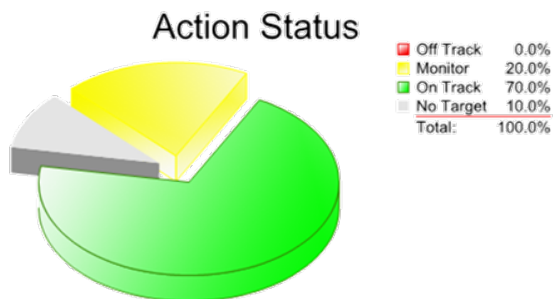
Date From :01-07-2017

Date To :30-06-2021

Display Task : No

Action Filter :Outstanding Council Plan Actions 2017/2021





Action Progress Against Targets



Result Area: 1 Community Vision: We embrace our natural environment and lifestyle options to create an inspiring place for everyone to live, work and play
Objective: 1.4 Objective 4 - Objectives carried over from Council Plan 2017-2021

Priority: 1.4.1 Carried over from Council Plan 2017-2021

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Undertake a Master Plan including concept and cost for a youth space at Rotary Park, including the Andy Old Facility	Completed	14/02/2020	30/12/2022	100%	100%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Child & Youth Services	Recurrent				


Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

A master plan was developed in early 2022 and released for community consultation from April to July 2022. A consultation summary was released in November 2022. The master plan was revised in early 2023 and was adopted by Council May 3 2023.

A risk assessment of options for Youth space in Bacchus Marsh was undertaken resulting in a plan to pilot a drop in program at the Lerderberg Library in July 2023.

Updated - 28/06/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.10 Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality (2017-2021)	Shannon Maloney - Manager Community Activation	Completed	1/07/2020	30/06/2021	100%	100%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Councils first Arts & Culture Strategy has been endorsed at the August 7 OMC. Year 1 actions plans are now being delivered and ongoing support is being provided for local artists.

Updated - 25/10/2021

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2 Revise the Community Engagement Policy and network	Troy Watson - Manager Community Development	Completed	1/10/2020	30/06/2021	100%	100%	


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Engagement	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Community Engagement Policy was adopted by Council at the Special Meeting of Council on 24 February 2021. A framework and toolkit to support the policy has been finalised and is currently being implemented.

Updated - 21/12/2021

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Develop an Enforcement Policy	Andy Gaze - Coordinator Community Health & Safety	Completed	1/07/2019	31/03/2023	100%	100%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Health and Safety	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Draft policy was developed following internal consultation and undertaking a Gender Impact Assessment. The draft policy was presented to Councillors at a briefing session. Public consultation on the draft policy is due to commence in April 2022.

22. Final preparations being made for public consultation on the public consultation phase.

11/2022 Plan awaiting publication on the have you say site

11/22 The enforcement policy is currently out for public comment on our Have Your Say site

22 The external consultation through the have your say portal is completed. Draft enforcement policy being reviewed and report for Council is being developed.


11/22 Report programmed for the October OMC

11/22 Report booked in for Council briefing on 30 November 2022

12/22 Report re booked for council briefing in February 2023

2023 Enforcement policy adopted by Council at march Council meeting

Updated - 04/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Incorporate flood mapping into the Planning Scheme prepare an exhibit Moorabool Planning Scheme Amendment C91 (2017-2021)	Sarah Kernohan - Manager Growth & Development	Completed	21/12/2018	30/06/2021	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Planning	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

On Progress Comments

Amendment C91 seeks to introduce flood controls to the Moorabool Planning Scheme. Following the preparation of the flood study and mapping in conjunction with Melbourne Water, a report was presented to the Ordinary Meeting of Council in September 2019, where Councillors endorsed seeking authorisation from the Department of Environment, Land, Water and Planning (DELWP) and exhibiting the Amendment. Conditional authorisation was received from DELWP on 25 November 2019, to prepare and exhibit the amendment. On 13 February 2020, DELWP granted approval to commence exhibition. Exhibition formally commenced on the 12 March 2020 for a period of 8 weeks. Due to COVID-19, the exhibition period was extended until 18 August 2020. The planning scheme amendment was reported to Council on 3 March 2021. At this meeting the amendment was referred to a planning panel. A planning panel has been appointed and a hearing is scheduled for June 2021. A directions hearing was held on 20 April 2021. The panel hearing was held during the week of 4 June. The amendment went to the 6 October meeting of Council. When put to the vote, the motion was lost. The report was taken back to the 1 December 2021 where the amendment was adopted by Council. The amendment was submitted to the Minister for Planning on 3 December 2021. The Minister for Planning approved the amendment on 8 February 2022.

Updated - 25/02/2022

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5 Develop and implement a policy on allocation, use and pricing of water for Council water assets	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2019	26/01/2024	80%	100%	 YELLOW


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Planning	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

On Progress Comments

State of Project at end of Q2:
 Draft water trading policy has been developed, the policy was provided to the consultants developing the Bacchus Marsh Integrated Water Management Strategy for inclusion in this document, however due to the scale of the Integrated Water Strategy it was not incorporated. As a result, the policy is still in draft form - it is expected that the policy will be completed by 23/2024.
 Ongoing discussions with internal staff the water trading policy is to be extended to include steps and objectives of what is to occur in drought as well. Kick off meeting has been completed with relevant staff Members and draft strategy for internal workshop is expected to be circulated in Q3

Updated - 13/12/2023


on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.6 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017 - 2021)	Sarah Kernohan - Manager Growth & Development In Progress	1/07/2019	30/06/2021	65%	100%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Planning	Recurrent				

red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

September - The planning scheme amendment documents have been completed. Councillors were briefed on amendment in September and October 2023 (three briefings). The amendment will be considered at the December 2023 OMC.
 September - The recommendation was carried at the December 2023 OMC. The amendment has been submitted to the Department of Transport and Planning for authorisation.
 February 2024 - Conditional authorisation was received from the Department of Transport and Planning on 28 February. Officers are working through the conditions.
 March 2024: Officers are working through addressing the conditions of authorisation.
 Updated - 26/03/2024


on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.7 Include the recommendations from the Planning Scheme Review report into the Planning Scheme	Sarah Kernohan - Manager Growth & Development Completed	11/08/2020	30/06/2021	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Planning	Recurrent				

red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

A staged approach is being undertaken to progressively incorporate recommendations into the Planning Scheme. These recommendations are incorporated into actions that have been outlined in the Council Plan 2021-25 and are separately reported on in 2021-22. These actions include: Reviewing/ Developing an Investment Attraction Strategy, Visitor Strategy, Heritage Strategy, and Economic Development Strategy. Any further recommendations for action will be incorporated as new Council Plan Actions as required.
 Updated - 21/12/2021


on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.8 Adopt a revised Municipal Early Years Plan (MEYP) and Youth Strategy	Rhona Pedretti - Manager Child, Youth & Family Services Completed	1/07/2017	30/06/2021	100%	Not Set	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Youth Services	Recurrent				

red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

A request for quotation specification has been developed in preparation for a procurement process to seek a suitable consultant to develop a combined early years and youth strategy. The strategy will be delivered in 2023-2024.
 This action is now marked completed as it has been joined with a new Council Plan action for the year 2023-2024 FY (Named: Develop a New Young Communities Strategy (which combines the Municipal Early Years and Plan and Youth Strategy))
 Updated - 03/08/2023

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.9 Implement the Reserve Management Framework	Shannon Maloney - Manager Community Activation	Completed	1/07/2020	30/06/2021	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
recreation and Leisure	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Due to the impacts of the COVID-19 pandemic and the impact on the financial sustainability of local sporting clubs and leagues, the final year of the Reserve Management Framework has not been implemented to the full extent as projected in the framework. As a separate action to review the existing Reserve Management Framework should be completed in 2022 to provide an updated and more robust framework for future years implementation.

Updated - 21/12/2021

Planning and Environment Act 1987

Moorabool Planning Scheme

Amendment C108Moor

Amendment to Rezone

Explanatory Report

Overview

This amendment introduces a development framework for future residential development of land bounded by the Western Freeway (northern extent), Geelong-Ballan Road (western extent), Old Melbourne Road (southern extent) and Werribee River (eastern extent). The land is also known as Precinct 5 within the Ballan Framework Plan in Clause 11.01-1L-03.

It does this by rezoning approximately 98.5 hectares of land from Rural Living Zone (RLZ) to Neighbourhood Residential Zone Schedule 10 (NRZ10); applying the Development Plan Overlay Schedule 9 (DPO9) to the subject site; applying the Vegetation Protection Overlay Schedule 2 (VPO2) to the subject site and adjoining sections of road reserve; applying the Environmental Audit Overlay (EAO) to 5580 Geelong-Ballan Road, Ballan; and removing the Design and Development Overlay Schedule 2 (DDO2) from the subject site.

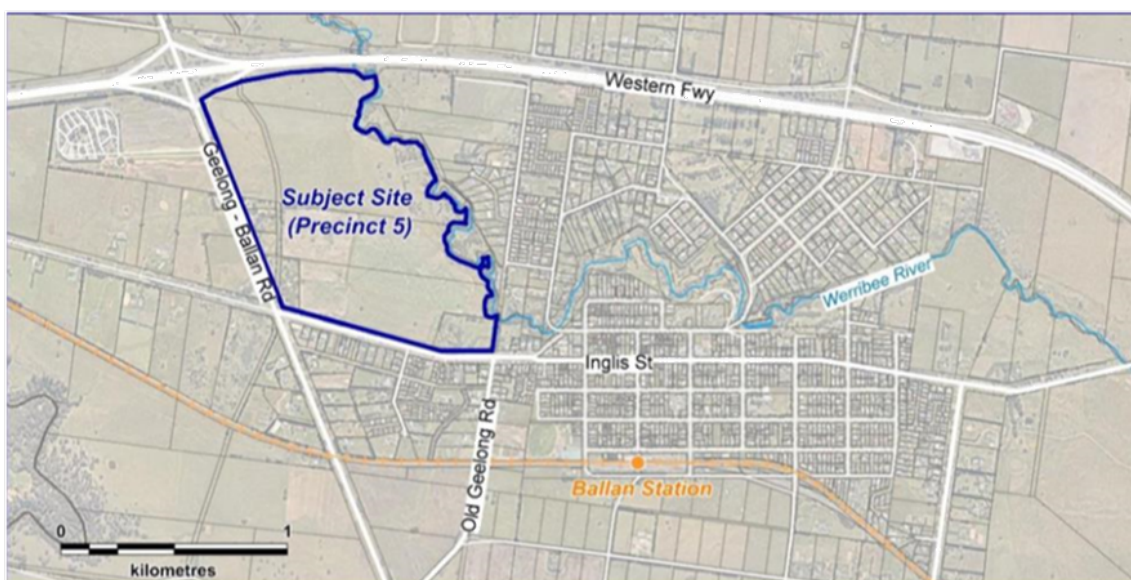


Figure 1: Excerpt from Retail Assessment by Ethos Urban

Where you may inspect this amendment

The amendment can be inspected free of charge at the Moorabool Shire Council website at <https://www.moorabool.vic.gov.au/Building-and-planning/Planning-for-the-Shires-future/Planning-scheme-amendments>

The amendment is available for public inspection, free of charge, during office hours at the following places:

- Moorabool Shire Council, 15 Stead Street, BALLAN VIC 3342
- Darley Civic and Community Hub, 182 Halletts Way, DARLEY VIC 3340
- Lerderderg Library – Customer Service, 215 Main Street, BACCHUS MARSH VIC 3340

The amendment can also be inspected free of charge at the Department of Transport and Planning website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Submissions

Any person may make a submission to the planning authority about the amendment and planning permit. Submissions about the amendment and planning permit must be received by [insert submissions due date].

A submission must be sent to: Moorabool Shire Council, PO Box 18, Ballan, Vic 3342 OR info@moorabool.vic.gov.au

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: [insert directions hearing date]
- Panel hearing: [insert panel hearing date]

Details of the amendment

Who is the planning authority?

This amendment has been prepared by the Moorabool Shire Council which is the planning authority for this amendment.

The amendment has been made at the request of Whiteman Property and Associates Pty Ltd on behalf of Wel.Co.

Land affected by the amendment

The amendment applies to land bound by the Western Freeway (northern extent), Geelong-Ballan Road (western extent), Old Melbourne Road (southern extent) and Werribee River (eastern extent) – as shown on Map 1 below.

The amendment applies to the following land:

- Lots 1 and 2 on Title Plan 886443
- Lots 1 and 2 on Title Plan 872395
- Lots 1 and 2 on Title Plan 886442
- Lots 1 and 2 on Title Plan 862922
- Lot 1 on Title Plan 222589

- Lot 1 on Legal Plan 119886
- Lot 1 and Reserve 1 on Plan of Subdivision 308413
- Lots 1 and 2 on Plan of Subdivision 319354
- Lot 2 on Legal Plan 218512
- Allotment 2006, Parish of Gorong

The land is currently affected by the Rural Living Zone, Design and Development Overlay – Schedule 2, Environmental Significance Overlay, and Land Subject of Inundation Overlay.

The land generally consists of flat cleared paddocks in the west and contains the Werribee River valley and floodplain towards the east. The flat paddocks were used for cropping and grazing and contain scattered indigenous and exotic trees.

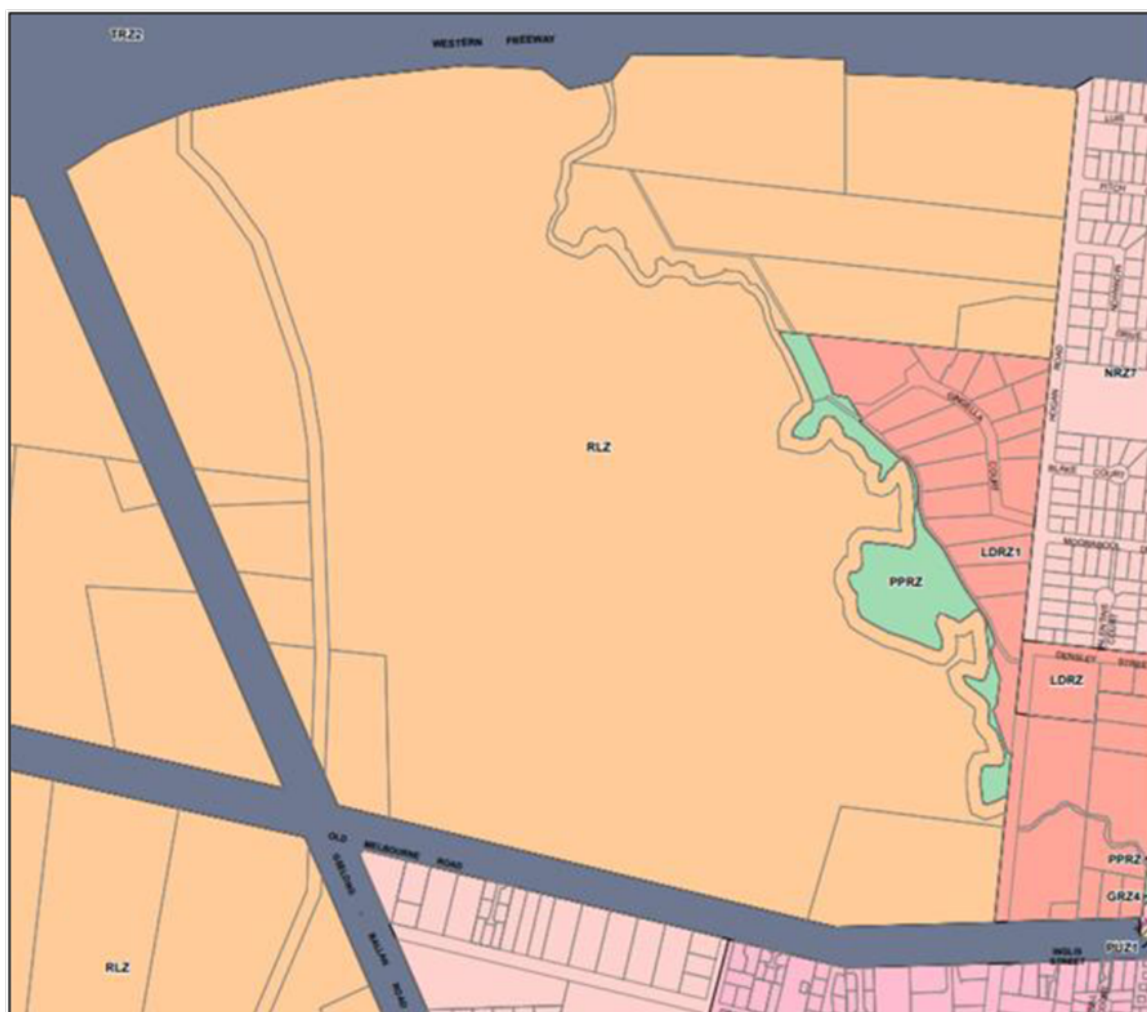


Figure 1: Zone Map of the subject land and surrounds

What the amendment does

The amendment rezones the land from the Rural Living Zone (RLZ) to the Neighborhood Residential Zone– Schedule 10 (NRZ10).

It applies a new Schedule 9 to the Development Plan Overlay (DPO9) and Schedule 2 to the Vegetation Protection Overlay (VPO2); and removes Schedule 2 to the Design and Development Overlay (DDO2) from the subject land.

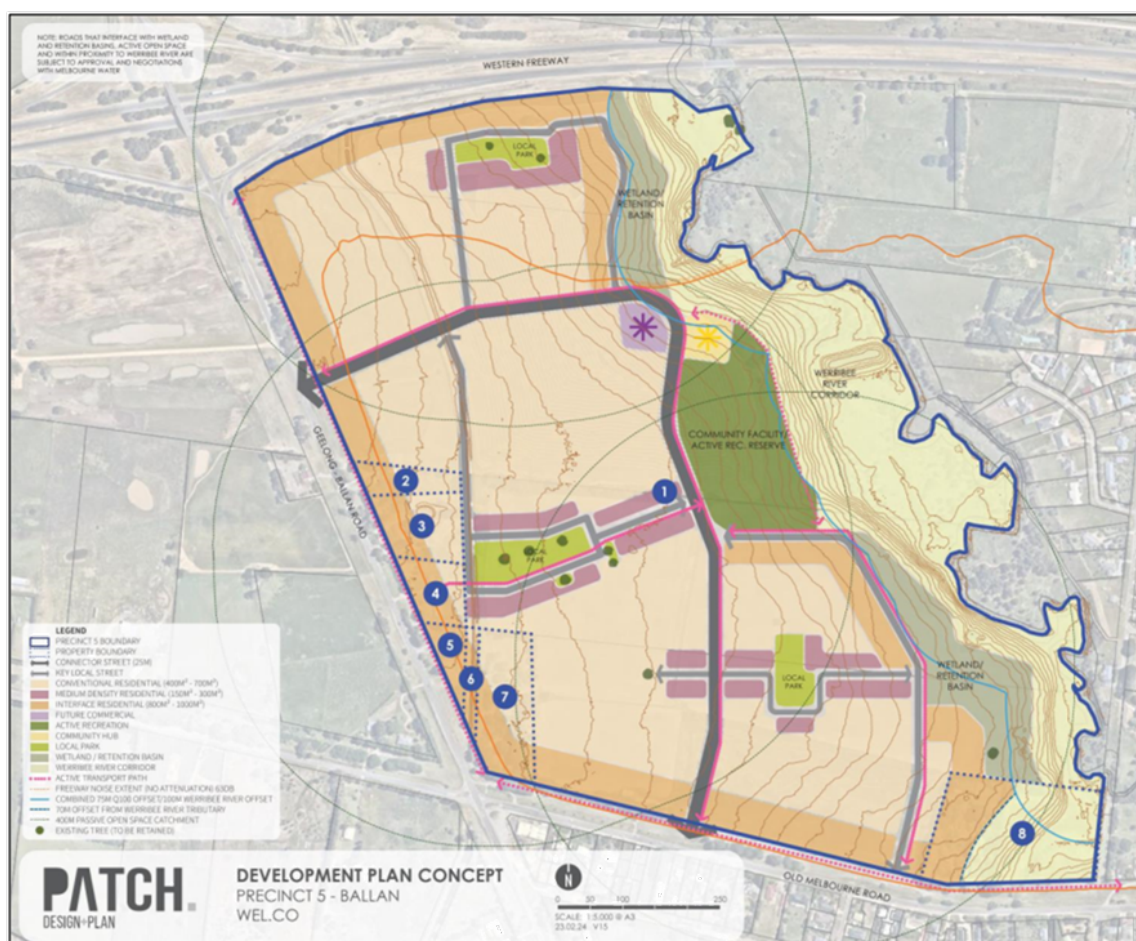


Figure 1: Draft Development Plan Overlay Concept Plan

Specifically, the amendment makes the following changes to the Moorabool Planning scheme:

Zoning Maps

- Amends Planning Scheme Map No. 26 to rezone the subject land from Rural Living Zone to Neighbourhood Residential Zone – Schedule 10.

Overlay Maps:

- Amends the Planning Scheme Map No. 26 to delete the Design and Development Overlay – Schedule 2 (DDO2) from the subject land.
- Insert Planning Scheme Map No. 26 to apply Schedule 9 to the Development Plan Overlay (DPO9) to the subject land.
- Insert Planning Scheme Map No.26 to apply Schedule 2 to the Vegetation Protection Overlay to the subject land.
- Insert Planning Scheme Map No.26 to apply the Environmental Audit Overlay to 5580 Geelong-Ballan Road, Ballan.

Planning Scheme Ordinance:

- Insert a new Schedule 10 to Clause 32.09 (Neighbourhood Residential Zone).
- Insert a new Schedule 9 to Clause 43.04 (Development Plan Overlay).
- Insert a new Schedule 2 to Clause 42.02 (Vegetation Protection Overlay).

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to facilitate a development framework for the future development of the land in accordance with the Ballan Strategic Directions.

The subject land has been identified for Greenfield growth in the Ballan Framework Plan incorporated in the Planning Scheme at Clause 11.01-1L-03 (Ballan).

The amendment will supply residential land to Ballan in accordance with planning policies for social and environmental net benefits. The Ballan Strategic Directions identifies the land as Precinct 5: Western Growth Precinct, suitable for greenfield development.

The Development Plan Overlay – Schedule 9 has a range of requirements to ensure that the following principles are considered in the future development of the site:

- The release of land for residential development in a logical, cost effective and sequential manner;
- The provision of infrastructure whilst managing impacts on the environment and amenity;
- The identification and effective management of sites of environmental, heritage and landscape significance;
- The coordinated provision of utility services and drainage;
- The coordinated provision of physical and community infrastructure and public open space that enhances the amenity, safety and livability of the precinct and surrounds; and
- The preparation of an integrated development plan generally in accordance with the Ballan Precinct 5 Concept Plan shown in Clause 5.0 of the DPO9.

The introduction of Schedule 2 of the Vegetation Protection Overlay ensures that the following principles are met by the development of the site:

- The protection of remnant and/or significant vegetation that enhances the amenity and livability of the proposed subdivision while maintaining the biodiversity values provided by this vegetation.

The Design and Development Overlay – Schedule 2 controls the use of reflective materials in rural areas. The overlay is not applied to residential growth areas and therefore the amendment will seek to remove the overlay from the land.

Due to access issues, one parcel of land within the subject site was unable to undergo a preliminary site analysis for potential contamination. To ensure that further analysis is undertaken prior to any future development of that land, it is proposed to apply the Environmental Audit Overlay to the specific parcel of land.

How does the amendment implement the objectives of planning in Victoria?

The amendment implements the objectives of planning in Victoria as outlined in section 4(1) of the Planning and Environment Act 1987 (PE Act) as follows:

- Provide for the fair, orderly, economic and sustainable use of land by facilitating the rezoning of the land for residential purposes, including applying planning provisions to ensure its coordinated and logical development, in a town that is identified for major growth in both Plan Melbourne and the Central Highlands Regional Growth Plan.

- Provide appropriate protection for areas of environmental sensitivity on the land.
- Secure a pleasant and safe living environment for future residents as well as existing residents, including through the potential for new community facilities.
- Ensure an appropriate response to areas of visual sensitivity through the use of planning provisions to guide the design and layout of future subdivision and development.
- Facilitate development in accordance with the planning objectives which will result in a well-planned outcome.
- To balance the present and future interests of all Victorians.

How does the amendment address any environmental, social and economic effects?

Environmental Effects

The proposed amendment is not expected to result in any significant environmental effects.

An assessment of a range of environmental matters including flora and fauna, drainage, potential contamination, and heritage has found that the land is suitable for rezoning to the Neighborhood Residential Zone and can accommodate future development. A more detailed assessment of potential environmental impacts as a result of development will be undertaken in conjunction with the preparation of a development plan in accordance with the DPO9.

An Environmental Assessment conducted by Connolly Environmental refers to the site containing predominantly farmland with scattered vegetation. There was a shed in the southern portion and a rural irrigation channel in the western portion. The adjoining lots comprised of rural residences with associated sheds/buildings and scattered trees.

Schedule 9 to the DPO will provide for orderly, economic and sustainable use and development of land, the protection of natural resources and the maintenance of ecological processes and genetic diversity, and the pleasant, efficient and safe living and recreational environment.

The applicable environmental overlays will continue to protect the identified environmental features of the land and will ensure that development applications consider environmental impacts. The applicable overlays are the:

- Environmental Significance Overlay – Schedule 1. This overlay seeks to protect proclaimed water catchment areas.
- Environmental Significance Overlay – Schedule 2. This overlay seeks to protect waterways and catchments, and associated vegetation, within the Moorabool Shire.

