



# **MINUTES**

## **Ordinary Council Meeting Wednesday, 4 December 2024**

**Date:** Wednesday, 4 December 2024

**Time:** 6.00pm

**Location:** Council Chambers, 15 Stead Street, Ballan &  
Online

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**1 OPENING OF MEETING AND PRAYER**

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

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 RECORDING OF MEETING**

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

**4 PRESENT**

- Cr Paul Tatchell, Mayor
- Cr Rod Ward, Deputy Mayor
- Cr Moira Berry
- Cr Jarrod Bingham
- Cr Sheila Freeman
- Cr John Keogh
- Cr Ally Munari
- Cr Tom Sullivan
- Cr Steven Venditti-Taylor

**Officers:**

- |                   |   |
|-------------------|---|
| Mr Derek Madden   | Chief Executive Officer                           |
| Mr David Jackson  | General Manager Customer & Corporate Services     |
| Mr Phil Jeffrey   | General Manager Community Assets & Infrastructure |
| Ms Leigh McCallum | General Manager Community Strengthening           |
| Ms Angela Menzies | Acting Manager Governance & Civic Support         |

**5 APOLOGIES**

Nil

**6 CONFIRMATION OF MINUTES**

**RESOLUTION**

**Moved: Cr Moira Berry**

**Seconded: Cr Ally Munari**

**That the minutes of the Ordinary Meeting of Council held on Wednesday 4 September 2024, the Special Meeting of Council held on Wednesday 11 September 2024, the Special Meeting of Council held on Wednesday 18 September 2024 and the Statutory & Annual Appointments Meeting held on Monday 18 November 2024 be confirmed.**

**CARRIED**

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**7 DISCLOSURE OF CONFLICTS OF INTEREST**

Nil

**8 PUBLIC QUESTION TIME**

Nil

## 9 PETITIONS

### 9.1 PETITION - REMOVAL OF BUS STOP GUARDRAIL, BLACKWOOD

**Author:** Heidi Hamilton, Governance Support Officer

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

**Attachments:** 1. Petition - Removal of Bus Stop Guardrail, Blackwood (under separate cover)

#### PURPOSE

Council has received a petition containing 43 signatures from the Blackwood Progress Association.

#### EXECUTIVE SUMMARY

The petition states:

*We, the undersigned, petition the council to address the issues of the installation of the guardrail at the bus stop.*

*The community has long expressed its desire to maintain the iconic view to the west and its resistance to the installation of anything which interrupts the view.*

*Far from being a safety measure, this rail has attracted children to play on it, risking a fall onto the concrete below.*

*We request that the rail be removed immediately and alternatives explored in consultation with the community.*

#### RESOLUTION

**Moved:** Cr John Keogh

**Seconded:** Cr Ally Munari

**That Council:**

1. Receives the petition containing 43 signatures in relation to removal of a bus stop guardrail in Blackwood.
2. Requests Officers prepare a report for Council's consideration pertaining to the petitioner's request.

**CARRIED**

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**10 PRESENTATIONS/DEPUTATIONS**

Nil

**11 CHIEF EXECUTIVE OFFICER REPORTS****11.1 2017 - 2021 MOORABOOL SHIRE COUNCIL PLAN - OUTSTANDING ACTIONS PROGRESS REPORT Q1 - JULY-SEPTEMBER 2024****Author:** Lauren Shea, Organisational Change and Capability Lead**Authoriser:** Derek Madden, Chief Executive Officer**Attachments:** 1. **Moorabool Shire Council 2017-2021 Outstanding Actions Report Progress Report September 2024 (under separate cover)****PURPOSE**

This report provides an update on the progress of outstanding actions from the 2017-2021 Moorabool Shire Council Plan.

**EXECUTIVE SUMMARY**

- 10 Strategic Actions were carried over from the 2017-2021 Council Plan. Eight actions have been completed and two remain 'In Progress'.
- Progress is being made on the two remaining actions which will continue to be reported on until completion.

**RESOLUTION****Moved:** Cr Tom Sullivan**Seconded:** Cr Ally Munari

**That Council receives the 2017-2021 Moorabool Shire Council Plan – Outstanding Actions Progress Report – Q1 – July-September 2024, including Attachment 1 to this report.**

**CARRIED**

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**BACKGROUND**

Of the strategic actions identified for completion in the final year of the 2017-2021 Moorabool Shire Council Plan, 10 were incomplete as of 30 June 2021 and were not captured in Council's 2021-2025 Council Plan.

As of Q1 2024-2025, 8 actions are completed, and 2 are incomplete. Accordingly, quarterly reporting will continue for these outstanding Council Plan actions until all actions are completed.

**PROPOSAL**

As of 30 June 2021, there were 10 actions outstanding from the 2017-2021 Council Plan. As of 8 October 2024, 2 of these actions remain incomplete. Both actions have reached between 60% and 90% of their target.

The progress report, including details against each of these outstanding actions, is provided in Attachment 1.



**COUNCIL PLAN**

The Council