The retention of the applicable environmental overlays will ensure that applications for development are required to assess and respond to biodiversity within the site and surrounding area. Particularly, the Environmental Significance Overlay – Schedule 2 will continue to protect the Werribee River.

Regarding cultural heritage, a draft Desktop Assessment was conducted for a Cultural Heritage Management Plan which cited the following:

- The results of previous archaeological investigations indicate that elevated landforms, including low rises and landforms associated with major water sources such as escarpments were more likely to contain Aboriginal cultural heritage.
- Previous and current land uses including agricultural and rural activities such as ploughing have impacted on and disturbed Aboriginal cultural heritage within the activity area and geographic region.

The precinct site is located within Melbourne Water's Ballan Northwest Drainage Scheme System. A Stormwater Management Assessment was conducted by Spiire and the Melbourne Water Drainage Scheme system requires that developers pay monetary contributions for the land they intend to develop.

The purpose of Scheme contributions is to enable delivery of centralised, major drainage infrastructure for the whole catchment. The contribution rates are to be paid for both hydraulic and water quality infrastructure. A drainage agreement usually includes the payment of drainage contributions, where a property is being developed.

The Connolly Environmental Assessment determined the site had no potential contaminants therefore no requirements for remediation. However one property i.e. 5580 Geelong-Ballan Road is could not be accessed and therefore further assessment may be required.

Social and Economic Effects

- The proposed amendment is expected to result in a range of positive social and economic effects as outlined below.
- The amendment will facilitate the supply of urban land within Ballan for residential development, consistent with the Moorabool Shire Municipal Strategic Statement. In addition to providing for the residential land requirements of Moorabool Shire, the amendment will also contribute to the following:
 - Increased housing availability and diversity
 - Increased provision of housing for people living regionally and working in Metropolitan Melbourne, as sought by Plan Melbourne.
 - Ability for potential community-based, commercial and open space land uses to occur to support the growth in the newly developing greenfield areas.
- By facilitating the residential development of the land, the rezoning will result in additional population accommodated within Ballan.
- The rezoning will also provide the potential for community services and open spaces to service the residents within the emerging greenfield areas in Ballan. The Central Highlands Regional Growth Plan nominates Ballan as a growth centre and encourages accelerated population growth within this part of the Shire.
- The Ethos Urban Residential and Local Convenience Centre Assessment identifies that additional land supply is required in Ballan with urgency and priority. This not only creates sufficiency in housing supply but also supports the opportunities for mixtures of housing typologies which are required to meet housing affordability and mixed community needs.
- The rezoning will facilitate the provision of a Local Activity Centre or a Village Centre which provides opportunities for a general store or small collection of day-to-day goods and services or visitor outlets.
- The Ethos Urban Strategy identifies the need for an additional 2000sqm retail floorspace for Ballan by 2041 with a further 2000sqm – 3000sqm required between 2041 – 2061. Precinct 5 in Ballan can contribute to this need.
- The rezoning will facilitate significant road upgrades that will provide improved access for both existing and future residents.
- The rezoning will facilitate the provision of community services comprising opportunities for a community centre and/or kinder and maternal and child health care to service both future and existing residents of Ballan.
- The proposal will provide additional and expanded open space and community recreation and sporting facilities for future residents of the Precinct and the surrounding area within Ballan.

Does the amendment address relevant bushfire risk?

An assessment of Bushfire Risk was completed by Terralogic (31 January 2024) in response to the relevant requirements in the Moorabool Planning Scheme including the policy objectives at Clause 13.02-1S and Design Guidelines – Settlement Planning at the Bushfire Interface (DELWP, 2020).

Bushfire hazards within 150m of the site were assessed based on desktop information, generally in accordance with Method 1 of AS3959:2018 Construction of buildings in bushfire prone areas (AS.

3959). The assessment states that the location is low risk. The vegetated areas around the Werribee River corridor were considered in the assessment. Road networks and perimeter roads on interfaces within managed vegetation are shown. The assessment also cited that there is no net increased risk and the size of future lots will influence the extent of fuel in the landscape and the ability to provide structural separation between buildings. Where there are several vegetated areas, there are also sites for future built form and perimeter roads for ease of access.

The assessment recommended a requirement for a Bushfire Management Plan in the Development Plan Overlay, explaining how the master planned area will address the matters set out in the Bushfire Assessment such as land use distribution, lot sizes, setbacks to radiant heat influx, minimising risk of bushfires in vegetated areas in the new settlement, perimeter roads and low threat vegetation options and construction standards.

The Bushfire Assessment finds that the proposal will assist in reducing vulnerability of communities through the consideration of bushfire risk in decision making. This is demonstrated both by the development layout proposed by the draft Concept Plan but also by the mitigation measures proposed as part of the Risk Assessment which are proposed to be implemented through the new Development Plan Overlay.

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

The amendment has been drafted in accordance with the Strategic Assessment Guidelines, provided in this explanatory report and within the supporting Planning Report prepared by Whiteman Property & Associates, dated July 2023.

Direction 1: Potentially Contaminated Land

Historically, the land comprised of open farmland with dispersed trees and an irrigation channel traversing through the northwest portion of the site. Adjoining land consisted of agricultural land with rural residential properties and patches of remnant vegetation. Around 1970, the subject site appeared to have undergone significant changes with a dam visible on the eastern portion and a shed in the southern portion of the site, however in this time, the surrounding area had no significant change. Around 2012, rural residential properties were developed along Geelong-Ballan Road. Several stockpiles and accumulation of building materials, and other scraps materials were visible at 5580 Geelong Ballan Road. A review of the EPA Priority Sites Register and Landfill Register revealed that there were no registered sites within 1km of the site. The Environmental Protection Authority (EPA) provided feedback to guide the Environmental Assessment and provide detailed clarification on the potential contaminants over site, including 5580 Geelong Ballan Road. The Environmental Assessment conducted by Connolly Environmental recommended that the subject land is not potentially contaminated, apart from 5580 Geelong-Ballan Road which was unable to be assessed due to the inability to inspect or sample the materials stockpiled on that property. The Environmental Audit Overlay is proposed to be applied to 5580 Geelong Ballan Road.

Direction 11 – Strategic Assessment of Amendments

The amendment complies with Ministerial Direction No. 11: (Strategic Assessment of Amendments) under Section 12 of the PE Act. The amendment is consistent with this direction which requires a comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces. This explanatory report provides this evaluation of the amendment.

Direction 19 – Amendments that may result in impacts on the environment, amenity and human health

The retention of the applicable environmental overlays will ensure that applications for development are required to assess and respond to biodiversity within the site and surrounding area. Particularly, the Environmental Significance Overlay – Schedule 2 will continue to protect the Werribee River.

Furthermore, the introduction of the Vegetation Protection Overlay serves to protect and manage all environmental and landscape values (significant trees, natural habitat for flora and fauna and any listed species). The Development Plan Overlay will also require further consideration of environmental issues in the preparation of the Development Plan.

Pursuant to the requirements of this Ministerial Direction the amendment request was referred to the EPA for comment (noting that the matters associated with contamination have been discussed already in relation to Ministerial Direction 1).

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The Planning Policy Framework (PPF) sets out the broad parameters of planning policy in the state. The proposed amendment is generally consistent with the relevant policy objectives of the PPF. These policy objectives are considered below:

Clause 11 Settlement

The proposed rezoning will result in the provision of additional land for residential development which gives effect to the directions of the above clause, as well as the Central Highlands Growth Plan and Plan Melbourne/the Plan Melbourne Addendum (all of which are policy documents to Clause 11). This amendment is consistent with the key elements and strategies of Clause 11.01-1L-03 (Ballan) as it applies to the land identified in the Ballan Framework Plan. The proposed Development Plan Overlay will guide the future development of the land in accordance with the strategies set out in this Clause. The rezoning will facilitate the development of Precinct 5 of the Ballan Framework Plan offering a 20-minute neighbourhood with safe and accessible shared path networks, high quality public realm and open space, and providing community and retail services. This clause highlights the importance of any residential growth at Ballan including community facilities/amenities, responsive design towards topography, landscape vegetation, housing diversity, and support for new higher order education and health related uses. The proposal clearly responds to this by proposing opportunities for land uses such as a community hub, active and passive recreation, and medium and low-density residential land sites. The proposed concept development plan shows improved connectivity by providing traffic works and shared paths.

Clause 11.01-1L-01 Settlement in Moorabool

Clause 11.01-1L-01 Settlement in Moorabool applies to the land identified on the Ballan Framework Plan and emphasis the needs to:

- *Create a path network that facilitates walking and cycling to the train station, the town core, open space and other key destinations within the town.*
- *Encourage the retention of all water courses in growth precincts and set back development to provide sufficient buffers to minimise any detrimental impacts to them.*
- *Facilitate the creation of public land reserves along the Werribee River adjacent to new developments.*
- *Encourage improvements to the Werribee River's ecology and amenity through revegetation and landscaping.*

The proposed Development Plan Overlay ensures that a residential master planned development will retain the values and characteristics of Ballan, treat interfaces with rural land, waterways and the Western Freeway, respond to natural topography, capture key views and retain vegetation where possible, provide open spaces and a diverse range of lots sizes for housing diversity. It will create path networks integrated with existing and planned open spaces and public services.

Clause 11.02-2L Structure planning in Moorabool

Clause 11.02-2L seeks to manage urban growth through Development Plans or Precinct Structure Plans where appropriate. The proposed rezoning will include the application of a Development Plan

Overlay to the subject site, ensuring that future development adheres to strategic planning objectives.

Clause 11.02-1A Supply of Urban Land ensures that there be sufficient supply of land available to residential, commercial, retail, industrial, recreational, institutional, and other community uses, whilst maintaining natural landscapes and significant species.

Clause 11.02-2S Structure Planning and Clause 11.02-2L Structure Planning in Moorabool identifies the importance of structure planning to facilitate the orderly development of urban areas and include the need to manage urban growth through the use of Development Plans or Precinct Structure Plans. The rezoning is consistent with these clauses as it responds to the strategic directions for future residential growth identified in the Ballan Framework Plan and seeks to apply a Development Plan Overlay to the northwestern growth precinct.

Clause 11.02-3S Sequencing of development is applied in the proposal as it seeks to guide early provision of facilities such as the active recreation and community spaces in a timely manner.

Clause 12 Environmental and Landscape Values

Clause 12.01-1S 'Protection of Biodiversity' seeks to assist the protection and conservation of biodiversity, including native vegetation retention and provision of habitats for native plants and animals, and control of pest plants and animals. Clause 12.01-2S 'Native Vegetation Management' seeks to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.

Five small zones of 'intact' remnant vegetation have been identified, which occupy a very small proportion of the site area. A number of 'scattered trees' were also identified across the site.

The development plan envisages open space along Creek and River corridors and ridgelines. It requires that any future development proposal appropriately addresses the environment values of the land. Future development plan and planning permit applications will be required to address flora and fauna provisions and Clause 52.17 Native Vegetation.

Clause 13 Environmental Risks and Amenity

Clause 13 seeks to ensure planning adopts a best practice approach to environmental and risk management. This includes ensuring that natural risks such as bushfire are avoided or minimised. The land is situated within a designated Bushfire Prone Area, and therefore the provisions of Clause 13.02-1S Bushfire Planning apply to the amendment.

The objective of Clause 13.02-1S is 'to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life'. The rezoning of land to the Neighbourhood Residential Zone accords with the zoning of surrounding land, which has largely been removed from the Bushfire Prone Area due to the reduction of hazards coinciding with the clearing of land for development. The land will remain subject to the Bushfire Prone Area until such time that hazard removal is deemed sufficient by the CFA and DTP. Construction will address relevant bushfire protection and mitigation requirements using materials in accordance with relevant Australian Standards.

The rezoning appropriately considers the objectives and strategies that related to erosion and landslip as outlined in Clause 14.04-2S, with the submitted Stormwater Management Strategy compiled by Spiire, which cites that two outfalls to the Werribee River are proposed from wetland assets. The DPO9 requires the Stormwater Management Strategy to be to the satisfaction of Melbourne Water.

The proposed rezoning also takes into consideration the issue of land use compatibility as required by Clause 13.07-1S. The rezoning and subsequent development of the land for residential purposes will not impact adjoining land uses. The draft concept plan shows larger residential allotments at lower densities at the interfaces with surrounding land.

Clause 14 Natural Resource Management

This clause includes a 'strategy' of retaining drainage corridors with vegetated buffer zones along each side of a waterway. The concept plan prepared in conjunction with the DPO9 provides for protection of the Werribee River within linear corridors. A future Development Plan prepared under the DPO9 will be required to establish appropriate buffers to the river and to provide for appropriate treatment of waterway corridors.

The Environmental Significance Overlay – Schedule 2 requires applications to address the disposal of stormwater and treatment and disposal of sewage and sullage. The amendment does not seek to remove the overlay, ensuring that the Werribee River will remain protected.

The Environment Significance Overlay 1 will be retained as it applies to potable water catchment.

The subject land is able to be appropriately serviced and to manage and accommodate stormwater flows consistent with the strategies of Clauses 14.02-1S and 14.02-2S, and as detailed in the Stormwater Management Plan prepared for the amendment by Spiire. The provision of the necessary infrastructure is proposed to be managed via appropriate development contributions and has been designed to ensure no impacts to adjoining land.

Clause 15 Built Environment and Heritage

Clause 15.01-1S 'Urban Design' seeks to create urban environments that are safe, healthy, functional, and enjoyable and provide good quality environments with a sense of place and cultural identity.

The DPO9 includes the requirement for further assessment and consideration of heritage, and a Cultural Heritage Management Plan will be required.

Clause 16 Housing

Clause 16.01-1S 'Housing Supply' seeks to promote a housing market that meets community needs, by providing housing diversity through an appropriate quantity, quality and type of housing, and meeting changing household needs. This amendment will increase the supply of zoned land to accommodate the growth of Ballan and provide opportunities for housing diversity to meet socio-economic needs of the community. New lots will have access to open space areas and new community facilities.

Clause 16.01-1L Housing supply in Moorabool

The proposed rezoning to the Neighbourhood Residential Zone will allow for the subject land to be developed for residential purposes and can accommodate a variety of housing types. This is in accordance with the strategies at Clause 16.01-1L which seeks to facilitate a range of residential development options to enhance the diversity of housing choices and affordability, as well as to promote accessible housing for all stages of lifecycles.

Clause 19 – Infrastructure

Clause 19.03-1S 'Development and Infrastructure Contributions Plans' seeks to facilitate the timely provision of planned infrastructure to communities through the preparation and implementation of a development contributions plan. A section 173 Agreement has been prepared in conjunction with the Responsible Authority to ensure that all required infrastructure will be funded and delivered in a timely manner.

Clause 19.03-3S 'Integrated Water Management', Clause 19.03-4S 'Telecommunications', and Clause 19.03-5S 'Waste and Resource Recovery' relate to the provision of development infrastructure to support urban development. The provision of required infrastructure will be provided in accordance with the requirements of the respective service authorities via the planning permit process.

How does the amendment support or implement the Municipal Planning Strategy?

Local planning policies and strategies are contained within Clause 02 and the Planning Policy

Framework of the Moorabool Planning Scheme. It is considered that the proposed amendment is generally consistent with the relevant local policies. Relevant Policies as they relate to the proposed amendment have been considered below.

Clause 02 Municipal Planning Strategy

Bacchus Marsh is identified as an area of significant growth and change within Clause 02.01, which also identifies that the population of the Shire is estimated to increase by 76 percent between 2021 and 2041. This is reiterated by Clause 02.03-1 Settlement, which states that Ballan has been identified as a suitable location for growth as *it is the second largest town in the Shire. It has an important role in providing for growth, secondary to the main growth fronts in Bacchus Marsh. Ballan has good services and facilities and provides the only substantial retail centre within Moorabool Shire, other than Bacchus Marsh. However, these will need to be managed in the context of future planned growth for the town. It is anticipated that Ballan will continue to be an important location for meeting local needs as well as serving the broader peri-urban region. Council seeks to provide for growth consistent with the Ballan Framework Plan.*

Does the amendment make proper use of the Victoria Planning Provisions?

The proposed zone is suitable as it provides for the use and development of the land for residential purposes, consistent with the strategic intent for land within the Ballan settlement boundary, as set out in the Moorabool Planning Scheme. The Neighbourhood Residential Zone limits height requirements thus providing low lying developments in keeping with the surrounding area. The Neighbourhood Residential zone seeks to “manage and ensure development that respects the identified neighbourhood character, heritage, environmental or landscape characteristics”.

The intended application of the Development Plan Overlay, and retention of the Environmental Significance Overlays and application of the Vegetation Protection Overlay makes proper use of the Victorian Planning Provisions as follows:

- Clause 11.02-2L refers to the use of a Development Plan to guide development and manage urban growth. Therefore, the use of the Development Plan Overlay is as required by relevant policy and appropriate, highlighting one of its purposes is to “*identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop that land*”.
- Clause 42.01 (ESO) has the purpose to ensure that development is compatible with identified environmental values. No changes are proposed to the ESO1 or ESO2.
- The application also seeks to apply a Vegetation Protection Overlay to the site. It is considered that this is appropriate on the basis that:
 - Existing protections for many of the mature trees on the site would be lost following subdivision as many of the sites would benefit from the site area exemption granted under Clause 52.17 of the Scheme.
 - The purpose of the Overlay meets the intent of providing the protection, particularly:
 - *To protect area of substantial vegetation.*
 - *To preserve existing trees and other vegetation.*

How does the amendment address the views of any relevant agency?

The views of all relevant agencies were sought in the preparation of this amendment. The draft Development Plan Overlay concept plan was prepared in consultation with the CFA, Melbourne Water, Central Highlands Water (CHW), Barwon Water, Department of Environment Energy and Climate

Action (DEECA), Department of Transport and Planning (DTP), and Environment Protection Authority (EPA).

The CFA raised concerns about managing bushfire risk in the proposed NRZ. These concerns will be mitigated by the introduction of DPO9, which includes requirements for setbacks from vegetated areas, perimeter roads, vegetation management and designation of appropriate land uses.

Melbourne Water seeks to ensure that adequate land will be set aside for stormwater retarding basins/wetlands and that such infrastructure will protect the flow regime and water quality requirements of the Werribee River. These concerns will be managed by the DPO9, requires an Integrated Water Management Plan, including a functional design of stormwater drainage assets and provision of appropriate setbacks to the Werribee River.

CHW is currently working on a strategy for the provision of water supply and sewerage to service longer-term growth in Ballan. Augmentation of the sewerage system will be required, to cater for the full development in all weather conditions. There will also be a requirement for water supply system upgrades to cater for the full development.

The subject land is traversed by a surplus water supply channel reserve (approximately 20 metres wide) which is owned by Barwon Water. Barwon Water has agreed to sell the channel to the developer provided that all Victorian Government Land Monitor requirements are met.

DEECA supports the amendment, on the basis that the draft DPO9 concept plan provides a sufficient buffer between proposed development and the Werribee River, thereby providing for protection of biodiversity values.

DTP supports the proposed intersection upgrades as detailed in the Traffic Engineering Assessment, and requires that no direct access be provided to lots from Geelong-Ballan Road or Old Melbourne Road. DTP also seeks to ensure the provision of adequate noise barriers and other noise mitigation measures, to protect future residents against traffic noise impacts from the Western Freeway. These concerns will be managed by the DPO9, which includes the draft concept plan and requirements for an Integrated Transport Management Plan and an Acoustic Design Response Report.

The EPA raised concerns about traffic noise impacts from the Western Freeway. Noise impacts will be mitigated via the DPO9 requirements. The EPA also raised concern about the potential for contamination of land at 5580 Geelong Ballan Road, due to stockpiles of waste materials. The developer has not been able to access this property to undertake an environmental assessment to determine whether or not the land is contaminated. The application of the Environmental Audit Overlay on this property will ensure that any potential contamination is identified and cleaned up, before the land is developed for residential or other sensitive land uses.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

The amendment will not detrimentally impact the transport system. The views of relevant transportation agencies were considered during the exhibition process. The concept plan at Clause 5 of the DPO8 provides the basis of a future transportation network. Additional traffic generation has been considered as part of the rezoning proposal, and appropriate mitigation measures are proposed in accordance with the support Traffic Impact Assessment. Accordingly, it is considered that the proposal is appropriate in the context of the requirements of the Transport Integration Act 2010.

Resource and administrative costs

What impact will the new planning provisions have on the resource

and administrative costs of the responsible authority?

This amendment is not expected to have significant impact on the administrative costs of the responsible authority. Council resources will be required to facilitate the approval of a Development Plan and subsequent planning permits. The additional resourcing that will be required to put the planning framework in place is not unreasonable and is necessary to ensure ongoing availability of residential land consistent with the Municipal Planning Strategy in Ballan.

*Planning and Environment Act 1987***MOORABOOL PLANNING SCHEME****AMENDMENT C108moor****INSTRUCTION SHEET**

The planning authority for this amendment is the Moorabool Shire Council.

The Moorabool Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 5 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map No 26 in the manner shown on the 1 attached map marked "Moorabool Planning Scheme, Amendment C108moor".

Overlay Maps

2. Amend Planning Scheme Map No 26DDO in the manner shown on the 1 attached map marked "Moorabool Planning Scheme, Amendment C108moor".
3. Insert new Planning Scheme Map No 26DPO in the manner shown on the 1 attached map marked "Moorabool Planning Scheme, Amendment C108moor".
4. Insert new Planning Scheme Map No. 26VPO in the manner shown on the 1 attached map marked "Moorabool Planning Scheme, Amendment C108moor".
5. Insert new Planning Scheme Map No. 26 EAO in the manner shown on the 1 attached map marked "Moorabool Planning Scheme, Amendment C108moor".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

6. In **Zones** – Clause 32.09, insert a new Schedule 10 in the form of the attached document.
7. In **Overlays** – Clause 42.02, insert a new Schedule 2 in the form of the attached document.
8. In **Overlays** – Clause 43.04, insert a new Schedule 9 in the form of the attached document.
9. In **General Provisions** – Clause 72.03, replace the Schedule with a new Schedule in the form of the attached document.

MOORABOOL PLANNING SCHEME

XX/XX/XXXX
Proposed
C108moor

SCHEDULE 10 TO CLAUSE 32.09 NEIGHBOURHOOD RESIDENTIAL ZONE

Shown on the planning scheme map as **NRZ10**.

BALLAN PRECINCT 5

1.0

Neighbourhood character objectives

Xx/xx/xxxx
Proposed
C108moor

To protect the character and identity of the town by maintaining the open and spacious character, and transition from rural to residential areas, along Geelong-Ballan Road and Old Melbourne Road.

To maintain a streetscape rhythm of predominantly detached dwellings.

To ensure garages, carports and second storey development do not visually dominate dwellings or streetscapes.

To encourage new development to provide front setbacks sufficient for canopy tree planting, with minimal front fencing or low scale open front fencing.

To encourage landscaping that complements the natural environment and the country ‘feel’ of the township through the use of native and non-native plantings.

2.0

Minimum subdivision area

XX/XX/XXXX
Proposed
C108moor

None specified.

3.0

Requirements of Clause 54 and Clause 55

XX/XX/XXXX
Proposed
C108moor

	Standard	Requirement
Minimum street setback	A3 and B6	None specified
Site coverage	A5 and B8	None specified
Permeability	A6 and B9	None specified
Landscaping	B13	None specified
Side and rear setbacks	A10 and B17	None specified
Walls on boundaries	A11 and B18	None specified
Private open space	A17	None specified
	B28	None specified
Front fence height	A20 and B32	None specified

5.0

Maximum building height requirement for a dwelling or residential building

XX/XX/XXXX
Proposed
C108moor

None specified.

6.0

Application requirements

XX/XX/XXXX
Proposed
C108moor

The following application requirements apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- A landscape plan showing how the proposal:

MOORABOOL PLANNING SCHEME

- Identifies, retains and protects significant vegetation that contributes to the character of the precinct; and
- Makes provision for new landscaping that contributes towards the neighbourhood character objectives.

7.0

XX/XX/XXXX
Proposed
C108moor

Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 32.09, in addition to those specified in Clause 32.09 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- Whether adequate sized open space and setbacks are provided for the retention and growth of existing and new canopy trees.

MOORABOOL PLANNING SCHEME

--/---
Proposed
C108moor

SCHEDULE 2 TO CLAUSE 42.02 VEGETATION PROTECTION OVERLAY

Shown on the planning scheme map as **VPO2**.

REMNANT VEGETATION

1.0 Statement of nature and significance of vegetation to be protected

--/---
Proposed
C108moor

Patches of native remnant vegetation occur in the form of Riparian Woodland (Ecological Vegetation Classifications - EVC 641) fringing Werribee River and Plains Grassy Woodland (EVC 55) along the road reserves of Geelong-Ballan Road and Old Melbourne Road.

The EVC 641 and EVC 55 have an “endangered” bioregional conservation status.

These patches of remnant vegetation provide potential habitat for significant flora and fauna species listed under the *Environment Protection Biodiversity Conservation Act 1999* (EPBC Act) and *Flora and Fauna Guarantee Act 1988* (FFG Act).

Remnant large, scattered trees provide potential habitat for native fauna species listed under the EPBC and FFG Acts.

Retaining vegetation is also critical to catchment management in terms of both surface and ground water quality, the control of salinisation, acidity and waterlogging and prevention of erosion.

2.0 Vegetation protection objectives to be achieved

--/---
Proposed
C108moor

To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.

To protect native flora and fauna including species listed under EPBC Act and FFG Act.

3.0 Permit requirement

--/---
Proposed
C108moor

A permit is required to remove, destroy or lop native vegetation.

4.0 Application requirements

--/---
Proposed
C108moor

The following application requirements apply to an application for a permit under Clause 42.02, in addition to those specified elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- A plan showing the vegetation to be removed, lopped or destroyed.
- An Arboricultural Report assessing the health and quality of the vegetation.
- An Ecological Report outlining the contribution to biodiversity made by the vegetation, including any species listed in the EPBC Act and the FFG Act.
- A description of any efforts to avoid and minimise the removal of vegetation.
- A description of offsets to compensate for native vegetation removal.

5.0 Decision guidelines

--/---
Proposed
C108moor

The following decision guidelines apply to an application for a permit under Clause 42.02, in addition to those specified in Clause 42.02 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The impact of native vegetation removal on the biodiversity values and habitat for any species listed in the EPBC Act and the FFG Act.
- The effect of the vegetation removal on the biodiversity of the local environment, including the Werribee River corridor.

MOORABOOL PLANNING SCHEME

--(---)
Proposed C108moor

SCHEDULE 9 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO9**.

BALLAN PRECINCT 5**1.0 Objectives**

--(---)
Proposed C108moor

- To guide and facilitate staged, master-planned development of the land.
- To ensure the identification and effective protection of environmental, cultural, heritage and landscape significance.
- To ensure the coordinated, efficient, and timely provision of physical and community infrastructure and public open space that enhances the amenity, safety and liveability of the precinct and surrounds.
- To ensure a diverse and appropriate mix of lot sizes, including appropriate interfaces with adjoining rural land, Western Freeway, Geelong-Ballan Road, Old Melbourne Road and Werribee River.
- To facilitate an appropriate supply of housing diversity including opportunities for social and affordable housing.

2.0 Requirement before a permit is granted

--(---)
Proposed C108moor

A permit may be granted for the following before a development plan has been prepared to the satisfaction of the responsible authority:

- Removal, variation or creation of easements or restrictions.
- Advertising signs.
- Rehabilitation works to the creek corridor.
- Any works required to undertake or satisfy a Statement of Environmental Audit under the *Environment Protection Act 2017*.
- Subdivision:
 - If it is the re-subdivision of existing lots and the number of lots is not increased; or
 - If it is by a public authority or utility service provider to create a lot for a utility installation.

Any application for a permit lodged before the development plan has been prepared must be accompanied by a report demonstrating that approval will not prejudice the long-term future of the land as set out in this schedule and will be constructed in accordance with the Construction Management Plan and/or Environmental Management Plan prepared in accordance with this schedule.

Development Contributions

Where a development contributions plan has not been incorporated into this scheme, the landowner must enter into an agreement under section 173 of the *Planning and Environment Act 1987* (section 173 agreement), providing for development contributions to the satisfaction of the responsible authority.

The costs of preparation and registration of the section 173 agreement are to be borne by the landowner.

3.0 Conditions and requirements for permits

--(---)
Proposed C108moor

Except for a permit granted in accordance with Clause 2.0, the following conditions and/or requirements apply to permits to subdivide land, construct a building or construct or carry out works, as appropriate:

MOORABOOL PLANNING SCHEME

- The construction of transport infrastructure, in accordance with the Integrated Transport Management Plan.
- The implementation of development contribution obligations, in accordance with a relevant agreement.
- The construction of drainage infrastructure, in accordance with the Integrated Water Management Plan.
- The implementation of any relevant recommendations of the Wetland / Retarding Basin Management Plan.
- The construction of public open space/s, landscaping and community infrastructure, in accordance with the Masterplan, Public Open Space and Landscape Masterplan.
- Bushfire risk mitigation measures in accordance with the Bushfire Management Plan.
- The management of vegetation and provision of native vegetation offsets, in accordance with the Biodiversity Management Plan and Arboricultural Assessment.
- The protection of any sites of Aboriginal cultural heritage, in accordance with an approved Cultural Heritage Management Plan.
- The retention and interpretation of heritage elements and archaeological records, in accordance with the Heritage Assessment.
- The design and construction of any relevant acoustic treatments, in accordance with the Acoustic Design Response Report.
- A section 173 agreement or a restriction on the title to ensure that future buildings, as identified in the Acoustic Design Response Report, are designed and constructed with appropriate noise attenuation measures.
- A section 173 agreement or a restriction on the title to ensure that the future development and use of land is for affordable or social housing, in accordance with the Affordable and Social Housing Assessment.
- Prior to the certification of a plan of subdivision and/or prior to any development, a Construction Management Plan and/or Environmental Management Plan must be submitted to and approved by the responsible authority. The plan must include:
 - Details regarding the staging of construction;
 - How the land is to be accessed during the construction period;
 - Details relating to the collection and disposal of construction waste during the construction period;
 - Details of tree/vegetation protection zones and any other measures to be implemented, to ensure that construction activity does not impact on any trees/vegetation to be retained;
 - Measures to ensure that disturbance to native fauna habitat is avoided;
 - Soil erosion and sediment control provisions to protect existing local stormwater infrastructure and Werribee River;
 - Details relating to the storage of all plant, equipment and materials during the construction period;
 - Measures to be implemented to ensure the containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside of the site; and
 - Methods designed to ensure that the amenity of the surrounding area is protected throughout the construction period.
- All works conducted on the land must be in accordance with the approved construction management plan and/or environmental management plan.

4.0 Requirements for development plan

Proposed C108moor

A development plan must include the following requirements:

- A Site and Context Analysis.

MOORABOOL PLANNING SCHEME

- A Masterplan.
- An Affordable and Social Housing Assessment.
- A Public Open Space and Landscape Masterplan.
- A Biodiversity Management Plan.
- Wetland / Retarding Basin Management Plan.
- An Arboricultural Assessment.
- An Acoustic Design Response Report.
- An Integrated Transport Management Plan.
- An Integrated Water Management Plan.
- An Infrastructure Servicing Plan.
- A Cultural Heritage Management Plan.
- A Heritage Assessment.
- A Bushfire Management Plan.

Site and Context Analysis

A **Site and Context Analysis** that identifies the key attributes of the land and its surrounds (including the existing Ballan township and future growth precincts) and demonstrates how the proposed layout and design responds to this context, including:

- Contours of the land at 1.0 metre intervals and shading of 5 degree slope class intervals.
- Identification of areas of potential geotechnical instability;
- Land affected by the 1% annual exceedance probability (AEP) flood extent;
- Existing and proposed land uses and developments on adjoining land;
- Any areas of cultural, historic, social or environmental significance within and around the site;
- The location of community infrastructure (existing and planned);
- The location of public open space (existing and planned);
- The location of transport infrastructure and systems, including public transport (existing and planned);
- The location of cycling and pedestrian networks (existing and planned);
- Key view lines and corridors to the surrounding landscape;
- A response to relevant state and local planning policies.

Masterplan

A **Masterplan** generally in accordance with Map 1 to this schedule, that includes:

- A subdivision layout that responds to the natural topography of the land and integrates with the established Ballan township, future growth precincts and the surrounding rural landscape.
- An integrated transport network, in accordance with the recommendations of the Integrated Transport Management Plan.
- Appropriate treatment of key view lines and corridors to the surrounding landscape.
- Appropriate interface treatments between proposed development areas and waterways and public open space, including provision of road frontages and appropriate orientation of development, to ensure passive surveillance opportunities.
- Setbacks to the Werribee River in accordance with the requirements of Melbourne Water.
- Annotations or colour-coding to identify a variety of lot sizes across the development area including potential medium density, conventional density and interface residential lots.

MOORABOOL PLANNING SCHEME

- Annotations or colour-coding to identify potential locations for affordable and social housing in accordance with the recommendations of the Affordable and Social Housing Assessment.
- Annotations or colour-coding to identify appropriate land uses, and an associated table showing the overall land use budget for each category.
- Appropriate land uses and setbacks from vegetated areas, in accordance with the recommendations of the Bushfire Management Plan.
- Public open space in accordance with the recommendations of the Public Open Space and Landscape Masterplan, in accordance with Map 1.
- An active open space reserve and sports pavilion/community facility, consistent with Map 1 and the agreements and obligations of the section 173 Agreement.
- An appropriate response to flood risk.
- Overland flow paths and drainage infrastructure (such as retarding basins, water quality wetlands and enhanced stormwater management facilities) in accordance with the Integrated Water Management Plan.
- An appropriate response to any areas of cultural, historic, or environmental significance.
- Buffer areas and other measures to protect any sites of Aboriginal cultural heritage in accordance with the recommendations of an approved Cultural Heritage Management Plan.
- Retention of patches of remnant native vegetation and scattered trees in accordance with the recommendations of the Biodiversity Management Plan and Arboricultural Assessment. Any patches of remnant native vegetation or scattered trees identified for retention should be contained within Public Open Spaces or widened road reserves.
- Identification of areas where noise attenuation measures are required, in accordance with the recommendations of the Acoustic Design Response Report.
- Details of staging of development for the effective and early provision of the active open space reserve, sports pavilion/community facility, district playground and associated infrastructure.
- The future commercial area not exceeding 1,000 square metres of net floor area.

Affordable and Social Housing

An Affordable and Social Housing Assessment that includes:

- An assessment of the demand for affordable and social housing in Ballan.
- Recommendations for increasing choice in housing type (including alternative housing models, such as co-housing and eco-villages), tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities.
- Recommendations for facilitating appropriate provision of affordable and social housing, such as:
 - Quantification of the land area requirements.
 - Identification of potential locations.
 - A mechanism for implementation, such as a section 173 agreement or a restriction on the title to ensure that future development and use of the land is for the intended purpose.

Public Open Space and Landscaping

A Public Open Space and Landscape Masterplan that:

- Includes a statement explaining how the landscape design complements the Werribee River corridor and provides for the protection and enhancement of native flora and fauna values including consideration of species and communities listed under the *Environment Protection and Biodiversity Conservation Act 1999* (EBPC Act) and the *Flora and Fauna Guarantee Act 1988* (FFG Act).

MOORABOOL PLANNING SCHEME

- Provides details of the public open space network consistent with the agreements and obligations of the section 173 Agreement, including:
 - Provision for a range of active and passive recreational opportunities for future residents, either onsite or offsite.
 - Multiple unencumbered local parks located generally in accordance with Map I to this schedule.
 - Land encumbered by waterways, drainage infrastructure, overland flow paths, 1% AEP flood extents, steep slopes, heritage values or remnant vegetation, as required by Melbourne Water or the responsible authority.
 - Details of the onsite active open space reserve and associated playing fields.
 - Details of a connected network of shared paths for walking and cycling.
- Provides concept details of community infrastructure, such as sports pavilion / community facility, recreation facilities, district playground, local playgrounds, picnic areas and toilets.
- Provides urban design concepts, public art, community flexible spaces and interpretive information that will provide a sense of place, drawing on themes such as cultural heritage, environment or landscape features.
- Identifies significant vegetation to be protected and retained.
- Identifies landscape treatments for public open space and road reserves, including planting themes, species and planting densities. Preference should be given to indigenous and drought tolerant native vegetation to enhance local habitat values, and respond to water sensitive urban design objectives.
- Identifies revegetation of the Werribee River reserve and wetlands/retarding basins, consistent with the Biodiversity Management Plan.
- Identifies landscape treatments for Geelong–Ballan Road and Old Melbourne Road, appropriate for the role of these roads as gateways to the Ballan township.
- Includes details of any fencing treatments proposed for land abutting public open space.
- Includes details of staging and timing of all landscape works.

Environment

A Biodiversity Management Plan, prepared to the satisfaction of the Department of Energy, Environment and Climate Action and Melbourne Water, that:

- Includes targeted field surveys of flora and fauna species listed under the EPBC Act and the FFG Act.
- Identifies risks to biodiversity values, during and post development of the land.
- Makes recommendations for:
 - Avoiding and minimising native vegetation removal (e.g. protection within public open space or widened road reserves where possible).
 - The retention of patches of remnant native vegetation and scattered native trees (including roadside vegetation) including species and communities listed under the EPBC Act and the FFG Act.
 - Vegetation protection zones and buffers around scattered trees and native vegetation patches to be retained.
 - The maintenance and management of remnant native vegetation and scattered native trees to be retained.
 - Offsetting any native vegetation removal that cannot be avoided.
 - Management of the Werribee River reserve and wetlands/retarding basins, including:
 - The protection and enhancement of biodiversity values.
 - Revegetation of the reserve to a high rainfall Plains Grassy Woodlands and a Swampy Woodland complex vegetation community.

MOORABOOL PLANNING SCHEME

- Identification of key pest plant and animal species.
- Identification of risks to environmental values from adjoining land uses and construction activities.
- Appropriate risk mitigation measures and management regimes.

A Wetland / Retarding Basin Management Plan, prepared to the satisfaction of the Department of Energy, Environment and Climate Action and Melbourne Water, that:

- Describes how the wetlands/retarding basins will be designed and constructed in accordance with best practice, to provide appropriate structure and native vegetation diversity to attract native wildlife (insects, fish and birds in particular).
- Identifies risks to the Werribee River, resulting from water released from the wetlands / retarding basins. Risks to be considered include water quality, erosion potential, flow regime/volume changes and impacts to biodiversity.
- Recommends appropriate risk mitigation measures and management regimes.

An Arboricultural Assessment that:

- Assesses all remnant trees on the subject land and adjoining road reserves, in accordance with Australian Standard AS4970-2009 Protection of Trees on Development Sites.
- Identifies trees to be retained, based on tree health and ecological or landscape values.

Amenity

An Acoustic Design Response Report, prepared to the satisfaction of the Environment Protection Authority, by a qualified acoustic engineer or other suitably skilled person that:

Identifies lots that require mitigation measures on the basis that combined noise levels from the surrounding roads (Western Freeway, Geelong-Ballan Road and Old Melbourne Road) exceed the objectives for ambient sound defined in the Environment Reference Standard for:

- Land use Category 1 for lots within 50 metres of the Western Freeway road reserve and its ramps; and
- Land use category 3 for lots more than 50m from the Western Freeway road reserve and all other lots.

Recommends a suite of mitigation measures for the identified lots, that:

- Prioritise benefits to both outdoor and indoor areas, by considering siting, orientation, and internal layout before setting building envelope performance requirements; and
- Achieve the following internal noise levels, when considering the combined noise from all relevant external sources:
 - Not greater than 35 dB(A) for bedrooms, assessed as an LAeq,8h from 10pm and 6am.
 - Not greater than 40 dB(A) for living areas, assessed as an LAeq,16h from 6am and 10pm.
 - Not greater than the median value of the range of recommended design sound levels of Australian Standard AS/NZ 2107:2016 for internal areas, other than sleeping and living areas, assessed as a 16 hour equivalent continuous daily noise exposure level (LAeq,16h) from 6am and 10pm or an 8 hour equivalent continuous daily noise exposure level (LAeq,8h) from 10pm and 6am, as relevant to the normal period of occupancy of the area considered."

Movement and Transport

An Integrated Transport Management Plan, prepared to the satisfaction of the Department of Transport and Planning (and Melbourne Water as appropriate) and in accordance with the Infrastructure Design Manual (IDM), that:

- Provides for an integrated transport network including roads, public transport and pedestrian and bicycle paths.
- Provides for multi-modal transport network connectivity within the site, and to future growth precincts and the existing Ballan township.

MOORABOOL PLANNING SCHEME

- Provides a network of walking and cycling paths, including shared paths (including along the Werribee River corridor), that provides connectivity between key destinations.
- Provides road reserve widths and indicative cross-sections.
- Identifies site access points, including details of appropriate intersection treatments.
- Identifies traffic management controls for the internal road network.
- Provides details of necessary upgrades to the road, pedestrian and bicycle path infrastructure beyond the site and the trigger points for implementation of such works (linked to stages of development).
- Discourages cul-de-sacs and ensures that any street will be connected through to other streets by a wide reserve and shared path for safe pedestrian and bicycle access.
- Avoids additional direct access to lots from Geelong-Ballan Road and Old Melbourne Road.
- Includes concept details of any shared path waterway crossings, prepared in accordance with 'Constructing Waterway Crossings' (Melbourne Water, 2011).
- Provides for the integration of land use with transport provision.

Utilities and Drainage

An Integrated Water Management Plan prepared to the satisfaction of Melbourne Water and in accordance with the Infrastructure Design Manual (IDM), that reflects best practice and includes:

- Concept plans and details of the proposed stormwater drainage system.
- Protection of natural systems and water quality.
- Water conservation, harvesting, and re-use of stormwater particularly for open space irrigation.
- Integration of stormwater treatment into the landscape including the provision of retarding basins, water quality wetlands and enhanced stormwater management facilities within drainage and public open space reserves, and other water sensitive urban design treatments as appropriate.
- Reduction of run-off and peak flows, including the removal of sediment, litter and other urban wastes from stormwater prior to discharge.
- Overland flow paths that provide for storm events up to and including 1% AEP.
- A functional design of stormwater drainage assets to ensure that:
 - Stormwater drainage assets are feasible in their proposed locations and sizes, without negatively impacting the escarpment.
 - The Werribee River reserve is of adequate dimensions to contain the stormwater drainage assets, while providing adequate setbacks from the river.
 - Stormwater drainage assets will meet the required flow regime and water quality requirements at the outfall into the Werribee River.
- The staging of stormwater drainage works (linked to stages of development), both internal and external to the site.

An Infrastructure Servicing Plan, prepared to the satisfaction of the relevant agencies, that includes:

- Concept plans and details of proposed utility infrastructure (e.g. reticulated water and sewerage).
- The staging of infrastructure, linked to stages of development.

Heritage

A Cultural Heritage Management Plan prepared to the satisfaction of Wadawurrung Traditional Owners Aboriginal Corporation.

A Heritage Assessment that includes the following:

- An interpretation of the history of the site.

MOORABOOL PLANNING SCHEME

- An assessment of non-indigenous trees and recommendations for retention.
- Recommendations for the recording and retention of heritage elements of the site.
- Recommendations for meaningful interpretation of heritage elements and archaeological records within an appropriate setting (e.g. interpretive signage within public open space).

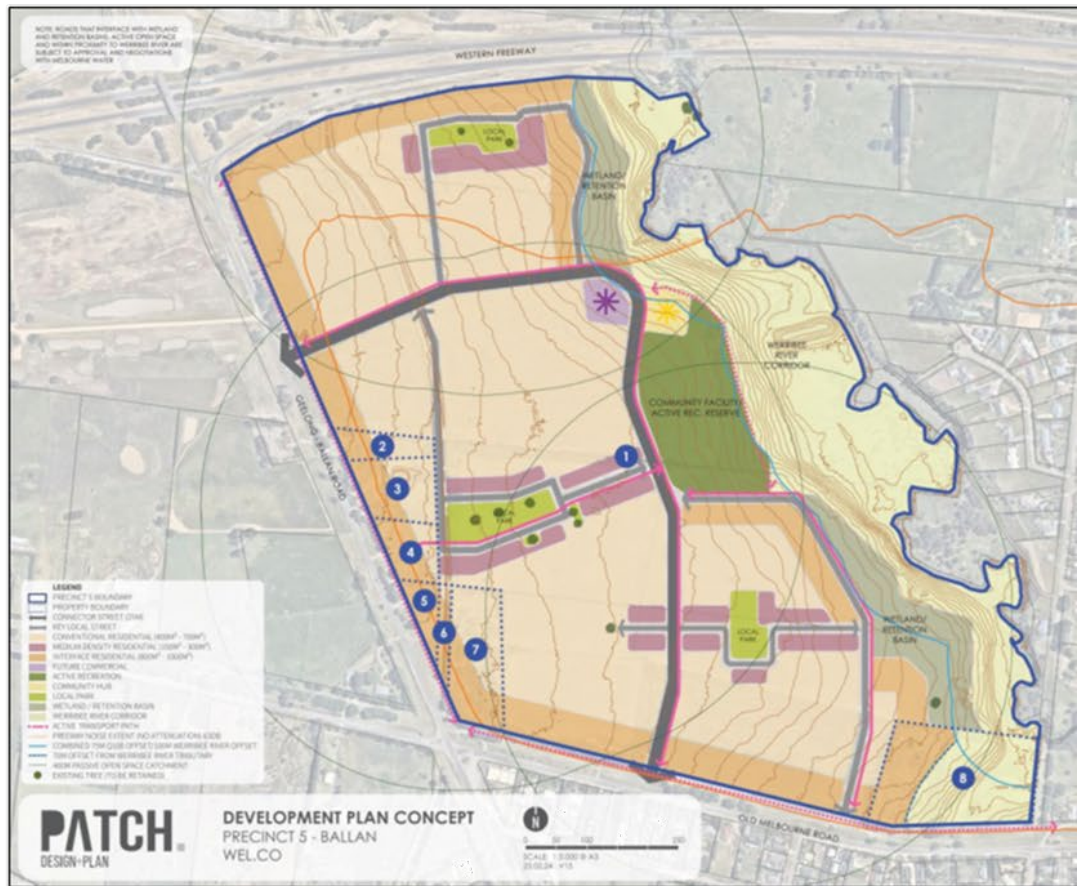
Bushfire Management

A Bushfire Management Plan, prepared to the satisfaction of the Country Fire Authority (CFA) and including:

- A description of the fire risk and management for the area.
- An amended Bushfire Hazard Site Assessment including consideration of the ultimate revegetated state of the Werribee River corridor and wetlands/retarding basins, as required by Melbourne Water. The revegetated waterway corridor must be classified as “forest” or “woodland”, other than stormwater treatment assets which will have lower bushfire threat.
- The identification of setbacks for the purposes of defendable space between classified vegetation and future development to ensure that radiant heat exposure is less than 12.5kW/m² under AS3959 for new dwellings and lower exposure for vulnerable uses.
- Requirements for land identified as defendable space to ensure that vegetation is managed and maintained to the standard specified by the CFA.
- Future open space, or landscaping areas within the subject land to be managed and maintained to a low threat state in perpetuity to ensure a bushfire risk doesn't increase over time.
- Recommendations for appropriate land uses to avoid positioning vulnerable and hazardous uses where there is a direct interface with unmanaged vegetation.
- Notation that planting, landscape and vegetation management within landscape buffers, easements and areas of open space do not increase the risk of fire, including allowing for appropriate emergency service vehicle access.
- Recommendations for bushfire risk mitigation at the various stages of subdivision development.

MOORABOOL PLANNING SCHEME

Map 1 to Schedule 9 to Clause 43.04



31/07/2018
VC148

SCHEDULE TO CLAUSE 72.03 WHAT DOES THIS PLANNING SCHEME CONSIST OF?

1.0
16/12/2022
VC201

Maps comprising part of this planning scheme:

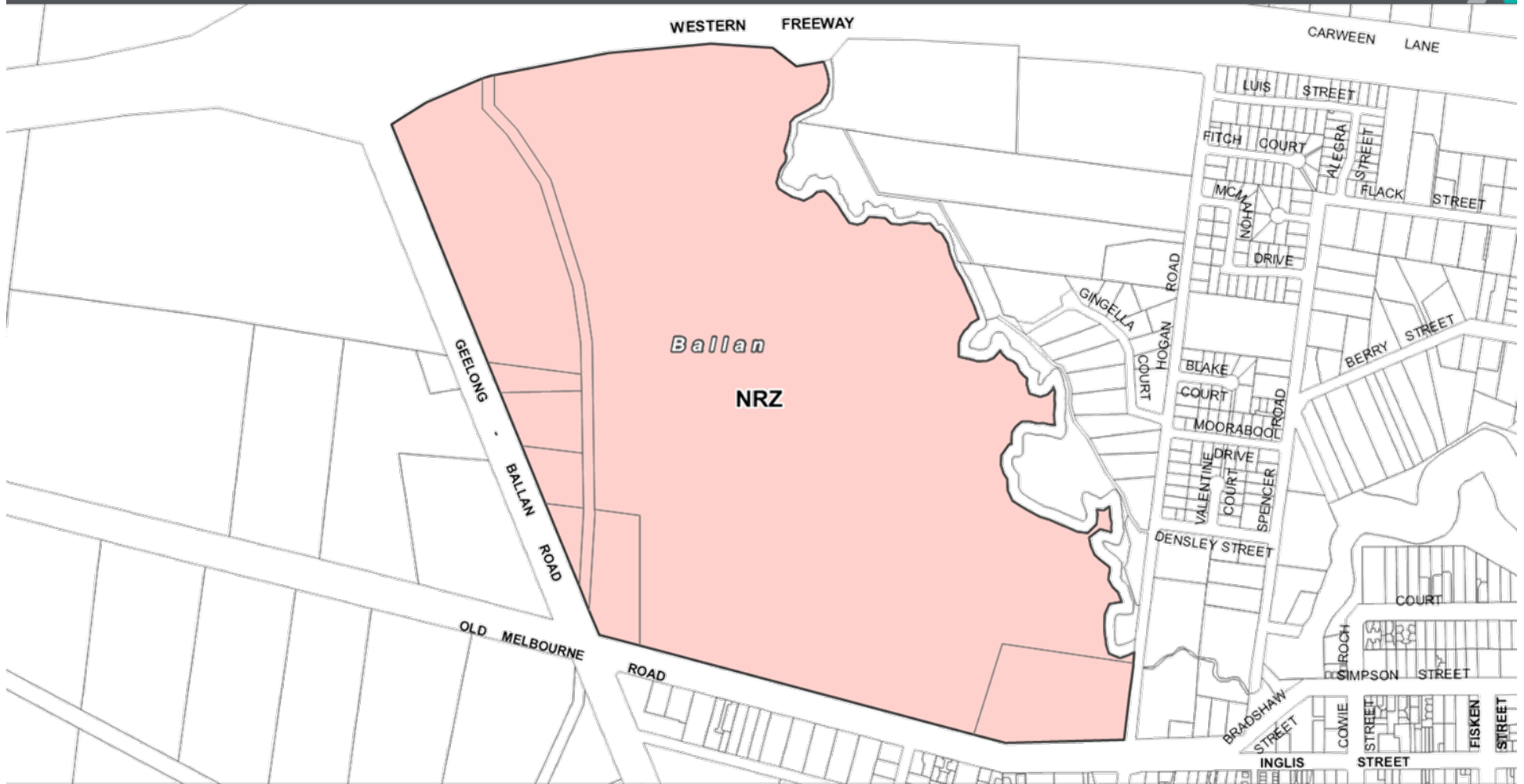
Zoning maps 1 to 55 inclusive

Overlay maps

- 1DDO, 1ESO, 1BMO
- 2DDO, 2ESO, 2BMO,
- 3DDO, 3ESO, 3HO, 3BMO
- 4DDO, 4ESO, 4HO, 4LSIO, 4BMO
- 5DDO, 5ESO, 5HO, 5LSIO, 5VPO, 5BMO
- 6DDO, 6ESO, 6HO, 6LSIO, 6VPO, 6BMO
- 7DDO, 7ESO, 7BMO
- 8BMO, 8LSIO
- 9DDO, 9ESO, 9PAO, 9BMO
- 10DDO, 10ESO, 10PAO, 10BMO
- 11DDO, 11ESO, 11RO, 11RXO, 11BMO
- 12DDO 12ESO
- 13DDO, 13ESO, 13LSIO, 13RO, 13BMO
- 14DDO, 14ESO, 14HO, 14LSIO, 14RO, 14BMO
- 15DDO, 15ESO, 15HO, 15LSIO, 15BMO
- 16DDO, 16ESO, 16HO, 16LSIO, 16BMO
- 17DDO, 17ESO, 17HO, 17LSIO, 17BMO
- 18DDO, 18ESO, 18BMO
- 19DDO, 19ESO, 19HO, 19PAO, 19BMO
- 20DDO, 20ESO, 20HO, 20BMO
- 21DDO, 21ESO, 21BMO
- 22DDO, 22ESO, 22HO, 22BMO
- 23DDO, 23ESO, 23SLO, 23BMO
- 24DDO, 24ESO, 24BMO
- 25DDO, 25ESO, 25HO, 25SLO, 25BMO
- **26DDO**, 26ESO, 26HO, 26LSIO, 26SBO, 26BMO
- 27DDO, 27ESO, 27HO, 27LSIO, 27SBO
- 28DDO, 28ESO, 28HO, 28LSIO, 28SBO, 28BMO
- 29DDO, 29ESO, 29HO, 29LSIO, 29BMO
- 30DDO, 30ESO, 30HO, 30LSIO
- 31DDO, 31DPO, 31ESO, 31HO, 31LSIO, 31PAO, 31SBO, 31SLO, 31BMO
- 32DDO, 32ESO, 32HO, 32LSIO, 32SBO, 32SLO, 32BMO
- 33DDO, 33ESO, 33HO, 33LSIO, 33SBO, 33BMO

- 34DDO, 34DPO, 34ESO, 34HO, 34LSIO, 34SBO, 34SCO, 34SLO
- 35DDO, 35DPO, 35EAO, 35ESO, 35HO, 35LSIO, 35PAO, 35SBO, 35SCO
- 36DDO, 36DPO, 36ESO, 36HO, 36LSIO, 36SCO
- 37DDO, 37DPO, 37EAO, 37ESO, 37HO, 37LSIO, 37PAO, 37SCO
- 38DDO, 38DPO, 38ESO, 38HO, 38LSIO, 38PAO, 38SLO, 38BMO
- 39DDO, 39BMO, 39SLO
- 40DDO, 40ESO, 40HO, 40BMO
- 41DDO, 41ESO, 41HO, 41BMO
- 42DDO, 42ESO, 42HO, 42BMO
- 43DDO, 43ESO, 43HO, 43BMO
- 44DDO, 44ESO, 44HO, 44LSIO, 44BMO
- 45DDO, 45ESO, 45HO, 45LSIO, 45RO, 45BMO
- 46AEO, 46DDO, 46DPO, 46ESO, 46HO, 46LSIO, 46SLO, 46RO, 46SCO
- 47DDO, 47DPO, 47ESO, 47HO, 47LSIO, 47SLO
- 48DDO, 48ESO, 48BMO, 48SLO
- 49DDO, 49ESO, 49BMO, 49SLO
- 50DDO, 50ESO, 50RO, 50RXO, 50BMO, 50SLO
- 51DDO, 51ESO, 51HO, 51BMO, 51SLO
- 52DDO, 52ESO, 52LSIO, 52BMO
- 53DDO, 53ESO, 53HO, 53LSIO, 53BMO
- 54DDO, 54ESO, 54HO, 54LSIO, 54PAO
- 55DDO, 55ESO, 55LSIO, 55PAO

MOORABOOL PLANNING SCHEME LOCAL PROVISION
AMENDMENT C108moor



LEGEND

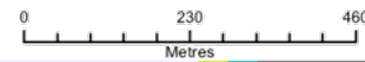
- NRZ - Neighbourhood Residential Zone
- Local Government Area

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

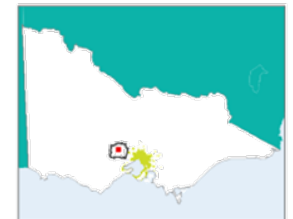
© The State of Victoria Department of Transport and Planning 2024

Planning Group
 Print Date: 29/04/2024
 Amendment Version: 1



Department of Transport and Planning

Part of Planning Scheme Map 26



MOORABOOL PLANNING SCHEME LOCAL GOVERNMENT
AMENDMENT C108moor



- LEGEND**
- VPO - Vegetation Protection Overlay
 - Local Government Area

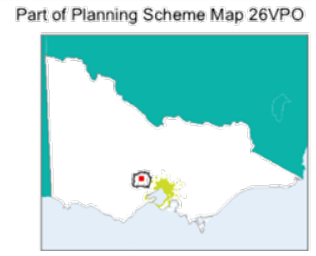
Disclaimer
 This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024

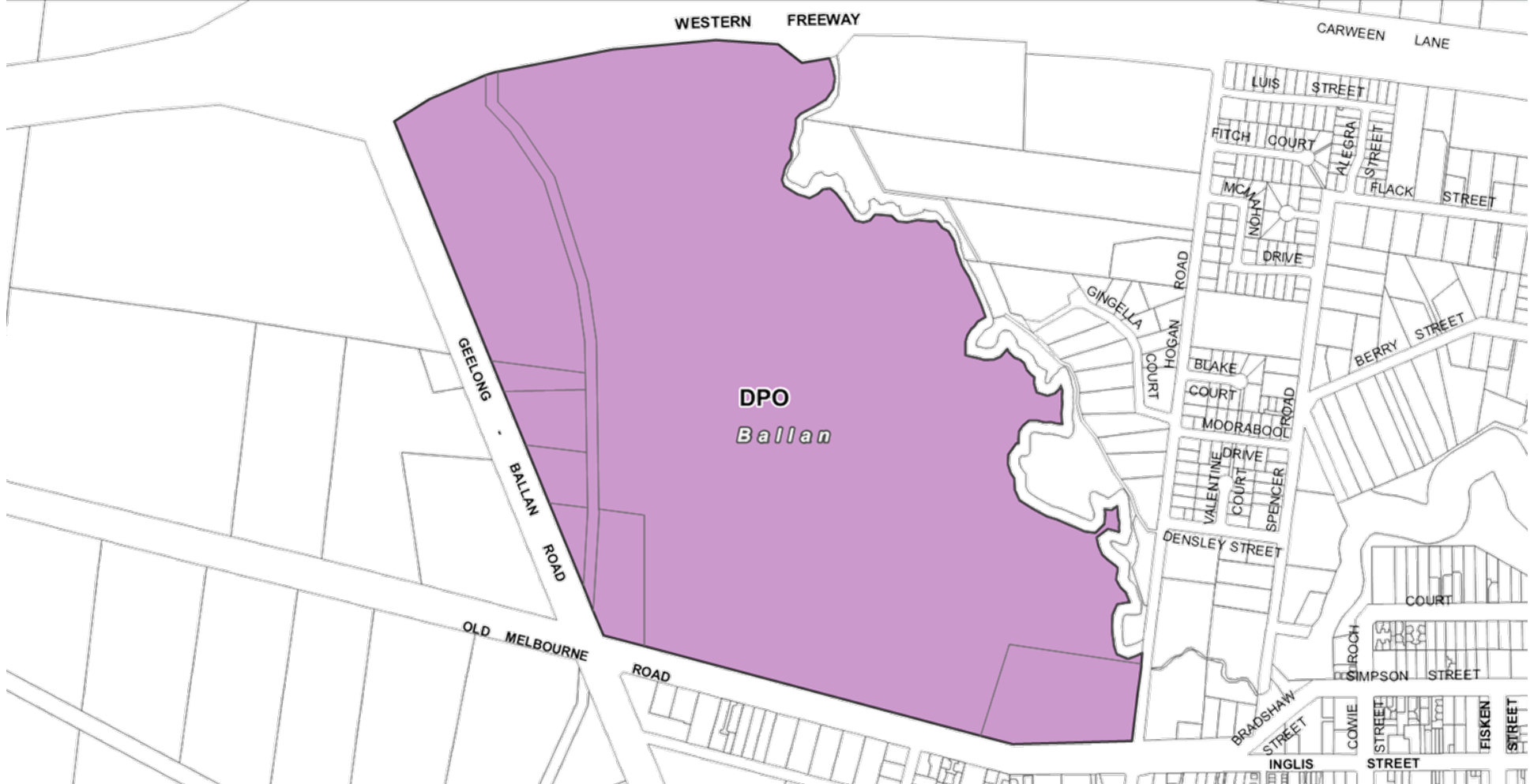
Planning Group
 Print Date: 30/04/2024
 Amendment Version: 1

VICTORIA
 State Government

Department of Transport and Planning



MOORABOOL PLANNING SCHEME LOCAL PROVISION AMENDMENT C108moor



- LEGEND**
- DPO - Development Plan Overlay
 - Local Government Area

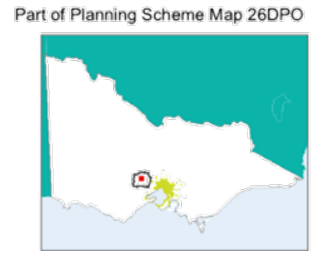
Disclaimer
 This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024

Planning Group
 Print Date: 29/04/2024
 Amendment Version: 1

VICTORIA
 State Government

Department of Transport and Planning

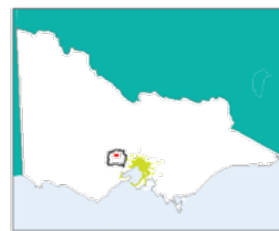


MOORABOOL PLANNING SCHEME - LOCAL PROVISION AMENDMENT C108moor



LEGEND

-  EAO - Environmental Audit Overlay
-  Local Government Area



Part of Planning Scheme Map 26EAO

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024

Planning Group

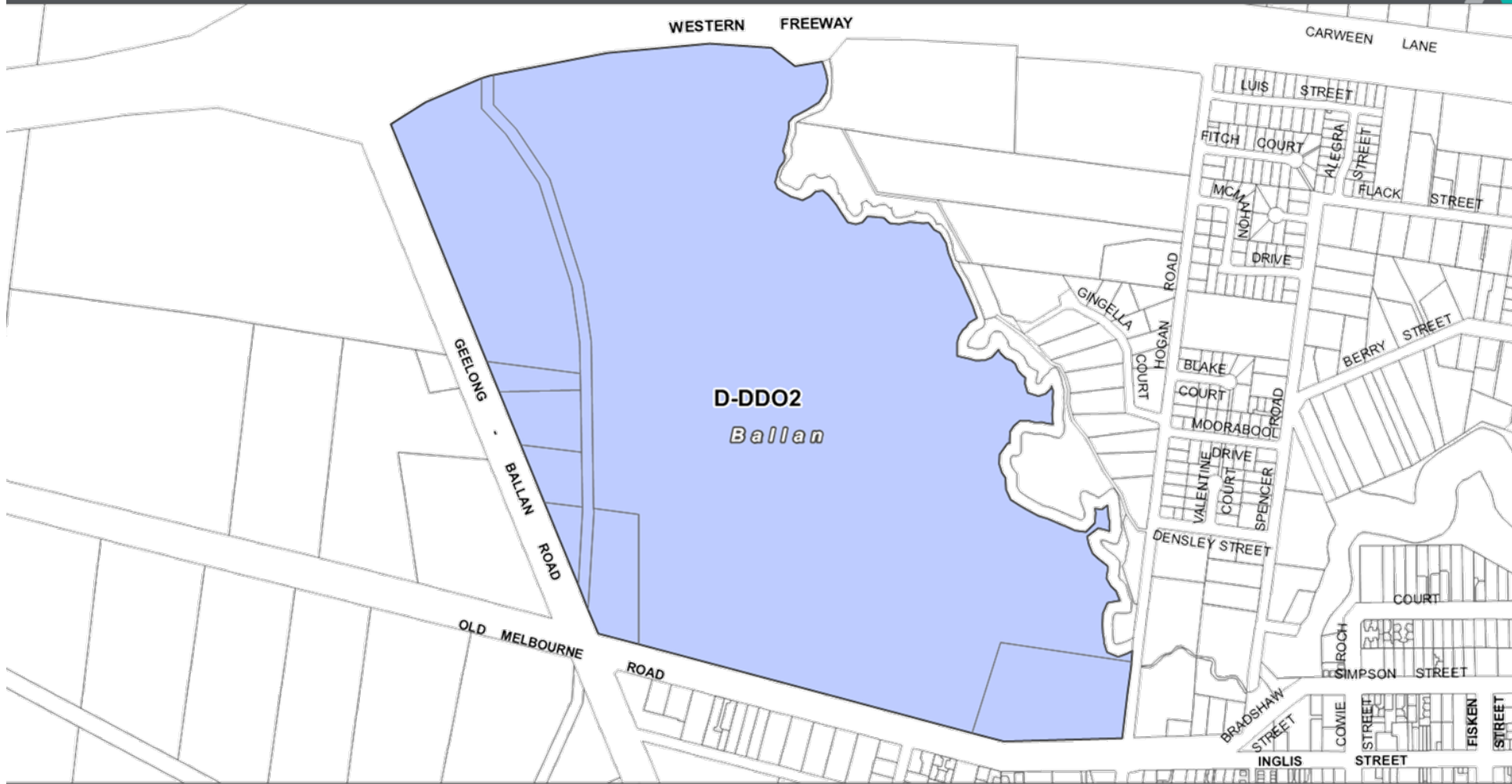
Print Date: 29/04/2024

Amendment Version: 1



Department
of Transport
and Planning

MOORABOOL PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C108moor



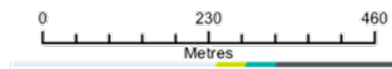
LEGEND

- D-DDO - Area to be deleted from a Design and Development Overlay
- Local Government Area

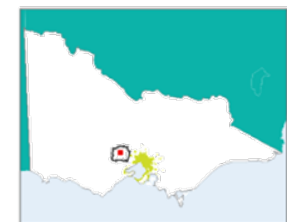
Disclaimer
 This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

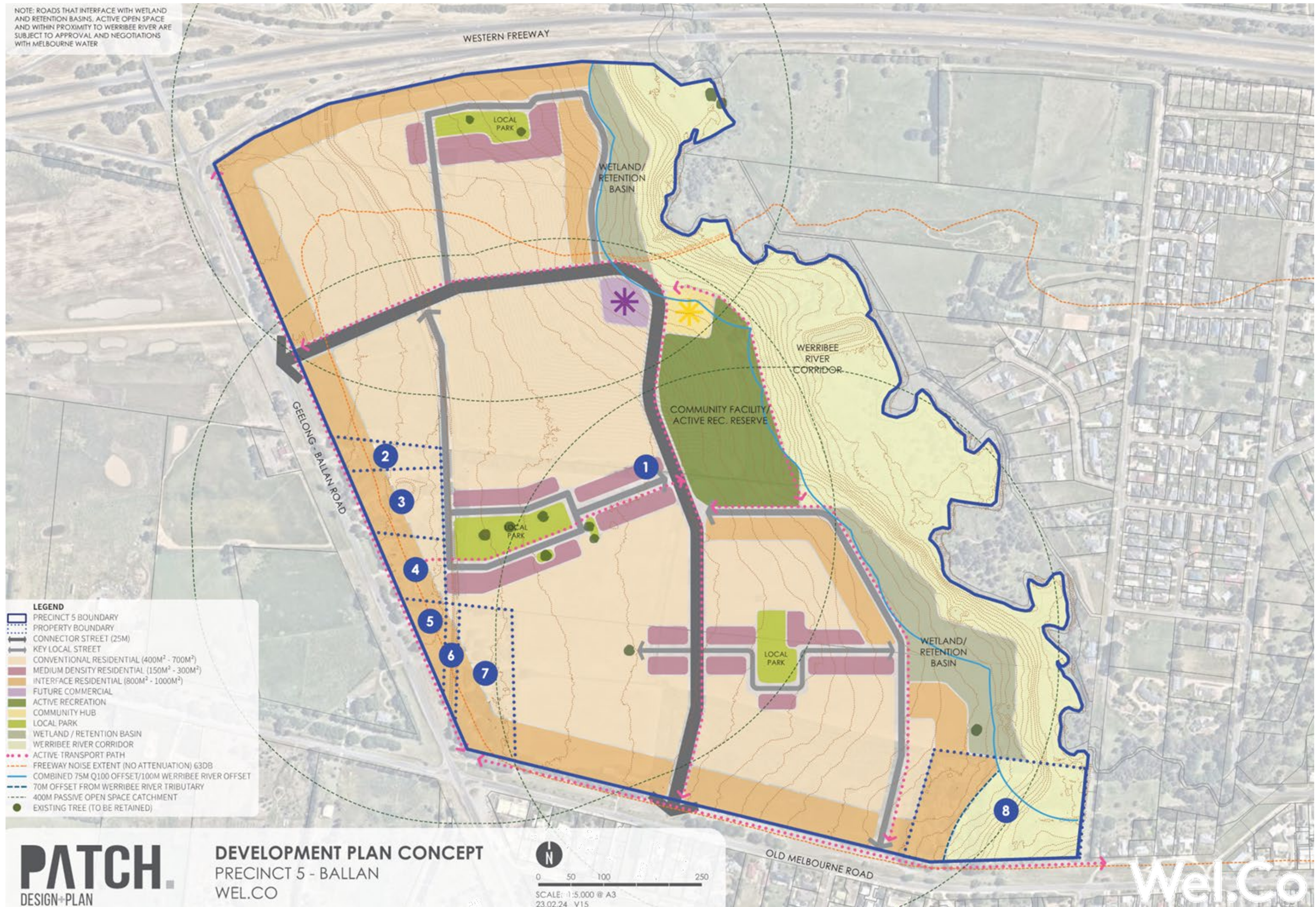
© The State of Victoria Department of Transport and Planning 2024

Planning Group
 Print Date: 29/04/2024
 Amendment Version: 1



Part of Planning Scheme Map 26DDO





Community Infrastructure Contributions

Item*	WIK/Financial Contribution/Land Contribution	Value (\$)
Community facility	Financial	6,000,000
Land for community facility	Land	262,500
Active recreation reserve:** <ul style="list-style-type: none"> • Full sized oval or two soccer pitches, sand based with drainage and lighting • Carpark • Hard courts x3 • Playground (medium-large): <ul style="list-style-type: none"> ○ Pump Track/Mini court etc. ○ BBQ areas with shelter ○ Toilets ○ Art/sculptures 	WIK WIK WIK WIK WIK WIK WIK	6,400,000
Land for active recreation reserve	Land	1,743,000
Sports pavilion associated with oval/soccer (600sqm)**	WIK/Financial***	3,600,000
Local park construction: <ul style="list-style-type: none"> • North • Central • South 	WIK WIK WIK	802,095 1,538,022 850,948
Land for local parks: <ul style="list-style-type: none"> • North – 0.569Ha • Central – 1.026Ha • South – 0.607Ha 	Land	As part of POS contribution
External shared paths connecting internal network to the Ballan shared path network	WIK/Financial	TBC
Geelong/Ballan Road Intersection <ul style="list-style-type: none"> • Contribution to Council’s preferred intersection option 	Financial	1,936,700

*Further details and specifications of items to be captured in s173 agreement.

**The value represents the estimated value of the works if constructed by the Council.

***WIK or financial contribution to be determined upon further discussion.

Fair Access Policy



Policy Type:	COUNCIL
Version:	1.0
Date Adopted:	TBC
Service Unit	Community Development and Activation
Directorate:	Community Strengthening
Review Date:	TBC

1. Purpose

The Fair Access Policy (the Policy) seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure. Moorabool Shire Council will undertake the necessary and proportionate steps towards implementation of the Fair Access Policy.

2. Introduction

Sport is a highly visible and valued feature of Moorabool Shire’s culture and identity. The sport and active recreation sector provide opportunities for enriching our communities through the promotion of respect and fair mindedness for all people, while also supporting the physical and mental wellbeing of the community.

Since 31 March 2021, Moorabool Shire Council, as a defined entity of the *Gender Equality Act 2020*, has been required to conduct Gender Impact Assessments (GIA) on all new policies, programs, communications, and services, including those up for review, which directly and significantly impact the public. The Policy has been developed to strengthen the GIA process and Council’s adopted Female Friendly Sport and Recreation Infrastructure and Participation Strategy, to promote equitable access to the use of community sports infrastructure across the municipality.

3. Statement of Intent

Moorabool Shire Council recognises that gender equality is the attainment of equal rights, responsibilities, and opportunities regardless of gender.

4. Definitions

MSC	Moorabool Shire Council
Community Sports Infrastructure	Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Fair Access Policy



Committees of Management	Refers to committees appointed by the Department of Energy, Environment and Climate Action under the <i>Crown Land (Reserves) Act 1978</i> to manage recreation reserves where community sport training and games are held.
Community Asset Committees	Refers to committees managing recreation reserves where community sport training and games are held on behalf of Council.
Gender Equality	The equal rights, responsibilities and opportunities regardless of gender.
Gender Equity	The provision of fairness and justice in the distribution of benefits and responsibilities based on gender.
Gender Impact Assessment or GIA	A requirement under the <i>Gender Equality Act 2020</i> to be assess policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

5. Scope

The scope of the Policy is to support MSC to take positive action towards achieving gender equity in the access and usage of community sports infrastructure. This complies with the *Gender Equality Act 2020* and aligns with Municipal Public Health and Wellbeing Plan and Council Strategies.

6. Policy Framework

The Policy is designed to comply with the Gender Equality Act 2020, and the wider Victorian Government gender equality strategy.

Moorabool Shire Council acknowledges:

- a) the disadvantaged position some individuals have had in the sport and recreation sector because of their gender.
- b) that achieving gender equality will require diverse approaches.

Moorabool Shire Council will:

- a) engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and

Fair Access Policy



- recreation community, regardless of their gender, in a positive, respectful, and constructive manner
- b) engage in the process of gender impact assessments to assess the implications for all genders of any planned action, including policies and communication plans

7. Fair Access Principles

The principles are as follows:

1. Community sports infrastructure and environments are genuinely welcoming, safe and inclusive for all community members, regardless of gender.
2. Women and girls can participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.
3. Women and girls will have equitable access to and use community infrastructure:
 - a. Of the highest quality available and most convenient.
 - b. At the best and most popular training times and locations.
 - c. To support existing and new participation opportunities and a variety of sports.
4. Women and girls should be equitably represented in leadership and governance roles.
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of all allocated community sport infrastructure.

8. Compliance and Monitoring

8.1 Actions

Moorabool Shire Council commits to undertake a GIA on all current community sports infrastructure access and use policies and processes, and to consider opportunities to strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles.

MSC acknowledges that the requirement to have a gender equitable access and use policy and action plan in place, and the ability to demonstrate progress against that policy and action plan will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

8.2 Responsibility

The Community Activation and Community Development teams are responsible for leading Moorabool Shire Council's Fair Access Policy, and all staff are responsible for implementing the Policy. Management personnel, staff, volunteers, and stakeholders (for example State

Fair Access Policy



Sporting Associations and Regional Sport Assemblies) at MSC have a shared responsibility to support the policy.

Role	Responsibility
Local Government – CEO and Executive Management Group	<ul style="list-style-type: none"> To promote a gender-aware and gender-responsive culture and community and champion the Fair Access Policy To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls in sport and active recreation
Community Activation Team	<ul style="list-style-type: none"> Lead the review of sport and recreation policies and process Develop and adopt gender equitable access and use policies To communicate policy updates to all staff and members To monitor compliance and issues To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls Support the undertaking of Gender Impact Assessment and submission of progress reports as per the Gender Equality Act 2020 obligations To communicate and educate sport and recreation infrastructure user groups and users
Gender Equality Officer and People & Culture	<ul style="list-style-type: none"> Support the review of sport and recreation policies and processes Support the formal adoption process of a new or revised gender equitable policy Undertake Gender Impact Assessment and submission of progress reports as per the <i>Gender Equality Act 2020</i> obligations
Local Government – all staff	<ul style="list-style-type: none"> To adhere to and communicate the policy when required To attend training / awareness programs
Local sport club volunteers, committees of management and community asset committees	<ul style="list-style-type: none"> To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls Implement the policy into the relevant sport clubs or committees

For further information related to this Policy see:

- *Gender Equality Act 2020 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*
- Moorabool Shire Council (MSC) Health & Wellbeing Plan 2021-2025
- MSC Plan 2021-2025
- MSC Recreation and Leisure Strategy 2024-2034 (draft)

Fair Access Policy



- MSC Female Friendly Sport and Recreation Participation Infrastructure Strategy 2023
- MSC Leadership Statement for the Prevention on Violence Against Women 2022
- MSC Open Space Strategy 2024 (draft)
- MSC Community Asset Committee Guidelines 2023
- MSC Asset Management Strategy 2022-2032
- Maddingley Park Masterplan 2023
- Masons Lane Masterplan 2023
- Bacchus Marsh Racecourse & Recreation Reserve Masterplan 2021
- Darley Park Masterplan 2022
- Gordon Recreation Reserve Masterplan 2024
- Wallace Recreation Reserve Masterplan 2024

9. Related Legislation

- *Gender Equality Act 2020 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*

10. Council Plan Reference

Objectives: Healthy, inclusive and connected neighbourhoods.
Context: Improve the health and wellbeing of our community.

11. Review

As a minimum, this policy will be reviewed every second year.

Fair Access Policy



Addendum: The Fair Access Action Plan

Principle 1: Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.

Actions to achieve progress	Timeframe	Responsibility	Indicator of Success
Incorporate safer design principles and undertake infrastructure improvements that enhance safety outcomes for users.	Year 2	Council wide	Plan created with process and steps to be made for incorporating safer design principles in all infrastructure
Ensure completion of a GIA for all new or upcoming renewals of any master plans, policies, strategies etc	Ongoing	Community Development and Activation	All new projects have a completed GIA
Seek relevant funding and grants to support with upgraded infrastructure projects	Ongoing	Community Development and Activation	Successful applications to deliver new and improved infrastructure

Principle 2: Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.

Actions to achieve progress	Timeframe	Responsibility	Indicator of Success
Work with partners to access tools that can assist in enhancing women and girls' leadership opportunities.	Year 2	Community Activation	Council to hold a leadership forum for local women and girls
Support, promote and or host Come and Try days or sporting activations	Ongoing	Community Development and Activation and State Sporting Associations	Two come and try days held with two clubs per year for women and girls
Working with identified partners, conceptualise a series of educational forums that focus on creating more welcoming and safe environments within sport and recreation.	Ongoing	Community Development and Activation	Hold a minimum of one education forum for local clubs per year
Promote fair access by raising the profile of clubs that are leading the way in inclusion of diverse groups and showcasing prominent local role models (athletes, volunteers, coaches, administrators, officials etc.)	Ongoing	Community Development and Activation and Media, Brand and Advocacy	Highlight examples of clubs leading the way on Council's website and social media platforms
Continually share upskilling opportunities through networks as they arise	Ongoing	Community Development and Activation	Attendance at information sessions and workshops to increase skills and knowledge

Fair Access Policy



Principle 3: Women and girls will have equitable access to and use of community sport infrastructure:

Actions to achieve progress	Timeframe	Responsibility	Indicator of Success
Review occupancy agreements and policies of sport and recreation facilities to include female participation incentives	Year 2	Community Development and Activation	Clubs that demonstrate an increase in female and/or diverse groups participation to receive an incentive
Review and update occupancy agreements and incorporate Fair Access practices and principles where applicable	Ongoing	Community Development and Activation and Governance	Any new sport club agreement to include Fair Access principles where appropriate
Develop prioritisation allocations criteria for clubs to meet during peak periods where demand outweighs supply.	Year 2	Community Development and Activation	Clubs demonstrating commitment to providing participation opportunities to women and girls

Principle 4: Women and girls should be equitably represented in leadership and governance roles.

Actions to achieve progress	Timeframe	Responsibility	Indicator of Success
Begin data capture of information pertaining to existing female participation in leadership roles in sporting clubs, including committee members, officials and coaches.	Year 2	Community Development and Activation	Clubs to see an increase in female participation in leadership prior to each new season commencing
Promote and incentivise clubs to complete Gender Inclusive Sporting Club: Self-Assessment Tool	Year 2	Community Development and Activation	Clubs that complete the self assessment tool to receive a reward, for example a 1:1 leadership session with the Regional Sport Assembly or similar

Principle 5: Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.

Actions to achieve progress	Timeframe	Responsibility	Indicator of Success
Seek funding and grant opportunities to: - invest in programs that attract equal access of diverse users	Ongoing	Community Development and Activation	Ensure all future projects have a GIA to ensure equal access opportunities have been identified

Principle 6: Prioritise access, use and support to all user groups who demonstrate an on-going commitment to gender equitable access and use of allocated community sport infrastructure.

Actions to achieve progress	Timeframe	Responsibility	Indicator of Success
-----------------------------	-----------	----------------	----------------------

Fair Access Policy



Clubs to consult with players, coaches and parents to understand the needs of participants before allocating training/ game times for playing and change facilities	Ongoing	Local sport clubs	Female teams to have access to change facilities and have sessions scheduled at reasonable times as indicated by players, coaches and parents
Implement a flexible uniform policy and strategies that listen to what women and girls and gender diverse people prefer to help break down barriers to participation	Ongoing	Local sport clubs	Women, girls and gender diverse people to play sport in their preferred clothing

MILLBROOK COMMUNITY CENTRE



MINUTES OF GENERAL MEETING HELD AT MILLBROOK COMMUNITY CENTRE

Tuesday 22nd August 2023

MEETING OPENED -8.02

PRESENT: Paddy Ryan, Amanda Labbett, Andrea Weigall, Georgie Reynolds, Luke Reynolds, Mark Weigall, Tom Reynolds

APOLOGIES: Lindsay Grey, Adrian VanDenHeuvel

TREASURERS REPORT

Balance in bank account as of 30th June 2023 \$36,180.57

Including Lal Lal Wind Farm Grant of \$14,947.00

CORRESPONDENCE

- Moorabool Shire council response to email Amanda sent in regards to matters arising from previous meeting.
- Possible regular hire of hall. (Email received)

MINUTES OF PREVIOUS MEETING:

Motion to pass the minutes from meeting held 16th May 2023

Moved by: Andrea Weigall

Second: Luke Reynolds

MATTERS ARISING FROM PREVIOUS MINUTES

Kitchen Upgrade

The committee thank Georgie for all her time and appreciate her effort put into this ongoing project.

After Georgie followed up on the kitchen upgrade with council they admitted to forgetting to get back to her in regards to the upgrade being accepted. This has now resulted in a delay of the kitchen being installed. Committee all agreed that the project can begin as soon as BJ is able to start. This is now looking to be before Christmas. BJ will let Georgie know when works can begin.

Tom Reynolds will follow up the hot water service.

MCC keys

Amanda emailed MSC in regards to the lost keys. Their response was to carefully check the keys and their whereabouts. It was also mentioned that Luke has a form that was signed by the people who have the keys. This form has been returned to Ashley previously.

We have now checked and discussed this several times. It has been decided that:

- Gordon Playgroup have returned the old key and lost the new one.
- Paddy was given a new key which doesn't work
- Andrea, Luke and Georgie have a key each.

Amanda gathered up 3 keys (2 old, 1 new) and will return these to the MSC and hopefully we can get 2 new keys for Amanda and Paddy.

Weather Strip

Thank you to Luke for fitting a weather strip to the end sliding door stopping all the rubbish from coming underneath. Total cost of strip was \$42.50

Unsafe Ramp

The Asset Management team from the MSC inspected the ramp and had contractors rectify the issue of being very slippery.

Working Bee

A date has been set for the upcoming working bee: Friday October 27th from 5.00pm

GENERAL BUSINESS

- Upcoming Bookings so far:

Gladabouts	6-9th Oct
Southern Explorers	12-15th Oct

Theresia Sullivan

3 Dec

- Paddy will contact the President of the Moorabool Community Bank (Bendigo Bank) Darren Rix in regards to the process of gaining a possible grant to help fund the new kitchen upgrade. This upgrade will leave the Community Centre funds very low and their help would be very much needed and appreciated. Perhaps going towards the white goods. The Community centre is used by the Millbrook CFA and local community members which fits into the Banks community engagements and what they stand for. Giving back to the community.
- Mark Weigall suggested making up flyers to distribute inviting community members to attend our upcoming working bee and general meeting the following week. New members are very much needed and this is the 25th year since the Community Centre begun running after the school closed in 1994. Without this centre Millbrook hasn't a community gathering space.
- Tom Reynolds is removing the old tank stand that is at the front of the building. All agreed this will make a much needed big difference in the appearance to the front of the building.
- Casual Hire booking rate. It was decided that the rate for the hire of the centre will now go from \$25 up to \$50. Flat rate. Per day/night.

Moved: Andrea Weigall Second: Mark Weigall. All committee members agreed.

- Email regarding regular hall hire. Amanda received an email from Annie Tayleur asking to use the centre on a regular basis for small group activities for mums in our area to do some basic craft and chat. Annie is hoping to hire the hall once a month on a weekend afternoon/evening. Amanda will let Annie know via email that we would love for her to use the centre on a regular basis at the cost of \$50 per session. We will lock her dates in and not accept any other bookings on these days.

Moved by: Luke Reynolds. Second: Andrea Weigall. All committee members agreed.

OTHER BUSINESS

Working Bee- Goals 2023

- Plant trees (Swamp Gums) in the south west corner.
- Pull wire fence down that surrounds the old tennis courts

- Gardening, spraying
- Clean windows
- Clean behind Toilet Block

Next General Meeting scheduled for Wednesday 1st November. 2023, 7.30pm

MEETING CLOSED: 8.50pm



Navigators Community Asset Committee

Committee Meeting held 24th Oct 2023

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

Troy Connor

Present:

Wayne Austin - Chair Person

Rick Stephens - Treasurer

Ole Kelderman – Secretary

Troy Connor – Committee Member

Apologies: None

1 Minutes of last meeting:

No previous meetings

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 Troy Connors offer resignation from NCAC.

Resignation accepted

MSC need to update membership list in MSC records

5.1.2 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 need to reimburse NCC for items replaced

URN - \$390

Hot Water Service - \$1430

Action: Treasurer to forward receipts to MSC

5.3 HUB status

- Tender closed again
- Meeting with MSC to be scheduled
- MSC staff turnover impacting continuity of project
- Concern on handover of project when staff turnover

5.4 MSC asset committee need to communicate to NCAC on updates, repairs and maintenance to hall and reserve

5.5 New relationships need to be established to user groups after CAC formed

6 Treasurer's Report

No accounts yet established

**Wallace Hall Committee of Management
General Meeting
Monday 12th November
2023**

Meeting opened: 5.30 pm

Attendance: Kenneth Williams, Josie Donegan, Alan Tiley, Karen Tiley, Teagan Button

Apologies: Leanne O’Neil, Darren Quinlan, Paul Mahar
Minutes of the previous meeting were read by Josie and accepted
Alan Tiley
Teagan Button

Correspondence

In: Power Bill

Out: Flyers to be distributed around the community with regard to the Christmas Function

Presidents Report:

Josie put forward a proposal that we put on a Community Christmas Function to raise awareness that the hall is available for hire and community activities. All members were in favour of the idea.

General Business:

Christmas Function Sunday 17th December from 5pm (Santa 6 -7)

- Tree display in Foyer - Karen and Josie
- Signage relating to the function - Karen
- Flyer - Karen Tiley
- Distribution of flyers - Karen, Dayna and Shawni (volunteer Members of the community)
- Book a Santa with appropriate insurance and checks - Josie
- Chair for santa photos - Josie
- Lolly bags - Teagan, Lucy and Eliza (community volunteers)
- Book Fire truck - Josie
- Sausage, Bread, Sauce, Soft drink - Josie and Karen

Kitchen Renovation

Karen Tiley put forward a suggestion that a mini kitchen reno may be a way to encourage the community to hire the venue. In its current state there is no scope to serve food at the venue.

The group agreed and suggestions made were for the purchase of a fridge, stove/oven and microwave. Including clean up. Further discussion at the next meeting

Alan Tiley suggested that the recreation reserve may have a suitable fridge for sale and will look into it for us.

Finance Report:

Bank statements were reviewed with the only expenses relating to mowing, Electricity and Gas. Approximately \$38,000 in the bank.

Next Meeting

AGM Monday 11th December at 6pm
Includes clean up for Christmas Function

Meeting Closed 6.30pm

**Bacchus Marsh Public Hall
Community Assets Committee**

Committee Meeting 22nd January 2024

Location: Supper Room, 207 Main St Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 7.05 pm with Keith C in the Chair.	
2.	Members present: Keith C, Anita J, Eric D, John F, Gary T, Carol Y	
3.	Apologies received: Nil	
4.	Guests: Cr T Dudzik, Ron G	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
Resolution:		
<i>That the minutes of the Meeting of 11th December 2023 be confirmed.</i>		
<i>Moved: Gary T</i>		<i>Seconded: Eric D</i>
<i>Carried</i>		
7.	Actions arising from previous meetings	
	7.1 Hall User Manual 1017	Carried Over- Some photos have been taken Action: RG/DH
	7.2 Interpretive Signs 0817	Cr T Dudzik to follow up with MSC Action TD

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd January 2024

7.3 Public Hall Heating 0621	CFM have not replied re alternative heating options. GJ Braddings have already quoted. Ron G will follow up with another company in Ballarat Action RG
7.4 Blow Mould Tables 0123	Tables have been delivered and installed by Ron G. Wallace Hall has taken the round tables and trestles. Action: Complete
7.5 Steam Cleaning	ACS can do steam cleaning and will supply a quote to RG. Most problems in the Supper Room appear to be after MSC events. Di E to be contacted next time it happens Action RG/CY
7.6 Loading Dock and Parking	Awaiting response from MSC. Kristian B was to check into this after our October meeting. Cr Dudzik to check into response Action: MSC/TD
7.7 Wall marks on Stage dado	Ron G obtained a quote to strip the timber to bare wood and repaint at a cost of \$18000. To just sand, undercoat and paint would be \$2700. To repair and paint would be \$1100 Farley Painters to come in Thursday to quote Action: RG
7.8 Water Damage in Supper Room 0123	Ron G to take photos and send to MSC for urgent repair Action: RG
7.9 Kitchen Floor repairs 1223	Ron G has repaired the floor and the Committee agreed that the hirer that incurred the damage, be charged \$1000 minimum bond for future bookings Action RG/DH
Booking Contractor and Hallkeeper Reports	Tabled

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd January 2024

	<p>Business Arising from Booking Contractor and Hallkeeper Reports</p>	<p>Rain has been coming in through the Kitchen vent but not as much as previous.</p> <p>4 damaged Trestle tables are to be dismantled and taken to the refuse station</p> <p style="text-align: right;">Action: RG</p> <p>The South west exit door in the Public Hall has been replaced.</p> <p style="text-align: right;">Action: Complete</p> <p>Anita J is to be appointed an full administrator of our Facebook Page. Committee decided not to give Booking Contractor increased administration.</p> <p style="text-align: right;">Action: CY/AJ</p> <p>Resolution:</p> <p>That Gary T should have access to our Booking System through Google Groups Drive and that Anita J will have access through Gary T.</p> <p>Moved: Keith C Seconded Eric D</p> <p>Carried</p> <p style="text-align: right;">Action GT/DH</p> <p>The Chairperson thanked the Booking Contractor and Hallkeeper for their comprehensive reports</p>
		<p>Resolution:</p> <p>That the Booking Contractors and Hallkeepers Reports be received.</p> <p>Moved: Gary T Seconded: John F</p> <p>Carried</p>
		<p>Ron G was excused from the meeting</p>
	<p>7.10 Disabled Accessiblity to Foyer and stage. Repairs to ceiling and replacement of stage curtains. Front of stage lighting</p>	<p>Awaiting response from MSC as they are seeking quotes for works. Project unlikely to be undertaken 23/24. Costings to be drafted to identify in the following years MSC Budget FY 24/25</p> <p>Cr Dudzik to follow up with MSC to ascertain if this project is currently being actioned.</p> <p style="text-align: right;">Action: TD/MSC</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd January 2024

	7.11 Electricity account and Solar Panels	Awaiting response from MSC Kristian B. Cr Dudzik to follow up. Action TD/KB
	7.12 Security Cameras	Awaiting form from MSC to enable us to apply. Cr Dudziik to follow up Action TD/MSC
	7.13 Hallkeeper Contract	Carried over Action CY
	7.14 Website and online booking	5 email addresses through Google Workspace are costing \$8.40 each per month and being direct debited from our account. Each email address has super admin rights except the Booking Contractor. Programmable Soda has agreed to continue hosting the website @ \$20 per week after Havealook Websites declined to be the host. Various hosts were suggested i.e. Webcentral.au and Genesis FX for Eric D to contact. The Chairperson thanked Eric on his work and diligence during this extremely busy period. Action ED/AJ/GT
	7.15 Lighting	Carried Over Action ED/KB
	7.16 EFT System of Payment	Stripe are currently being used with a surcharge of 1.75% being deducted from Hirer's bonds who elect to use this system of payment. Cr Dudzik advised of Ezi Debit system and Gary T will investigate further. Action GT
8.	Secretary's report	
	8.1 Inwards correspondence	Certificate of Appreciation – Volunteers from MSC Various statements Bendigo Bank Various emails – Programmable Soda Various emails – Havealook Websites
	8.2 Outwards correspondence	

	8.3 Business arising	
<p>Resolution:</p> <p><i>That the Secretary’s report be received.</i></p> <p>Moved: Carol Y Seconded: Eric D</p> <p>Carried</p>		
9.	Treasurer’s report	
	9.1 Accounts for Payment	<p>ACS Property Services</p> <p>D Hazel \$971</p> <p>Programmable Soda \$270.60</p> <p>Ron’s Maintenance \$550</p> <p>Telstra \$76.14</p> <p>Veolia \$220</p>
	9.2 Business Arising	<p>Bendigo Bank have issued a new Term deposit account</p> <p>The contact and bank details with MSC have been changed from the Booking Contractor email and Booking Account to Treasurer email and Main Hall Account.</p>
<p>Resolution:</p> <p><i>That the Treasurer’s report be received.</i></p> <p>Moved: Gary T Seconded: Carol Y</p> <p>Carried</p>		
10	General Business	
	13.1 February Meeting	<p>To be cancelled or meet via Zoom depending on business to be discussed</p> <p>John F advised he will be absent for March and all through Winter</p> <p>Carol Y advised she will be unable to attend a physical meeting in February</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd January 2024

14.	The next meeting of the Committee will be held at 7pm on Monday 25 th March 2024 in the Supper Room or via Zoom on Monday 26 th February 2024
15.	The meeting closed at 9.02 pm.

**Bacchus Marsh Public Hall
Community Asset Committee**

Meeting 25th March 2024

Location: Supper Room, Main St Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 7.10 pm with Gary T in the Chair.	
2.	Members present: Gary T, John F, Eric D, Carol Y	
3.	Apologies received: Anita J, Keith C	
4.	Guests: Cr Tonia D	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
	<i>Resolution:</i>	
	<i>That the minutes of the Meeting of 22nd January 2024 be confirmed.</i>	
	<i>Moved:</i> Gary T	<i>Seconded:</i> John F
	<i>Carried</i>	
7.	Actions arising from previous meetings	
	7.1 Hall User Manual 1017	Update to be received by Dotty H and Ron G for next meeting Action DH/RG
	7.2 Interpretive Signs 0817	Awaiting response from MSC Action MSC

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25th March 2024

7.3 Public Hall Heating 0621	Ron G has contacted a Ballarat company (Celsius Heating) to come and have a look as the Melbourne company previously contacted is not interested. Action RG
7.4 Loading Dock and Parking	The line marking and signage has been completed by MSC Item complete
7.5 Steam Cleaning	ACS has recently completed steam cleaning of the Supper Room and foyer at a cost of \$750. This is an ongoing item.
7.6 Wall marks on stage dado	Carried Over Action RG
7.7 Water Damage in Supper Room	MSC have arranged for a contractor to contact Dotty H to arrange an inspection time Action MSC/RG
7.8 Modifications to Table Trolley	Ramp modifications are being made by ROSCO Engineering Action RG
Booking Contractors and Hallkeepers January and February Reports Tables Items Arising	
7.9 Booking System	Gary T now has access to the current booking system and will show Anita J Gary T has also investigated a new system called MYHALLHIRE and will send a link to Committee members to view Action GT/AJ
7.10 Booking direct through Website	Hirers are sending the Application form direct through the website before contacting the Booking Contractor for availability. Booking Contractor suggested an Enquiry form to be followed up by the Application to Hire form. The Committee considered that this is only an Application to Hire and they cannot see any issue with this. It is tedious for Hirers to have to complete 2 forms when hiring. The Booking Contractor should contact the prospective hirer if the date required is not available and suggest other available dates. Action DH

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25th March 2024

	<p>7.11 Inadequate Banking Details by hirers.</p>	<p>The Treasurer did not consider this a major problem as it is mainly businesses that are not putting banking details. Booking Contractor to contact hirers if Application to Hire form is not adequately completed. The Committee agreed that an extra comment could be put on the Application to Hire form.</p> <p>“The refund of security deposit funds (if applicable) will be refunded to the following bank account. THIS MUST BE FILLED IN TO BE ABLE TO PROCESS YOUR SECURITY BOND REFUND”</p> <p style="text-align: right;">Action DH</p>
	<p>7.12 Reduced Rate for Supper Room Storage</p>	<p>As there is no storage for tables and chairs in the Public Hall, the Booking Contractor suggested a reduced rate to store items in the Supper Room. The Committee agreed that a reduced rate should not be available for hirers.</p>
	<p>7.13 Fundraiser Charges</p>	<p>Booking Contractor suggested a special rate for Fundraising hires.</p> <p>If a hirer requires a reduced rate due to it being a Fundraiser, it is to be brought to the Committee for a decision to be made on an individual basis</p> <p style="text-align: right;">Action DH</p>
	<p>7.14 Lock on Skip Bin</p>	<p>Some hirers are not putting the lock through all three chains. Committee agreed for the Booking Contractor to put a tag on each set of keys together with a stick on the skip bin, reminding hirers to place the lock through all three chains.</p> <p style="text-align: right;">Action DH</p>
	<p>7.15 Urban Markets</p>	<p>Urban Markets requested a Community Rate for the hire of the Public Hall during the Strawberries and Cherries festival under the booking of Friends of Urban Markets. This was taken to MSC for evaluation and Leigh Mc advised that a Community Rate was not suitable as this was a Commercial venture.</p> <p style="text-align: right;">Action DH</p>
	<p>7.16 Roller Skating in Public Hall</p>	<p>An enquiry has been made to hire the Public Hall for Roller Skating. The Committee agreed that this could damage the floor and the booking will be declined.</p> <p style="text-align: right;">Action DH</p>
	<p>7.17 Strawberries and Cherries Festival</p>	<p>Ron G attended the meeting with regard to parking and submitted the plan that was given out at the meeting</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25th March 2024

	7.18 Hall Advertising	The Booking Contractor is currently advertising events on social media. The Committee decided that this is not actually advertising the Public Hall and that separate advertising on social media should occur with a link to the website.
	7.19 Market Charges	The Booking Contractor suggested having different charges for those holding markets. The Committee felt that there wasn't a need to have separate charges and hirers should be as per the price list i.e. Community, Private or Commercial.
		<p>Resolution:</p> <p>That the Booking Contractors and Hallkeepers reports be accepted</p> <p>Moved: Carol Y Seconded: Eric D</p> <p>Carried</p>
	7.20 Disabled Accessibility to Foyer and Stage. Repairs to Ceiling and replacement of Stage Curtains. Front of Stage Lighting	<p>Carried Over. Awaiting response from MSC</p> <p style="text-align: right;">Action MSC</p>
	7.21 Electricity Account and Solar Panels	<p>Awaiting response from MSC</p> <p style="text-align: right;">Action: MSC</p>
	7.22 Security Cameras	<p>Awaiting response from MSC</p> <p style="text-align: right;">Action: MSC</p>
	7.23 Hallkeeper Contract	<p>Duty Statement has been prepared by Carol Y and members approved the list to allow for the tender process to begin. Carol Y to contact MSC regarding advertising of tenders to be received by 31st May 2024 with interviews to be conducted in June 2024.</p> <p style="text-align: right;">Action: CY</p>
	7.24 Website and online booking	<p>We are now paying Google Workplace direct for our email access. Gary T will investigate if it would be preferable to pay yearly.</p> <p>Eric D has been investigating a new website hosting company and website design. It was suggested that Eric contact MSC IT division for some assistance</p> <p style="text-align: right;">Action: GT/ED</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25th March 2024

	7.25 Lighting	To be included in meeting with Assets.
8.	Secretary's report	
	8.1 Inwards correspondence	MSC – Regarding meeting with assets Bendigo Bank – Term Deposits
	8.2 Outwards correspondence	MSC – Regarding meeting with assets
	8.3 Business arising	A meeting with Kristian B and Assets is being arranged to discuss some of the outstanding items previously listed
<p>Resolution:</p> <p><i>That the Secretary's report be received.</i></p> <p>Moved: Carol Y Seconded: John F</p> <p>Carried</p>		
9.	Treasurer's report	
	9.1 Accounts for Payment	Accounts received since 1 st February 2024 Veolia x 2 ACS x 2 Telstra Programmable Soda x 3 Dotty Hazel Ron's Maintenance All accounts have been paid except Veolia for February
	9.2 Business Arising	The Public Hall accounts have been transferred to Reckon One that can be accessed by other Committee Members. A link has been sent to Carol Y to enable access to the system. Nearly all the term deposits have been rolled over and when done, all will mature in July 2024. <p style="text-align: right;">Action GT</p>

<p>Resolution:</p> <p><i>That the Treasurer’s report be received.</i></p> <p>Moved: Gary T Seconded: Carol Y</p> <p>Carried</p>					
13.	<p>General Business</p> <table border="1"> <tr> <td>13.1 Stage Damage</td> <td> <p>After the inspection of Mayhem Pro’s hire, it was detected that there was damage to the stage floor. This has been referred to MSC for repair urgently as it has a serious impact on other hirers.</p> <p>The Committee agreed that the bond for future bookings by Mayhem Pro should be raised to \$1500 an increase of \$750. There next booking is in June and Carol Y will write to them advising them of the increase when the current damage has been repaired.</p> <p style="text-align: right;">Action: MSC/CY</p> </td> </tr> <tr> <td>13.2 Request for Discount</td> <td> <p>Tamil Group has requested a discount through Cr R Ward/Cr Tonia Dudzik for continued bookings. Committee felt that the current pricing was suitable and a discount should not be approved.</p> </td> </tr> </table>	13.1 Stage Damage	<p>After the inspection of Mayhem Pro’s hire, it was detected that there was damage to the stage floor. This has been referred to MSC for repair urgently as it has a serious impact on other hirers.</p> <p>The Committee agreed that the bond for future bookings by Mayhem Pro should be raised to \$1500 an increase of \$750. There next booking is in June and Carol Y will write to them advising them of the increase when the current damage has been repaired.</p> <p style="text-align: right;">Action: MSC/CY</p>	13.2 Request for Discount	<p>Tamil Group has requested a discount through Cr R Ward/Cr Tonia Dudzik for continued bookings. Committee felt that the current pricing was suitable and a discount should not be approved.</p>
13.1 Stage Damage	<p>After the inspection of Mayhem Pro’s hire, it was detected that there was damage to the stage floor. This has been referred to MSC for repair urgently as it has a serious impact on other hirers.</p> <p>The Committee agreed that the bond for future bookings by Mayhem Pro should be raised to \$1500 an increase of \$750. There next booking is in June and Carol Y will write to them advising them of the increase when the current damage has been repaired.</p> <p style="text-align: right;">Action: MSC/CY</p>				
13.2 Request for Discount	<p>Tamil Group has requested a discount through Cr R Ward/Cr Tonia Dudzik for continued bookings. Committee felt that the current pricing was suitable and a discount should not be approved.</p>				
14.	<p>The next meeting of the Committee will be held at 7pm on Monday 22nd April 2024 in the Supper Room</p>				
15.	<p>The meeting closed at 8.40 pm.</p>				

Greendale Recreation Reserves Community Assets Committee Meeting

Attendees:	Eddie Salwe, Nick Myrianthis, John Speed, Paul Higgins,	
Apologies:	Sarah Duncanson, Madelaine Briggs	
Date & Time:	Thursday 22 nd February 7.30pm Egan’s Reserve	
Issue	Action	Timeframe
Previous minutes	December 2023 Minutes were confirmed	
Matters arising	<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>Sarah’s proposal for a water based sensory feature at Egan’s Reserve was unanimously supported by members present.</p> <p>Smaller projects that may compliment this are: 100,000lt water tank, upgrade toilet block with baby change / Storage facility.</p>	
	<p>Storage unit required at Egans Reserve for equipment used by community groups – modified shipping container proposed and supported by CoM. To be the target of future fundraising. Projected cost \$18,000 – Options to be actively investigated by CAC- see Ballarat Modular Constructions. MSC to be consulted re approval. No response from MSC. To be to be added as a priority to new Master Plan</p>	
	<p>Ben Elliot, the bore installer, has recommended that the CoM install a 100,000lt water storage in the SE corner of Egans Reserve, to ensure water supply for irrigation and firefighting.</p>	
	<p>CBA has closed in Ballan and recommendation was made by Nick to move to Bendigo Bank, seconded by Eddie & John</p> <p>Eddie to consult with Bendigo Bank about transferring accounts: - Require Minutes of Meeting, Instrument of</p>	

	Delegation from MSC. Account with Bendigo Bank is open, with Eddie, Nick and John to all be registered as signatories.	
	Sarah raised the possibility of offering Auskick for children in the future at Egans’ Reserve. Sarah to contact AFL for options in 2024.	
	One of the rocking horses in the playground has been removed from its base by MSC after failing a safety audit.. To be replaced by MSC	
Treasurers report	Balance \$564.00 as at Feb 24 in Savings Account Bendigo Bank.. BSB 6330 00 Acct 209182146. Notify MSC that recurrent Operational Grant is yet to be received. Fixed interest deposit \$10,680.8400 in CBA - To be transferred to Bendigo Bank in Feb 2024 – Nick and John to organise \$10,000 in Bendigo Bank Term Deposit	
Correspondence		
	Email from Vivian at MSC to request the 2024 meeting dates for the Greendale Reserves CAC. DONE	
General Business	Greendale Reserves CAC requires new 5 year Master Plan to be developed.	
	New tennis nets required for tennis courts, which also require resurfacing.	
	A large tree has broken off at the base and fallen over adjacent to the playground and requires cleaning up. MSC to be notified	
	Cracked body and lid missing from wheelie bin at Egans Reserve. MSC to be notified	
	Meeting closed 8.30pm	
Next meeting	Thursday 21 st March 2024, 7.30pm at Greendale CFA	

	Landcare advised that they have CFA shed booked every 3 rd month starting April 2019 ie. IN APRIL, JULY, OCTOBER.	
	CFA = C1950Z	

Reserves managed by Greendale Reserves Committee:

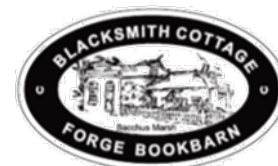
- Egan’s Reserve – 2.24ha corner Ballan Rd and Brady’s Lane, Greendale
- 2.69ha corner LaCote Rd and Kangaroo Rd, Greendale
- 15.4ha end of Maddison Lane, Greendale
- 3.13ha Corner Dales Creek & Acacia Avenue, Dales Creek
- 0.38ha Acacia Ave, Dales Creek
- 2.04 ha Cowans Drive, Dales Creek

Proposed for Master Plan 2024 to 2028
Table of Works

Recommendation	Priority	Cost (approx.)
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 Egan’s Reserve Rotunda to LED	Medium	TBA
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**

ITEM	VALUE	LOCATION STORED
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



Minutes

Committee of Management: Blacksmith’s Cottage & Forge Community Asset Committee

Date of Meeting: Tuesday, 27th February 2024

Location of Meeting: Jean Oomes Room, Lerderderg Library, 215 Main St., Bacchus Marsh.

Meeting Opened: 7.30pm

Minute taker:	Steff Latham
Apologies:	Heather Robson
Absent:	Alan Comrie, David Edwards, Heath Sampson
Attendees:	Lyn Egan, Simon Fisher, Jenny Arrowsmith, Sharron Dickman, Chrissie Stancliffe, Geoff Stancliffe
Guest:	n/a

Confirmation of quorum - Yes

Minutes of 21 November 2023 – Moved by: SD / LE

Item A. Business Arising	
Discussion: None.	Action Items:
Item B. Treasurers Report	
See attached. Cheques becoming obsolete so the Committee agrees to move over to an EFT system for payments. Moved: LE / Seconded: SL	SF to arrange EFT facility to replace cheques - one person drawing cheque and co-signatories (SF and CS)
Item C. Correspondence Report	
See attached. Moved: JA / Seconded: GS	

Item D. Sub-Committee Reports	
Cottage	Action items:
<ul style="list-style-type: none"> • Pest control undertaken. • Yellow tongued flooring installed. • Lino can now be installed throughout the cottage (no formal Heritage approval is required – confirmed by National Trust) • "Marmoleum" proposed to be product of choice. • Quotations will be obtained for lino and provided to Council for approval and payment. <p>Thank you to the Cottage SubCommittee, Shire of Moorabool and especially Kristian Brudenell for moving this project forward towards completion.</p> <ul style="list-style-type: none"> • Cottage content inventory now being digitalised and will be searchable. • Certificates of appreciation to be developed to thank contributors. 	<p>Subcommittee to obtain new quotations for lino purchase and installation.</p> <p>SD to produce certificates of appreciation.</p>
<p>Bookbarn – See report attached.</p> <ul style="list-style-type: none"> • Autumn rosters have been emailed to all volunteers and also printed in Newsletter (see copy attached). • BB Sub-Committee requests to obtain a double-sided flag for outside the Bookbarn (current one is only single sided – this can still be used elsewhere on the premises). • Discussion needs to take place regarding how much space is taken up by Books and by Display within the BB. BB SubCommittee to discuss and agree the use of space. Cottage Committee to determine calendar of display and who is going to do it. • Vermin control – is Council willing to arrange and pay for pest control for both BB and Cottage? 	<p>LE to obtain quote for new double-sided flag and bring to next meeting.</p> <p>CS to contact Council to ask about Pest control.</p>
Website/Social Media – No report	
<p>C.H.H.A. Report</p> <p>Last meeting was at Bungaree followed by attendance at a privately owned museum. Would be possible that the old wheelchair from the Cottage could be deaccessioned and donated to them.</p> <p>Next meeting - 1st Saturday May – Trade School in Ballarat.</p>	<p>CS to donate wheelchair to the Bungaree private collector.</p>
<p>Building Works</p> <p>Council were going to undertake an investigation into possibly sealing brickwork in the forge.</p>	<p>SF to follow up with Council.</p>
Item E. General Business.	
<p>OneDrive – Agreement to investigate setting up OneDrive for all Committee members to use to keep all BCFB correspondence, reports, minutes, inventory etc.</p>	<p>SL to discuss with HS.</p>
Next Meeting Date:	Tuesday, 26 March 2024
Time:	7.30pm
Venue:	Jean Oomes Room, Lerderderg Library, 215 Main St., Bacchus Marsh.
Meeting closed at:	8.26pm

BACCHUS MARSH BLACKSMITHS COTTAGE AND FORGE ADVISORY COMMITTEE

TREASURERS REPORT

DATE

23rd January 2024

Bank Account		Bendigo Bank General Account			
Date	Particulars	Reference	Debit	Credit	Balance
21st November 2023	Opening Balance				\$33,106.00
25th Nov	Takings-Square		\$100.37		\$33,206.37
	Fees-Square			\$0.00	\$33,206.37
	Takings-Cash		\$99.00		\$33,305.37
1st Dec 2023	Interest		\$0.27		\$33,305.64
2nd Dec	Takings-Cash		\$25.50		\$33,331.14
	Takings- Square		\$113.00		\$33,444.14
	Fees-Square			\$1.81	\$33,442.33
9th Dec	Takings-Cash		\$107.00		\$33,549.33
	Takings- Square		\$69.86		\$33,619.19
	Fees-Square			\$0.00	\$33,619.19
16th Dec	Takings-cash		\$54.00		\$33,673.19
	Takings -Square		\$32.47		\$33,705.66
	Fees-Square			\$0.00	\$33,705.66
1st Jan 2024	Interest		\$0.29		\$33,705.95
6th Jan	Takings-Cash		\$48.00		\$33,753.95
	Takings -Square		\$7.38		\$33,761.33
	Fees-Square				\$33,761.33
13th Jan	Takings-Cash		\$85.00		\$33,846.33
	Takings -Square		\$90.55		\$33,936.88
	Fees-Square				\$33,936.88
20th Jan	Takings-Cash		\$72.50		\$34,009.38
	Takings -Square		\$190.41		\$34,199.79
	Fees-Square			\$0.00	\$34,199.79
8th Jan 2024	L Egan-Book barn reimbursements	463		\$219.32	\$33,980.47
	Sita Kalimah-Cleaner	464		\$240.00	\$33,740.47
	Sita Kalimah-Cleaner	465		\$120.00	\$33,620.47
	S Dickson- new Marths	466		\$99.07	\$33,521.40
23rd Jan 2024	Closing Balance				\$33,521.40

Bendigo Bank Term Deposit
157553157

Date	Particulars	Reference	Debit	Credit	Balance
23rd June 2023	Balance held				\$22,195.06

Renewal Date 24th January 2024

OUTSTANDING ACCOUNTS

Name	Particulars	Amount	Due

BACCHUS MARSH BLACKSMITHS COTTAGE AND FORGE ADVISORY COMMITTEE

TREASURERS REPORT

DATE

27th February 2024

Bank Account

Bendigo Bank General Account

Date	Particulars	Reference	Debit	Credit	Balance
23rd January	Opening Balance				\$33,521.40
27th Jan	Takings-Square		\$54.61		\$33,576.01
	Fees-Square			\$0.00	\$33,576.01
	Takings-Cash		\$84.20		\$33,660.21
1st Feb 2024	Interest		\$0.28		\$33,660.49
3rd Feb	Takings-Cash		\$44.00		\$33,704.49
	Takings- Square		\$36.41		\$33,740.90
	Fees-Square			\$0.00	\$33,740.90
10th Feb	Takings-Cash		\$53.00		\$33,793.90
	Takings- Square		\$62.00		\$33,855.90
	Fees-Square			\$1.00	\$33,854.90
17th Feb	Takings-cash		\$73.50		\$33,928.40
	Takings -Square		\$55.00		\$33,983.40
	Fees-Square			\$0.82	\$33,982.58
24th Feb	Takings-Cash		\$79.00		\$34,061.58
	Takings -Square		\$118.50		\$34,180.08
	Fees-Square			\$4.85	\$34,175.23
24th Feb	Oz Post	467		\$174.00	\$34,001.23
	AGL-Power	467		\$263.59	\$33,737.64
					\$33,737.64
					\$33,737.64
27th Feb 2024	Closing Balance				\$33,737.64

Bendigo Bank Term Deposit
157553157

Date	Particulars	Reference	Debit	Credit	Balance
23rd June 2023	Balance held				\$22,195.06
23rd Jan 2024	Interest		\$390.28		\$22,585.34

Renewal Date 23rd August 2024

OUTSTANDING ACCOUNTS

Name	Particulars	Amount	Due

CORRESPONDENCE REPORT
DECEMBER 2023. JANUARY AND FEBRUARY 2024

INWARDS CORRESPONDENCE

Siti Kalimah (cleaner)	22 nd December 2023
Bendigo Bank Term Deposit	27th December 2023
Bendigo Bank statement	13 th January 2024
Australia Post regarding payment of renewal of P.O. Box	28 th January 2024
Australia Post Renewal of P.O. Box	5th February 2024
AGL account	6 th February 2024
Scott Carlin to Sharron Dickman regarding dating linoleum on floor of cottage	20 th February 2024
*** Siti Kalimah (cleaner)	26 th February 2024

OUTWARDS CORRESPONDENCE

Sharron Dickman Scott Carlin to regarding dating linoleum on floor of cottage
20th February 2024

Also numerous emails to and from Sharron Dickman and Kristian Brudenell (Moorabool Shire) regarding termite spraying and yellow tongue flooring installation.

Chrissy Stancliffe

***To be paid

BOOK BARN report FEBRUARY 2024

Sub Committee meeting held 24th February, 2024

Present: Jenny, Lyn and Mollie. Apologies: Heath

AUTUMN ROSTER:

- The Autumn roster has been emailed to all volunteers as well as being included in the Autumn Newsletter.

SIGNAGE:

- Discussion and agreement on purchasing a new a new double sided flag. The one we have is less than ideal as it is only single sided but it can be used elsewhere.

ACTION: Lyn to get a quote and bring it to the next committee meeting

THE DESK AND DISPLAYS:

- Jenny and I moved the desk to a new location so that it opens up the display space. This is a trial only at this stage but feed back so far has been positive. We discussed what the display area is trying to achieve and who is going to manage it.

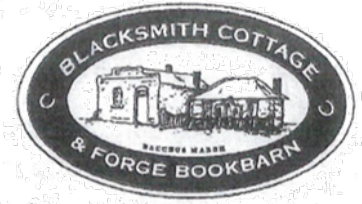
- **ACTION: Lyn to raise at the Committee meeting**

VERMIN CONTROL:

- Discussion over who is responsible for the rebaiting the rat stations and how often is it being done. Ron does not do it any more.

ACTION: Would committee please write to council to ask for a copy of the schedule.

Next Meeting to be at the Book Barn on Saturday 23rd March at 11.00



*Blacksmith Cottage and Forge
Community Asset Committee
NEWSLETTER
AUTUMN 2024*

NOTICE.

ON and after the 1st August the following prices will be charged for HORSE-SHOING by the undersigned Blacksmiths:—Light Shoes, 6s. per set; Light-draught, 7s.; Heavy-draught, 8s.; removes, half-price.
Bacchus Marsh:—Hugh Meikle, George Marshall, and William Marshall. Melton:—A. Blackwood, James M'Pherson, and Alexander Cameron.
July 24, 1872.

To the Farmers and Public of Bacchus Marsh and Neighbourhood.

Thomas Manly,

**GENERAL BLACKSMITH, WHEEL-
WRIGHT, COACHMAKER, &c.**

BEGS to inform the inhabitants of the Bacchus Marsh, Ballan, Melton, Blackwood, and other districts, that he has purchased the premises and business of Mr. VERE QUAIL, at Bacchus Marsh, and that he has made arrangements to carry on a General Business in the above branches.

He hopes by strict attention, and moderate charges, to obtain a portion of the public support.

Jobbing of all kinds carefully and promptly executed.

NOTICE.

HAVING, through indifferent health, disposed of my business as Wheelwright and Coach Builder to Mr. JOSEPH LODGE, and believing him to be a thoroughly competent hand, I solicit for him the support of my customers. I beg to thank my many friends for their kind and liberal patronage for the past few years.

THOMAS EDWARDS, JUN.

JOSEPH LODGE,

Wheelwright & Coachbuilder.

HAVING taken the business and premises lately occupied by Mr. T. EDWARDS, JUN., Main Street, Bacchus Marsh, hopes by good workmanship and moderate prices to receive a share of the patronage of the public.

Agent for McAlman Garde & Co., Implement Makers, Blackwood Street, North Melbourne.

TENDERS wanted (labour only) for building and brick superstructure. Particulars on application. Tenders received up to 8 p.m. on Thursday, 11th January. **HUGH MEIKLE, JUN.**
Bacchus Marsh, January 3, 1877.

AUTUMN BOOKBARN RAMBLES



Welcome to a new year at the Book Barn.

We said 'good bye' to 2023 with a gathering of volunteers from both the Book Barn and the Cottage. The weather was perfect with the botanical scavenger hunt was lots of fun. We all relaxed and got to know each other a bit better.

Following up on suggestions to make the display area more accessible to visitors, we have moved the desk and removed the two tool trollies. The changes have opened up the display area. Our next challenge is to improve the displays in the glass cabinets.

The deterioration of the bricks in the Book Barn remains a problem. Please refrain from placing books on any window ledges as this only makes the problem worse.

Thank you to Ron Geurts for installing a mounting bracket for the new banner. The banner clearly indicates we are open, particularly to cars coming down Stamford Hill.

Our pool of volunteers remains strong and are invaluable to the ongoing success of the Book Barn, however we say farewell to Jennifer Doig. Jennifer has only been with us for a short while but is heading overseas to take up a new job. We wish her well.

We are expecting the Cottage to reopen in 2024. When this happens some of our Book Barn volunteers will move across to be Cottage or Gardening volunteers. So, if you know anyone who would like to contribute their time, meet new people and have access to so many great books then please encourage them to stop in during your shift so that you can show them around.

Lastly but very important. If you are unable to do your shift then please organise your own swap and let Jenny and I know by SMS or by email.

Of course, to cover last minute emergencies you can always contact me, Jenny or Mollie to find a replacement for you.

Many thanks to you all

Jenny Egan

WE'RE USING POSTS FOR MORE THAN JUST OUR FENCE THESE DAYS

If you're familiar with social media, you may have seen on Facebook or Instagram that the Blacksmith's Cottage and Forge Bookbarn has been developing more of a social media presence in the past few months.

By posting more frequently across a range of different topics, we're aiming on creating awareness and engagement with our community in a variety of ways beyond the physical.

We're hoping this means people within our amazing community think of us and drop by when they're out and about when we're open.

If you are on Facebook and/or Instagram, we strongly encourage you to search for the Bacchus Marsh Blacksmith's Cottage and follow us, and comment on our posts. We'd love to see you virtually, almost as much as in person!

Teath.

Like us on facebook.....Bacchus Marsh Blacksmith Cottage and Forge/



AUTUMN 2024 ROSTER
Forge Book Barn

	10am-1 pm		1pm-4pm	
2 nd March	Anita Henry Heath Sampson	0414884892 0400648803	Drew Zuber Annie Williamson	0435553930 0430303195
9 th March	Prabhu Kaur Anne Freeman	0470461400 53673905	Karen Seckold Helen Whiteley	0423592077 0428113266
16 th March	Mollie Henry Angela Penrose	0490372190 0433029724	Jill Green Lynda Scott	0418314564 0419119691
23 rd March	Volunteer Needed Derek Smith	0407307047	Johanna Botman Kathy Vafiadis	0418629503 0435080429
30 th March EASTER SATURDAY	Brenda Robinson Pete Richards	0418314564 0421317624	Annie Williamson Ron Geurts	0430303195 0419156191
6 th April	Anne Freeman Bernice Hudson	53673905 0423126619	Tess Gurski Helen Whiteley	0414616605 0428113266
13 th April	Kathy Vafiadis Joy Read	0435080429 0416043453	Johanna Botman Annie Williamson	0418629503 0430303195
20 th April	Angela Penrose Heath Sampson	0433029724 0400648803	Karen Seckold Trish Gray	0423592077 0411128312
27 th April	Steff Latham Lynda Scott	0448832497 0419119691	Anita Henry Drew Zuber	0414884892 0435553930
4 th May	Brenda Robinson Volunteer Needed	0418314564	Tess Gurski Jun Smith	0414616605 0430057179
11 th May	Derek Smith Jill Green	0407307047 0418314564	Jak Dawson Jeanette Scott- Martin	0429400684 0499196602
18 th May	Mollie Henry Karen Seckold	0490372190 0423592077	Trish Gray Drew Zuber	0411128312 0435553930
25 th May	Prabhu Kaur Joy Read	0470461400 0416043453	Lynda Scott Bernice Hudson	0419119691 0423126619

Please find your own swap if you can't do your shift, however, in an emergency, please contact Lyn Egan.

BLACKSMITH COTTAGE UPDATE

Great news on the Cottage... Heather, Chrissy and Sharron were having a cataloguing working session when Council Reps arrived on Friday 9th February to say that the exterminators had been booked for the following week and that the actual replacement of the floor would take place the week after.

We are delighted to report that the exterminator did, indeed come the following week (the 15th) and that the flooring contractor, Natco arrived on Tuesday the 20th and put in the new yellow tongue flooring (hopefully termite's least desired snack!).

Chrissy and Sharron then contacted Mr. Scott Carlin of the National Trust who is the expert on floor coverings. He authored the publication, Underfoot, Floor Coverings in Australia 1800-1950. He has been most supportive and offered to look at photos and research the age of the current covering and make recommendations for replacement linoleum.

Once the new linoleum is installed in the two front rooms we will be able to look at the small items that will be on display in the parlour and bedroom and what will be placed in storage. The kitchen will be the last room to be reimaged and as with the two front rooms we will be looking at what will be displayed at various times throughout the year. We will be contacting our volunteers once the linoleum is installed to organise a working bee to start cleaning the rooms, furniture and items for display.



Heather, Chrissy and Sharron have begun work on digitising the collection, starting with the main furniture items for the parlour. The first session was a practice session to see how well the new system work. We will be using the online, searchable new catalogue to match up with the more detailed handwritten records already on file.

*Chrissy, Heather and Sharron
(Cottage sub committee)*

Photos show the new yellow tongue board in the parlour which has replaced the termite damaged floor boards.

ATTACHMENT 1 – COMMUNITY GRANTS MARCH 2024 ROUND

PROPOSAL

Based on the application assessment process and funding criteria, groups demonstrating a score of 70 or above recommended to be provided with funding to Council for funding. It is proposed that Council allocates funding for grants for the Moorabool Shire March 2024 Community Grants Program as detailed in the tables below:

COMMUNITY ARTS AND CULTURE GRANTS

Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
Miranda Brockman (Individual) auspiced by Wombat Regional Arts Network	Invitation to the Dance: A Classical Music Concert	\$3,000	\$7,095
Michelle Zeestraten (Individual) auspiced by Ballan District Community House	Creative Art Therapy program at Ballan Neighbourhood House	\$3,000	\$17,564.75
Totals		\$6,000	\$24,659.75

Not Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
Miranda Williamson (Individual) auspiced by Ballan District Community House	Mural/Artwork within Ballan Neighborhood House	\$3,000	\$6,000
Ben Sims (Individual- Sole Trader)	Blackwood Collaborative Song Writing Retreats	\$3,000	\$6,000
Totals		\$6,000	\$12,000

COMMUNITY STRENGTHENING GRANTS

Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
St Martin’s Chapel Community Centre	Movies at St Martin’s	\$5,000	\$10,000
Friends of the Paddock Creek Inc.	Secure case for FoPC telescope	\$715	\$865
Hockey Victoria	Hockey In Moorabool	\$1,000	\$1,800.32
The Neighbours Place Inc	TNP Freezer	\$5,000	\$25,000
Ballan Farmers Market Inc	Farmers Market Signage	\$605	\$605
The King’s Horses Medieval Equestrian Society Inc	Formation of Ballan Light Horse Troop	\$2,577.50	\$5,155
The Laurels Men Shed Bacchus Marsh	Lathe and Jointer/Planner Installation	\$3,960	\$11,610
Friends of the Paddock Creek Inc.	Native vegetation survey of Paddock Creek Reserve	\$3,500	\$7,150
Totals		\$22,357.50	\$62,185.32

Not Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
Ballan Community Choir	Singing in Ballan	\$3,900	\$10,400
Ballan Primary School	Kitchen Garden Program - Irrigation works	\$5,000	\$12,350
Totals		\$8,900	\$22,750

COMMUNITY EVENTS GRANTS:

Not Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
Probus Club of Bacchus Marsh	Probus QUIZZAME	\$2,000	\$4,000
Totals		\$2,000	\$4,000

Ineligible:

Group Name	Group Project	Community Grant Requested	Total Project Value
Country Women's Association of Victoria- Ballan and District Branch	Community Dance	\$2,500	\$4,300
Totals		\$2,500	\$4,300

COMMUNITY DEVELOPMENT FUND GRANTS:

Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
Ballan Shire Historical Society Inc.	Construction of Outbuilding	\$10,000	\$185,131
Totals		\$10,000	\$185,131

Not Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
Elaine Mechanics Institute Hall	Safe access for disabled and elderly	\$6,750	\$13,500
Totals		\$6,750	\$13,500

SUSTAINABILITY AND ENVIRONMENTAL ENGAGEMENT GRANTS

Recommended:

Group Name	Group Project	Community Grant Requested	Total Project Value
Moorabool Catchment Landcare Group	Moorabool Seedpods: Growing skills for a sustainable Moorabool	\$3,000	\$17,613.08
Totals		\$3,000	\$17,613.08



Audit and Risk Advisory Committee

Report by the Independent Chair (Linda MacRae)

31 December 2023

1 Introduction

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

The provisions of the *Local Government Act 2020* (the Act) relating to the Committee were proclaimed on 1 May 2020 and required Council to prepare and approve a new Audit and Risk Advisory Committee Charter (the Charter) by 1 September 2020.

As such, at its meeting held 26 August 2020, Council adopted the Charter for a two year period. At its meeting held 5 October 2022 Council adopted the revised Charter.

The adopted Charter has been prepared based on the Local Government Victoria model which has been aligned to current local government industry best practice, and Moorabool Council's specific risks and other unique characteristics. It is fully compliant with Council's obligations under sections 54 of the Act.

The Charter must specify the functions and responsibilities of the Committee, including the following:

- monitor the compliance of Council policies and procedures with the overarching governance principles and the Act and any regulations and Ministerial directions
- monitor Council's financial and performance reporting
- monitor and provide advice on risk management and fraud prevention systems and controls
- oversee internal and external audit functions

Section 54 of the Act also describes the work an Audit and Risk Advisory Committee must undertake and various administrative instructions.

The key elements incorporated into the Charter include:

- A requirement that there must be a greater number of Independent Members than Councillor members
- Requirements that take account of the expanded role of the Committee pursuant to Sections 53 and 54 of the Act

- A stronger emphasis on the key role that the internal control environment plays and how the Committee can monitor this area of Council's performance more effectively. This change includes references to the impact of the new Governing Principles on Council's policies and procedures
- An Appendix that provides guidance to Committee members on their regulatory responsibilities with regard to confidentiality, use of information and managing and reporting conflicts of interest

2 Membership

The appointment of independent members to the Committee as outlined in the Charter enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

Council, at its meeting held 26 August 2020, appointed the following Independent Members to the Committee:

- Linda MacRae (for the period from 27 August 2020 to 30 September 2022)
- Simon Dalli (for the period 27 August 2020 to 30 September 2023)

At the Council meeting held 3 November 2021, the following Independent Member was appointed:

- Peter Smith (for the period from 4 November 2021 to 30 September 2024)

At the Council meeting held 5 October 2022, extended the term for the following Independent Member:

- Linda MacRae (for the period from 30 September 2022 to 30 September 2025)

At the Council meeting held 6 December 2023, extended the term for the following Independent Member:

- Simon Dalli (for the period from 30 September 2023 to 30 September 2026)

The appointment of Councillors as representatives on advisory committees plays an integral part in Councillors exercising their representation and advocacy responsibilities on behalf of the Moorabool community. Council, at its meeting held 6 December 2023, appointed the following Councillors to the Audit and Risk Advisory Committee:

- Councillor Moira Berry
- Councillor Tonia Dudzik
- Councillor Paul Tatchell (Sub)

The Committee, in alignment with the *Local Government Act 2020*, requires the Chairperson to prepare a report to Council, twice per annum, on the Committee's activities. The Committee has agreed that a report on activities will be prepared for the half year, July to December, with a full year report covering the July to June period. Such reports will outline how the Committee has discharged its responsibilities contained in its

Charter.

At the Audit and Risk Advisory Committee Meeting on 8 February 2023, the Committee appointed Ms Linda MacRae as Chairperson for the period from 8 February 2023 until the first quarter meeting scheduled for the 2023/2024 year.

The Committee reviewed the full year report at its meeting held on 9 August 2023 and confirmed it is an accurate reflection of the Committee's activities. The Committee's Chair, Ms Linda MacRae, presented the full year report to Council at a Councillor Briefing on 27 September 2023. The Report was considered by Council at its Ordinary Meeting on 1 November 2023.

This is the first half yearly report for the 2023/24 year to be presented to the Committee and to Council.

3 Audit and Risk Committee Activities

During the reporting period, the Committee met on three occasions:

- 9 August 2023
- 13 September 2023 (Special Meeting)
- 15 November 2023

The Committee considered the following matters at these Meetings:

4 Financial and Performance Reporting

• 13 September 2023 (Special Meeting)

The Committee reviewed:

- VAGO Closing Report – Year Ended 20 June 2023
- VAGO Final Management Letter
- 2022/23 Financial Statements
- 2022/23 Performance Statement
- 2022/23 Governance & Management Checklist
- Report of Operations - Year Ending 30 June 2023
- Management Representation Letter

This comprehensive review by the Committee included presentations by Council Officers and detailed discussions on all the above items with representatives of the Victorian Auditor General's Office (VAGO), Crowe Melbourne (External Auditors). After consideration of all the matters raised, the Committee recommended to Council that the Annual Financial and Performance Statements (Local Government Performance Reporting Framework [LGPRF]) be adopted for submission to VAGO. The Financial and Performance Statements subsequently received unqualified Audit Reports from the Victorian Auditor General.

The Committee noted that there are no VAGO open findings at the conclusion of the 2022/23 audit of the Financial and Performance Statements. All findings have been

resolved. This is an excellent result for the Council and it represents the comprehensive and diligent work undertaken by all staff involved.

- **15 November 2023**

The Committee reviewed the Quarterly Financial Report for the period ending 30 September 2023.

5 Internal Control Environment

The Committee received the following Policies for review and endorsement (refer also Risk Management (section 6) and Compliance Management (section 9)):

- Risk Management Policy
- Risk Management Framework
- Statutory Compliance Framework and Policy
- Policy Framework

6 Risk Management

At the Meeting on 9 August 2023 an update was provided to the Committee regarding the status of Council's risk management framework. It was noted that significant work is planned to progress this work. The Committee received the draft risk management framework and policy at the meeting on 15 November 2023. The Committee will continue to ensure the risk management is embedded in the organisation's culture as a core component of 'business as usual'.

An Occupational Health and Safety Report was provided to the Committee on 9 August and 15 November 2023.

7 Internal Audit

At each meeting the Committee receives a report regarding the status of the progress of outstanding Internal Audit recommendation actions. This enables the Committee to monitor the implementation of these recommendations and actions to ensure that the recommended and agreed initiatives are carried out, thus assisting in improving Council's procedural and control environments as well as strengthening the risk environment.

- **Internal Audit Reports:**

At the meeting held on 9 August 2023, Council's Internal Auditor, Pitcher Partners Pty Ltd, submitted one Internal Audit Review relating to Road Asset Management. The review identified three medium risk and one low risk issues for improvement. Management agreed to implement the recommendations actions.

The following draft Internal Audit Scope was provided to the Committee for consideration at the Meeting on 9 August 2023:

- 'Recruitment, Onboarding and Offboarding' draft internal audit scope – Approved.

At the meeting held on 15 November 2023, Council's Internal Auditor, Pitcher Partners Pty Ltd, submitted one Internal Audit Review relating to Recruitment, Onboarding and Offboarding. The review identified three medium risk matters for improvement.

The following draft Internal Audit Scope was provided to the Committee for consideration at the Meeting on 15 November 2023:

- 'OHS' draft internal audit scope – Approved.
- **Other Internal Audit Activities:**
 - 9 August 2023 and 15 November 2023: Internal Audit Status report – Updates on Internal Audit Activities – Noted.
 - 9 August 2023 and 15 November 2023: Recent Issues Brief – Noted.
 - 9 August 2023 – Updated Internal Audit Plan 2023 - 2026 – Confirmed.
 - 15 November 2023 – the following reports were received:
 - Events Management Audit Update – Noted.
 - Child Safe Standards Internal Audit Update – Noted.
 - Governance Audit Action Update: Councillor Expenses Policy – Noted.

8 External Audit

- **Refer Item 4 above – Financial and Performance reporting – Special Meeting of 13 September 2023.**
- **15 November 2023**

A review performance of the External Auditor was provided. The Committee acknowledged that its External Auditor (Crowe) discharged its audit engagement responsibilities in a professional and timely manner for the 2022/23 reporting year.

9 Compliance Management

- **9 August 2023**
- **15 November 2023**

Governance and Compliance Report

- *Significant Legal Matters Update*
- *Compliance with Legislation and Policies*

The Committee receives these omnibus reports on matters relating to risk management, incidents of non-compliance with statutory responsibilities, any fraudulent or corrupt behaviour and any significant legal matters since last reported to the Committee.

- **9 August 2023**

The following reports were presented:

- Statutory Compliance Framework and Policy – Endorsed for Council adoption with minor amendments.
- Policy Framework – Endorsed for Council adoption.

10 Other Matters

- **9 August 2023**

The Committee reviewed the Independent Chair's Report and endorsed it for consideration by the Council.

The Committee received the following reports:

- Insurance Programme Update – Noted.
- Quarterly Security Update July 2023 – Noted.
- Penetration Testing of Internet Facing Systems – Noted.
- The Committee receives regular updates on VAGO correspondence:
 - VAGO Status Report July 2023
 - VAGO Better Normal Principles

- **15 November 2023**

The Committee received the following reports:

- Quarterly Security Update October 2023 – Noted.
- The Committee receives regular updates on VAGO correspondence:
 - VAGO Status Reports for September and October 2023

- **Ongoing**

The adopted Annual Work Plan of the Committee is also reviewed for currency at each Meeting.

- **Conclusion**

In conclusion, it is the Chairperson's opinion that the Audit and Risk Advisory Committee is meeting the objectives of the *Local Government Act 2020*, as well as achieving the responsibilities contained in its Charter, by providing professional oversight of internal and external controls in relation to finance, risk, performance, fraud prevention, governance and compliance.



SUMMARY OF MINUTES

Audit & Risk Advisory Committee Meeting Wednesday, 21 February 2024

Date: Wednesday, 21 February 2024

Time: 9.30am

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

Order Of Business

1	Opening	3
2	Appointment of Chairperson	3
3	Present and Apologies	3
4	Confirmation of Minutes	4
5	Disclosure of Conflicts of Interest.....	4
7	External Audits	4
	7.1 Audit Strategy for Year Ending 30 June 2024.....	4
6	Internal Audits	5
	6.1 Strategic Four Year Internal Audit Plan 2024 - 2027	5
	6.2 Internal Audit Status Report.....	5
	6.3 OHS - Internal Audit Final Report.....	5
	6.4 Draft Internal Audit Scope - Complaints Management.....	6
	6.5 Progress Report: Implementation of Internal Audit Actions - Second Quarter 2023/24	6
8	Audit and Risk Advisory Committee Workplan.....	6
	8.1 Audit and Risk Advisory Committee Workplan Update	6
	8.2 Internal Control Environment Related Policies for Committee Review	7
	8.3 Annual Review of Significant Accounting Policies and Disclosures	7
	8.4 Delegations & Authorisations Policy	7
9	Officer Reports	8
	9.1 Audit and Risk Advisory Committee - Independent Chair Half Yearly Report 2023/24	8
	9.2 Quarterly Financial Report December 2023	8
	9.3 Quarterly Security Update January 2024	8
	9.4 Gifts and Hospitality Register 2022/2023	9
	9.5 Business Continuity Plan	9
	9.6 Risk Management and OHS.....	9
	9.7 Governance and Compliance	10
10	VAGO Performance Reports	10
	10.1 VAGO Regulating Food Safety Report - Response	10
11	Correspondence	10
	11.1 VAGO Correspondence and Reports	10
12	General Business	11
13	Meeting Closure	11

**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, 21 FEBRUARY 2024 AT 9.30AM**

1 OPENING

The meeting opened at 9.30am.

2 APPOINTMENT OF CHAIRPERSON**COMMITTEE RESOLUTION**

Moved: Cr Tonia Dudzik

Seconded: Mr Peter Smith

That the Audit and Risk Advisory Committee appoint Ms Linda MacRae as Chairperson for the period from 21 February 2024 until the first quarter meeting scheduled for the 2024/2025 year.

CARRIED

3 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
Ms Celeste Gregory	Executive Manager Democratic Support and Corporate Governance – In person
Mr Henry Bezuidenhout	Executive Manager Community Planning and Development – Online and in person for Item 10.1
Mr Josh Warner	Executive Manager People and Culture – Joined the meeting online for items 6.3 and 9.6
Antony Barnes	Coordinator OHS – In person
James Hogan	Coordinator Financial Services – Joined the meeting online for item 9.2

Closed Audit & Risk Committee Meeting Minutes

21 February 2024

Kaitlyn Zeeck	Manager Statutory Planning and Regulatory Services - Joined the meeting in person for item 10.1
Mrs Kaylene Bowker	EA Community Strengthening and Customer Care and Advocacy – In person

Auditors:

Mr Martin Thompson	Crowe – Online and left the meeting after item 7
Mr Graham Noriskin	Pitcher Partners – Online and left the meeting after item 6
Mr Jordan McFadden	Pitcher Partners – Online and left the meeting after item 6

APOLOGIES:

Nil

4 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION****Moved:** Cr Tonia Dudzik**Seconded:** Mr Simon Dalli

That the minutes of the Audit and Risk Advisory Committee Meeting held on Wednesday 15 November 2023 be confirmed.

CARRIED**5 DISCLOSURE OF CONFLICTS OF INTEREST**

Nil.

The Chairperson determined that Item 7 External Audits should be brought forward and considered as the first report of the meeting.

7 EXTERNAL AUDITS**7.1 AUDIT STRATEGY FOR YEAR ENDING 30 JUNE 2024****COMMITTEE RESOLUTION****Moved:** Mr Peter Smith**Seconded:** Cr Moira Berry

That the Audit and Risk Advisory Committee:

- 1. receive and note the report on the Draft Audit Strategy for the financial year ending 30 June 2024.**
- 2. requested Council Staff and Crowe to set a date, as soon as possible, for the Special Audit and Risk Advisory Committee meeting in late August/early September 2024 to consider the 2023/24 Financial and Performance Statements.**

CARRIED

Page 4

6 INTERNAL AUDITS**6.1 STRATEGIC FOUR YEAR INTERNAL AUDIT PLAN 2024 - 2027****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Cr Tonia Dudzik**

That the Audit and Risk Advisory Committee endorses the Strategic Four Year Internal Audit Plan 2024-2027 as presented by Pitcher Partners Pty Ltd, provided as Attachment 1 to this report.

CARRIED**6.2 INTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Mr Simon Dalli**

That the Audit and Risk Advisory Committee notes the contents of the:

1. Internal Audit Status Report – February 2024 (provided as Attachment 1 to this report)
2. Recent Issues Brief – October 2023 to January 2024 (provided as Attachment 2 to this report).
3. Internal Audit Plan Summary (provided as Attachment 3 to this report).
4. Key Themes Report 2023 (provided as Attachment 4 to this report).

CARRIED**6.3 OHS - INTERNAL AUDIT FINAL REPORT****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

That the Audit and Risk Advisory Committee:

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

CARRIED

6.4 DRAFT INTERNAL AUDIT SCOPE - COMPLAINTS MANAGEMENT**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Tonia Dudzik

That the Audit and Risk Advisory Committee:

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

CARRIED

6.5 PROGRESS REPORT: IMPLEMENTATION OF INTERNAL AUDIT ACTIONS - SECOND 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 second quarter 2023-2024 for the Internal Audit Recommendation Actions and the Audit Committee Resolution Actions.

CARRIED

8 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN**8.1 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN UPDATE****COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Cr Tonia Dudzik

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

CARRIED

8.2 INTERNAL CONTROL ENVIRONMENT RELATED POLICIES FOR COMMITTEE REVIEW**COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

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.

CARRIED

8.3 ANNUAL REVIEW OF SIGNIFICANT ACCOUNTING POLICIES AND DISCLOSURES**COMMITTEE RESOLUTION****Moved: Cr Tonia Dudzik****Seconded: Mr Peter Smith**

That the Audit and Risk Advisory Committee receive and note the Annual Review of Significant Accounting Policies and Disclosures.

CARRIED

8.4 DELEGATIONS & AUTHORISATIONS POLICY**COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

That the Audit and Risk Committee endorse the Delegations & Authorisations Policy for adoption at an Ordinary Meeting of Council.

CARRIED

9 OFFICER REPORTS**9.1 AUDIT AND RISK ADVISORY COMMITTEE - INDEPENDENT CHAIR HALF YEARLY REPORT 2023/24****COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Mr Simon Dalli

1. That the Audit and Risk Advisory Committee note the Independent Chair Half Yearly Report 2023/24, as presented by the Audit and Risk Advisory Committee Chairperson, Ms Linda MacRae, and included as Attachment 1 to this report.
2. That the Independent Chair Half Yearly Report 2023/24 be presented to the Council at the next available opportunity.

CARRIED

9.2 QUARTERLY FINANCIAL REPORT DECEMBER 2023**COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Cr Moira Berry

That the Audit and Risk Advisory Committee receives the Quarterly Financial Report – December 2023.

CARRIED

9.3 QUARTERLY SECURITY UPDATE JANUARY 2024**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Mr Peter Smith

That the Audit and Risk Advisory Committee notes the security posture is within the current tolerance.

CARRIED

9.4 GIFTS AND HOSPITALITY REGISTER 2022/2023**COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

That the Audit and Risk Advisory Committee notes the Gift and Hospitality Registers for calendar years 2022 and 2023.

CARRIED

9.5 BUSINESS CONTINUITY PLAN**COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

That the Audit and Risk Committee endorse the draft Business Continuity Plan for adoption at an Ordinary Meeting of Council with some minor amendments.

CARRIED

9.6 RISK MANAGEMENT AND OHS**COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Mr Peter Smith**

That the Audit and Risk Committee receive and note the Occupational Health & Safety and Risk Management Framework Update and note that the Strategic Risk Management Register will be deferred to the next Audit and Risk Advisory Committee Meeting to be held on 15 May 2024.

CARRIED

9.7 GOVERNANCE AND COMPLIANCE**COMMITTEE RESOLUTION**

Moved: Cr Moira Berry

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.
4. Governance documentation.

CARRIED

10 VAGO PERFORMANCE REPORTS**10.1 VAGO REGULATING FOOD SAFETY REPORT - RESPONSE****COMMITTEE RESOLUTION**

Moved: Cr Tonia Dudzik

Seconded: Cr Moira Berry

That the Audit and Risk Committee receives this report in response to the Victorian Auditor General's Office audit report titled Regulating Food Safety.

CARRIED

11 CORRESPONDENCE**11.1 VAGO CORRESPONDENCE AND REPORTS****COMMITTEE RESOLUTION**

Moved: Cr Tonia Dudzik

Seconded: Cr Moira Berry

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

1. VAGO Status Report – January 2024
2. 2021-22 Audit Report - LRCI Program – Moorabool Shire Council

CARRIED

12 GENERAL BUSINESS

The Committee acknowledged and expressed its thanks and appreciation to Mr Martin Thompson, Council’s VAGO contracted Auditor (Crowe), for his professional services as the Senior Audit Partner. The Committee congratulated Martin on his new appointment as Auditor General for Tasmania and wished him every success for the future.

The Chair of the Committee, Ms Linda MacRae, asked about the new election boundaries for Moorabool Shire Council. The Chief Executive Officer, Mr Derek Madden, responded that MSC will be moving from seven (7) to nine (9) Councillors and an unsubdivided municipality.

13 MEETING CLOSURE

The Meeting closed at 11.30am.

.....
CHAIRPERSON

MOORABOOL SHIRE COUNCIL



2023/24

Quarterly Financial Report -
March 2024

CONTENTS

1	Comprehensive Income Statement	1
2	Balance Sheet	3
3	Statement of Capital Works	5
4	Statement of Cashflows	7

1 Comprehensive Income Statement

	Year to Date				Annual			
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Income								
Rates and charges	45,628	45,459	(169)	0%	45,955	45,826	(129)	0%
Statutory fees and fines	1124	1120	(4)	0%	1,368	1,267	(101)	-7%
User fees	1,643	1,484	(159)	-10%	2,347	2,379	32	1%
Grants - operating	2,716	2,101	(615)	-23%	9,164	12,169	3,005	33%
Grants - capital (recurrent)	1,282	1,282	0	0%	1,282	1,282	0	0%
Other income	677	736	59	9%	934	1,110	176	19%
Interest received	936	1,195	259	28%	1,540	1,540	0	0%
Total Income	54,006	53,377	(629)	-1%	62,591	65,573	2,982	5%
Expenses								
Employee costs	19,611	19,227	384	2%	25,676	25,395	281	1%
Materials and services	15,335	14,893	442	3%	19,923	23,602	(3,679)	-18%
Depreciation	10,545	10,545	0	0%	14,060	14,060	0	0%
Amortisation - right of use assets	0	0	0	0%	224	0	224	100%
Borrowing costs	529	549	(20)	-4%	773	773	0	0%
Finance costs - leases	0	0	0	0%	6	0	6	93%
Other expenses	382	397	(15)	-4%	584	599	(15)	-3%
Net loss on asset disposal	(386)	(383)	(3)	1%	1,500	1,540	(40)	-3%
Total Expenses	46,016	45,228	788	2%	62,745	65,969	(3,224)	-5%
Adj Underlying Surplus / (Deficit)	7,990	8,149	159	2%	(155)	(396)	(241)	156%
Add Capital / Non-recurrent income								
Grants - capital (non-recurrent)	9,978	9,143	(835)	-8%	26,738	19,523	(7,215)	-24%
Contributions - monetary	5,263	1,000	(4,263)	-81%	6,822	6,897	75	1%
Contributions - non-monetary assets	0	0	0	0%	7,500	7,500	0	0%
Total Surplus / (Deficit)	23,230	18,292	(4,938)	-21%	40,906	33,524	(7,382)	-17%

Key 'Year to Date' Variances;

Income

Rates and Charges – Unfavourable mainly due to a decrease in Supplementary Rate income. This is partially offset by an increase in Waste Charges Income.

Grants - operating – At this stage is unfavourable due to issues with the timing and recognition/receipt of grants relating to Best Start Program, Supported Playgroups, and Outdoor Activation.

Other income – Minor timing issues relating Workcover reimbursements, and new funds received for Waste Education.

Interest Received – Mainly timing issues relating to Interest on outstanding rates.

Expenses

Employee costs – Under budget due to vacancies across numerous Council services. These include; Asset Management, Maternal and Child Health, Community Safety, Community Development and Urban Design. Savings have been partially offset by an increase in the Workcover premium.

Materials and services – Favourable due to timing issues with contract payments in Waste collection/disposal, Tree Inspections, Condition Assessments, and Community grants.

Capital / Non-recurrent income

Grants – capital (non-recurrent) – The year-to-date variance is unfavourable due to timing issues with the recognition of grant income for Aqualink, Bald Hill Redevelopment and Bacchus Marsh Racecourse and Recreation Reserve.

Contributions - monetary – Timing issue with the receipt of Developer Contributions. It was originally expected that Council would receive the bulk of these funds by March.

Key 'Annual' Variances;

Income

Rates and charges – Forecast to be unfavourable mainly due to a decrease in Supplementary Rate Income. This is partially offset by an increase in Waste Charges Income.

Statutory fees and fines – Will be unfavourable at year end primarily due to an expected decline in Planning Permits.

Grants - operating – Favourable due to an expected increase in Grants Commission Income. The forecast assumes Council will receive an early payment of the 2024/25 allocation (similar to what occurred in 2023/24 financial year).

Other Revenue – Will be favourable at year end primarily due to new funding expected for Emergency Events, and Waste Education.

Expenses

Employee costs – Forecast savings due to vacancies which is partially offset by an increase in the Workcover premium.

Materials and services – Unfavourable mainly due to costs associated with grant funded projects that were incomplete in the prior financial year. These include Storm Recovery, CALD Outreach Initiative, Best Start Program, and Youth Engagement Support Project.

Other increases relate to Insurance Premiums, Electoral Structure Review, Fire Access Tracks, and the accounting treatment of the Waste Contract.

Amortisation – right of use assets – Favourable due to a change in accounting treatment for the Waste Contract. This is offset by an increase to Materials & Services.

Capital / Non-recurrent income

Grants – capital (non-recurrent) – A number of major projects included in the original budget (with grant funding attached) are now forecast to be carried over. Therefore, the grant income will be recognised in future years.

2 Balance Sheet

	Year to Date			
	Last Year \$'000	Current \$'000	Variance	
			\$'000	%
Assets				
Current Assets				
Cash and cash equivalents	20,371	19,091	(1,280)	-6%
Other financial assets	10,000	2,000	(8,000)	-80%
Trade and other receivables	16,185	21,718	5,533	34%
Non-current assets classified as held for sale	0	0	0	0%
Other assets	412	1,295	883	214%
Total Current Assets	46,968	44,104	(2,864)	-6%
Non-Current Assets				
Trade and other receivables	102	97	(5)	-5%
Investments in associates	0	0	0	0%
Property, infrastructure, plant and equipment	706,662	801,934	95,272	13%
Right-of-use assets	280	0	(280)	-100%
Total Non-Current Assets	707,044	802,031	94,987	13%
Total Assets	754,012	846,135	92,123	12%
Liabilities				
Current Liabilities				
Trade and other payables	5,792	4,518	(1,274)	-22%
Trust funds and deposits	3,864	3,982	118	3%
Unearned income/revenue	23,369	16,402	(6,967)	-30%
Provisions	4,873	5,171	298	6%
Interest-bearing loans and borrowings	610	14,618	14,008	2298%
Lease liabilities	235	0	(235)	-100%
Total Current Liabilities	38,743	44,691	5,948	15%
Non-Current Liabilities				
Provisions	671	447	(224)	-33%
Interest-bearing loans and borrowings	11,279	10,661	(618)	-5%
Lease liabilities	246	0	(246)	-100%
Total Non-Current Liabilities	12,196	11,108	(1,088)	-9%
Total Liabilities	50,939	55,799	4,860	10%
Net Assets	703,073	790,336	87,263	12%
Represented by:				
Accumulated surplus	245,211	279,398	34,187	14%
Asset revaluation reserve	446,978	499,724	52,746	12%
Other reserves	10,883	11,214	331	3%
Total Equity	703,073	790,336	87,263	12%

Key variances compared to March last financial year;

Assets

Cash and cash equivalents – The net year-to-date cash balance (“Cash and cash equivalents” and “Other financial assets”) is \$9.280m less than the same time last year. This mainly relates to a higher level of expenditure incurred in the Capital Improvement Program than the same time last financial year. Significant projects include; West Maddingley Early Years Hub, Moorabool Aquatic and Recreation Centre, and Bacchus Marsh Racecourse and Recreation Reserve.

Trade and other receivables – Increased by \$5.533m primarily due to an increase in Rates debtors (\$2.803m) and Other Debtors (\$2.485m). Rates Debtors have increased due to growth in property numbers during 2023/24 increasing Council's rates base. Other Debtors have increased due to a large invoice (for Wind Farm road rehabilitation works) being raised in March 2024.

Other assets – The increase from March 2023 is due to the accrual of reimbursements for Storm Recovery works relating to the October 2022 event.

Property, infrastructure, plant and equipment – The increase from March last year mainly relates to Asset Revaluations and the completion of the Capital Improvement Program in the 2022/23 financial year. It is also the net result of assets contributed by developers, assets disposed, capital spend in 2023/24, and depreciation.

Liabilities

Trade and other payables – The actual is \$1.274m less than last year mainly due to the timing of the final payment run in March.

Unearned income/revenue – \$6.967m less than March last year due recognising some larger grants as income. These relate to projects completed or nearing completion such as; Aqualink, West Maddingley Early Years Hub, Local Roads and Community Infrastructure Program, and Moorabool Aquatic and Recreation Centre.

Interest-bearing loans and borrowings – The net balance is greater by \$13.390m overall (current and non-current) compared to the same time last year. This relates to Council taking up new borrowings of \$14.000m in the last quarter of the 2022/23 financial year.

Lease liabilities – No longer required due to change in accounting treatment of the new Waste contract.

Equity

Accumulated surplus – The increase of \$34.187m since March last year reflects Council's operating result during the 2022/23 financial year and the first nine months of 2023/24.

Asset revaluation reserve – The increase of \$52.746m relates to the revaluation of Infrastructure Assets in the 2022/23 financial year.

3 Statement of Capital Works

	Year to Date				Annual			
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Property								
Land	0	0	0	0%	0	0	0	0%
Buildings	8,216	8,863	647	8%	20,646	10,176	(10,470)	-51%
Total Property	8,216	8,863	647	8%	20,646	10,176	(10,470)	-51%
Plant and equipment								
Plant, machinery and equipment	1,393	1,399	6	0%	2,005	3,373	1,368	68%
Computers and telecommunications	1,530	1,232	(298)	-19%	802	2,135	1,333	166%
Library books	0	0	0	0%	118	118	0	0%
Total plant and equipment	2,923	2,631	(292)	-10%	2,925	5,626	2,701	92%
Infrastructure								
Roads	11,764	9,768	(1,996)	-17%	10,532	11,741	1,209	11%
Bridges	145	106	(39)	-27%	168	148	(20)	-12%
Footpaths and cycleways	3,709	1,634	(2,075)	-56%	3,385	3,990	605	18%
Drainage	924	483	(441)	-48%	821	1,192	371	45%
Recreational, leisure and community facilities	8,426	5,314	(3,112)	-37%	15,505	8,434	(7,071)	-46%
Parks, open space and streetscapes	1,992	1,303	(689)	-35%	1,615	2,124	509	32%
Other infrastructure	1,043	405	(638)	-61%	817	1,035	218	27%
Total infrastructure	28,003	19,013	(8,990)	-32%	32,843	28,665	(4,178)	-13%
Total capital works expenditure	39,142	30,506	(8,636)	-22%	56,413	44,467	(11,946)	-21%
Represented by:								
New	19,434	15,568	(3,866)	-20%	38,361	21,567	(16,794)	-44%
Renewal	17,772	12,812	(4,960)	-28%	15,512	20,078	4,566	29%
Upgrade	1,936	2,127	191	10%	2,540	2,822	282	11%
Total Capital Works	39,142	30,506	(8,636)	-22%	56,413	44,467	(11,946)	-21%

Key 'Year to Date' Variances;

Buildings – Actual spend is more than the year-to-date budget due to the timing of contract payments for projects carried over from previous years. These include; Moorabool Aquatic and Recreation Centre, Ballan Depot, and Darley Park Pavilion.

Roads – The bulk of the Roads renewal program is expected to be completed by year end. The underspend so far is mainly timing issues across several projects.

Footpaths and cycleways – Under budget as at the end of March mainly due to the timing of Aqualink works.

Recreational, leisure and community facilities – Less than budget due to later than expected works completed for Bacchus Marsh Racecourse and Recreation Reserve Cricket Nets, and also Bald Hill works.

Parks, open space and streetscapes – Works for Ballan Splash Park are slightly behind where it was originally expected.

Other infrastructure – Works for the Tavener St/Grant St Car Park are slightly behind where it was originally expected as at the end March.

Key 'Annual' Variances;

Buildings – Expected to be under budget due to the likelihood some projects will be incomplete at year end and carried over to next financial year. These include Bacchus Marsh Bowls Club, and Ballan Library. Partially offsetting the carryovers are forecast overspends for Ballan Recreation Reserve Pavilion, and Darley Park Pavilion.

Plant, machinery and equipment – The increase from the Adopted budget reflects unspent funds from the previous financial year. Some major items of plant had been ordered but not delivered, therefore the funds were carried over to 2023/24.

Computers and telecommunications – Forecast to spend more than budget due to unspent funds from prior years being carried over to this financial year. The carry over amount was not included in the Adopted budget.

Roads – Will be over budget due to carrying over unspent funds from last financial year. There are also forecast overspends on a number of projects including Hogan Road, Ballan.

Footpaths and cycleways – Forecast to spend more than the original budget due to Aqualink. Parts of this project were carried over from last financial year and not included in the Adopted budget.

Drainage – Greater than budget due to carrying over unspent funds from last financial year. These projects include Simmons Drive, Bacchus Marsh, and Connor Court, Ballan. Simmons Drive is also forecast to be overspent.

Recreational, leisure and community facilities – Will be under budget due to carrying over expenditure relating to Bacchus Marsh Racecourse and Recreation Pavilion. This is expected to be delivered next financial year.

Parks, open space and streetscapes – Forecast to be more than budget due to carrying over unspent funds from last financial year for Ballan Splash Park.

Other infrastructure – The adopted budget does not include the carryover of unspent funds relating to Taverner Street, Bacchus Marsh – Car Parking.

4 Statement of Cashflows

	Year to Date				Annual			
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Cash flows from operating activities								
Receipts								
Rates and charges	35,325	35,159	(166)	0%	45,955	45,826	(129)	0%
Statutory fees and charges	1,124	1,120	(4)	0%	1,368	1,267	(101)	-7%
User fees	1,643	1,484	(159)	-10%	2,347	2,379	32	1%
Grants - operating	2,966	2,001	(965)	-33%	9,164	12,169	3,005	33%
Grants - capital	6,259	6,924	665	11%	28,020	10,804	(17,216)	-61%
Contributions - monetary	5,263	1,000	(4,263)	-81%	6,822	6,897	75	1%
Interest received	936	1,195	259	28%	1,540	1,540	0	0%
Other receipts	677	1,559	882	130%	934	1,110	176	19%
Employee costs	(19,861)	(19,419)	442	-2%	(25,403)	(25,395)	8	0%
Materials and services	(16,335)	(18,259)	(1,924)	12%	(19,923)	(23,602)	(3,679)	18%
Other payments	(382)	(397)	(15)	4%	(584)	(599)	(15)	3%
Net cash provided by (used in) operating activities	17,615	12,367	(5,248)	-30%	50,242	32,397	(17,845)	-36%
Cash flows from investing activities								
Proceeds from sale of property, plant and equipment, infrastructure	386	383	(3)	-1%	515	475	(40)	-8%
Payments for property, plant and equipment, infrastructure	(33,142)	(32,806)	336	-1%	(51,413)	(44,467)	6,946	-14%
Net cash provided by (used in) investing activities	(32,756)	(32,423)	333	-1%	(50,898)	(43,993)	6,905	-14%
Cash flows from financing activities								
Finance costs	(529)	(549)	(20)	4%	(773)	(773)	0	0%
Proceeds from borrowings	0	0	0	0%	7,240	5,679	(1,561)	-22%
Repayment of borrowings	(463)	(463)	0	0%	(1,962)	(1,962)	0	0%
Interest paid - lease liability	0	0	0	0%	(6)	0	6	-93%
Repayment of lease liabilities	0	0	0	0%	(246)	0	246	-100%
Net cash provided by (used in) financing activities	(992)	(1,011)	(19)	2%	4,253	2,944	(1,309)	-31%
Net increase (decrease) in cash and cash equivalents	(16,132)	(21,067)	(4,935)	31%	3,598	(8,652)	(12,250)	-341%
Cash and cash equivalents at the beginning of the financial year	33,028	42,158	9,130	28%	33,028	42,158	9,130	28%
Cash and cash equivalents at the end of the financial year	16,895	21,091	4,196	25%	36,625	33,506	(3,119)	-9%

Key 'Year to Date' Variances;

Rates and charges – Actual received is less than the year-to-date budget mainly due to a decline in Supplementary Rates income.

Statutory fees and charges – Unfavourable mainly due to a decrease in Planning Permits. This is partially offset by an increase in Infringements for Litter Abatement.

Grants - operating – Just timing issues so far with receiving various operating grants. These include School Crossings, Best Start Program, and Supported Playgroups.

Contributions - monetary – Less than budget mainly due to a timing issue with Developer Contributions.

Other receipts – Greater than budget due to receiving reimbursements for Storm Claims.

Materials and services – More than budget due to expenditure on projects/programs carried over from previous financial years. These funds were not included in the adopted budget.

Key 'Annual' Variances;

Rates and charges – Forecast to be less than budget due to an expected decrease in Supplementary Rates.

Statutory fees and charges – Will be unfavourable at year end primarily due to an expected decline in Planning Permits.

Grants - operating – Favourable due to an expected increase in Grants Commission Income. The forecast assumes we will receive an early payment of the 2024/25.

Grants - capital – Forecast to be less than budget due to some funding for major projects being carried over to future financial years. This funding includes Ballan Library, and Bacchus March Racecourse & Recreation Reserve Pavilion.

Materials and services – Unfavourable mainly due to costs associated with grant funded projects that were incomplete in the prior financial year. Other increases relate to Insurance Premiums, Legal Costs, Electoral Structure Review, Fire Access Tracks, and the accounting treatment of the Waste Contract.

Attachment: 2023-2024 Capital Improvement Program - Project Update (as at 31 March 2024)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Ballan Senior Citizens Centre, Ballan - Refurbishment of the toilet facility including upgrade to DDA compliance	Asset Management	An amended concept plan is being developed for the refurbishment of the toilet facilities to help value manage the project, this project will need to be carried forward to 2024/2025 for delivery	Jun-25	Document / Design Prep	█		
Connor Court, Ballan - Drainage Renewal	Asset Management	Project to be delivered by Melbourne Water, this project is at risk of being delivered this year	Jun-25	On Hold	█		
Darley Civic & Community Hub, Darley - Replacement of existing oval lighting with LED	Asset Management	Project is complete	Nov-23	Complete	█		
Public Toilets & Ballan Civic Centre, Ballan - Keyless Entry System	Asset Management	Project is complete	Jun-24	Complete		█	
Bald Hill/1000+ Steps - Stage 3, Darley - Summit Trail & Lookouts	Capital Works	CHMP site induction is scheduled for 30 April 2024 and construction work scheduled to commence from that date.	Oct-24	Project Awarded - Yet To Start	█		
Ballan Recreation Reserve Pavilion, Ballan - New Pavilion	Capital Works	Project is complete	Nov-23	Complete		█	
Ballan-Egerton Road, Mount Egerton (0-4427) Reconstruction	Capital Works	Project is complete	Mar-24	Complete	█		
Ballan-Meredith Road, Ballan (0-1900) Reconstruction	Capital Works	Project is complete	Mar-24	Complete	█		
Bungeelap South Road, Mount Wallace (95-1200) Reconstruction	Capital Works	Project is complete	Dec-23	Complete		█	
Coalmine Road, Lal Lal (0-2355) Gravel Resheet & Seal	Capital Works	Project is complete	Feb-24	Complete		█	
Donald Street, Bacchus Marsh (0-190) Kerb Installation & Drainage	Capital Works	Design is underway with construction scheduled for April 2024	Sep-24	Tender / Quote	█		
Eaglesons Road, Lal Lal (70-2730) Gravel Road Resheet	Capital Works	Project is complete	Dec-23	Complete	█		
Cowie Street, Ballan (Int with Edols St-) Footpath Construction & Kerb Outstands (Inc R5007)	Capital Works	Construction contract has been awarded with construction scheduled for April & May 2024	Jun-24	Project Awarded - Yet To Start	█		
Gordon Township, Gordon - Drainage Renewal Investigation	Capital Works	Drainage investigation underway	May-24	Document / Design Prep	█		
Grantleigh Drive Reserve, Darley - Upgrade	Capital Works	Project is complete	Nov-23	Complete		█	
Haddon Drive, Ballan - Increasing capacity of roadside drainage and culverts	Capital Works	Project is underway with completion scheduled for May 2024	Apr-24	In Progress	█		
Halletts Way, Darley (-) LATM: Wombat Crossing	Capital Works	Project is complete	Sep-23	Complete	█		
Haywood Road, Lal Lal (0-1670) Gravel Resheet & Seal	Capital Works	Project is complete	Feb-24	Complete		█	
Hogan Road, Ballan (0-700) Reconstruction (Inc R1002 Densley 0-200)	Capital Works	Project is underway with completion scheduled for May 2024	Apr-24	In Progress			█
Horsecrafts Road, Lal Lal (0-1930) Gravel Road Resheet	Capital Works	Project is complete	Jan-24	Complete	█		
Ingliston Road, Ingliston (6300-10016) Shoulder Sealing and Pavement Reconstruction (LRCP4)	Capital Works	Project is complete	Mar-24	Complete	█		
Jaicomellis Lane, Ballan (0-2175) Gravel Road Resheet	Capital Works	Project is complete	Jan-24	Complete	█		
Johansen Place, Darley (0-195) Reconstruction	Capital Works	Project is complete	Dec-23	Complete	█		
Jonathan Drive Reserve, Darley - Upgrade	Capital Works	Project is complete	Apr-24	Complete		█	
Links Road, Darley (-) Footpath Construction	Capital Works	Project is complete	Mar-24	Complete	█		
Moorabool West Road, Gordon (687-2047) Gravel shoulder resheet and seal	Capital Works	Project is complete	Feb-24	Complete	█		
Mount Egerton Transfer Station, Mount Egerton - Replacement of existing concrete slab	Capital Works	Project is in the design / documentation prep stage with construction scheduled for May/June 2024	Jun-24	Document / Design Prep	█		
Nelson Street, Darley (Sheldon Ave-David Crt) Drainage Renewal	Capital Works	Construction currently scheduled for completion by the end of April	Apr-24	In Progress		█	

Attachment: 2023-2024 Capital Improvement Program - Project Update (as at 31 March 2024)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Netball Court Resurfacing, Shire Wide - Resurfacing and compliance upgrades	Capital Works	Project is complete. Wallace Netball Courts require resurfacing of the final surface, and relinemarking in October 2024 at the contractors cost due to a linemarkign error. Community Strengthening are workign to reallocate the balance of grant fundign to anotehr project.	Jun-24	Complete	█		
O'Connors Lane, Ballan (0-1705) Gravel Road Resheet	Capital Works	Project is complete	Mar-24	Complete	█		
Old Melbourne Road, Millbrook (20769-21734) Shoulder Sealing (LRCIP4)	Capital Works	Construction is scheduled for April 2024, pending approval of traffic management and weather	Apr-24	In Progress		█	
Ramsay Crescent, Darley (-) LATM: Wombat Crossing	Capital Works	Project is complete	Sep-23	Complete	█		
Reseal program, Shire Wide - -	Capital Works	Project is complete	Apr-24	Complete	█		
Riversdale Crescent, Darley (0-550) Reconstruction	Capital Works	Project is complete	Dec-23	Complete	█		
Rotten Lane, Lal Lal (0-1625) Gravel Road Resheet	Capital Works	Project is complete	Dec-23	Complete	█		
Selby Court Reserve, Hopetoun Park - Reserve Improvements	Capital Works	Project is complete	Dec-23	Complete	█		
Shaws Road, Buninyong (0-1180) Gravel Road Resheet	Capital Works	Project is complete	Feb-24	Complete		█	
Simmons Drive, Bacchus Marsh - Drainage Renewal	Capital Works	Project is complete	Mar-24	Complete		█	
Stanley Street, Gordon (0-0) Reconstruction	Capital Works	Project is complete	Dec-23	Complete	█		
Steele Court, Bacchus Marsh - Drainage Renewal	Capital Works	Project is complete	Feb-24	Complete	█		
STIP Works, Blackwood - Township Improvement	Capital Works	Project is currently in procurement phase with construction scheduled to commence in May 2024	Sep-24	Tender / Quote	█		
Swans Road, Darley (860-4850) Gravel shoulder resheet	Capital Works	Project is complete	Feb-24	Complete	█		
Table Drain Renewal, Shire Wide - Formalising and increasing capacity of roadside drainage	Capital Works	Scope has been finalised and works are planned to be carried out in April 2024	Jun-24	In Progress	█		
Tramway Lane, Darley - Formalising roadside drainage	Capital Works	Project is completed with a minor omission awaiting on GWW asset relocation	Mar-24	Complete	█		
Vance Close, Darley (0-160) Reconstruction	Capital Works	Project is complete	Dec-23	Complete	█		
Yendon No. 2 Road, Buninyong (0-1990) Gravel shoulder resheet	Capital Works	Project is complete	Nov-23	Complete	█		
Swimming Pools, Ballan & Bacchus Marsh - Fibreglass shell patching and sand replacement	Community Activation	The project is 90% complete with supply of minor pump equipment required to finish the works delayed until mid May	May-24	In Progress	█		
Aqualink Stage 2 - Strategic Cycle Corridor, Bacchus Marsh	Major Projects	Contract awarded to Fulton Hogan with works completed in October 2023. Remaining works include landscaping and upgrades to the underpass. DoT approval for underpass works is pending.	Jun-24	In Progress	█		
Aqualink Stage1-Strategic Cycle Corridor	Major Projects	Landscape contract awarded to Commericalscapes Pty Ltd with works completed in November 2023. Construction of nodes commenced in November 2023 and are scheduled for completionion in May 2024.	Jun-24	In Progress		█	
Bacchus Marsh Bowls Club Pavilion and Bowling Green	Major Projects	Construction EOI shortlist finalised in November 2023. Select tender scheduled for mid April 2024 with award anticipated in August 2024.	Jun-25	Document / Design Prep	█		
Ballan Civic Centre - Renovations	Major Projects	Project awarded to Simbuilt. Works were completed in July 2023.	Sep-23	Complete	█		
Ballan Depot Relocation	Major Projects	Construction is complete with outstanding defects being rectified.	Dec-23	In Progress		█	

Attachment: 2023-2024 Capital Improvement Program - Project Update (as at 31 March 2024)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Ballan Town Centre Plaza	Major Projects	Project included in the Ballan Library works. Select tender in November 2023 with contract award scheduled for April 2024 OMC. Works to commence in May 2024 with completion in May 2025.	Jun-25	Tender / Quote			
BM Indoor Recreation Facility - Construction	Major Projects	Construction completed in October 2023.	Oct-23	In Progress			
BM Racecourse & Recreation Reserve - Stg 2 Construction	Major Projects	Civil works complete. Soccer oval surface is well established with oversowing of rye grass to be completed in May 2023???? Playground contract awarded to Commercialscapes Pty Ltd. Works commenced in July 2023 and are scheduled for completion in May 2024.	Jun-24	In Progress			
BM Racecourse Reserve Stage 2 – Pavilion	Major Projects	Design in progress	Dec-24	Document / Design Prep			
BMRRR - Cricket Nets	Major Projects	Project awarded to Smartgrass. Works commenced in February 2024 with completion scheduled for May 2024.	May-24	In Progress			
Bungaree Oval, Bungaree - Oval renovations and ancillary works	Major Projects	Project is complete	Jun-24	Complete			
Carparking, Maddingley (Taverner St/Grant St) New Car spaces	Major Projects	Project awarded to Rustel Pty Ltd. Works are scheduled for completion in June 2024.	Jun-24	In Progress			
Darley Civil Centre Renovations (incl Clad Replacement) Stg2	Major Projects	Cladding project was completed in September 2023. are currently in the Juns 2 renovation works are currently in the preplanning phase..	Jun-25	Document / Design Prep			
Darley Park Footpaths	Major Projects	Design is in progress with construction scheduled progress with construction scheduled for Octoer 2024.	Oct-24	Document / Design Prep			
Darley Park Rec Reserve - Playground	Major Projects	Design is in progress with construction scheduled progress with construction scheduled for Oct 2024.	Oct-24	Document / Design Prep			
Gordon Public Park Stage 2	Major Projects	Project was awarded to Jon Kay Contracting works commenced in March 2024 and are scheduled for completion in May 2024.	May-24	In Progress			
Library Facility, Ballan Construction	Major Projects	Project included in the Ballan Library works. Select tender in November 2023 with contract award scheduled for April 2024 OMC. Works to commence in May 2024 with completion in May 2025.	Jun-25	Document / Design Prep			
LRCIP-R2 Mill Park Upgrades - Community Facilities Grant	Major Projects	Project is complete	Sep-23	Complete			
LRCIP-R2 Peppertree Pk, Bacchus Marsh - Master Plan Upgrade	Major Projects	Project is complete	Oct-23	Complete			
Maddingley Park - Resheet and Seal of Pathways	Major Projects	Tender documentation is be prepared. Tender scheduled for May 2024 with completion scheduled for late 2024.	Sep-24	Document / Design Prep			
Masons Lane Recreation Reserve, Bacchus Marsh - Short term Dog Park installation	Major Projects	Design in progress. Construction scheduled for late 2024	Jun-24	Document / Design Prep			
Mill Park Stage 2 – Splash park and toilet	Major Projects	Design and Construct contract awarded to Water Features By Design. Works commenced on site in January 2024 and are scheduled for completion in May 2024.	Jun-24	In Progress			
Navigators Community Centre	Major Projects	Project was awarded to SCMS School Builders with commencement in Febuary 2024. Completion is scheduled for August 2024.	Aug-24	In Progress			
SRV Female Friendly Facilities Grant - Dunnstown Rec Res	Major Projects	Project was awarded to SCMS School Builders with commencement in Febuary 2024. Completion is scheduled for August 2024.	Aug-24	In Progress			

Attachment: 2023-2024 Capital Improvement Program - Project Update (as at 31 March 2024)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Taverner Street, Madidngley - PP	Major Projects	Contract awarded to Rustel Pty Ltd. Works were completed in March 2024.	Jun-24	In Progress			
Wallace Kinder , Wallace (-) Removal of asbestos identified in 2020/21 asbestos audit	Major Projects	Contract awarded to Kennedys Building. Works commenced December 2023 with completion scheduled for April 2024.	Apr-24	In Progress			
West Maddingley Early Years Facility - Construction	Major Projects	Project awarded to H.Troon Pty Ltd with Pty Ltd with completion in December 2023.	Dec-23	In Progress			
Edols Street, Ballan Kerb Replacement	Operations	Works are currently expected to occur in expected to occur in Febntly 2024.	Feb-24	Document / Design Prep			
O'Leary Way Reserve, Maddingley - Upgrade to the existing irrigation system at the park, including automation	Operations	Project is complete	Sep-23	Complete			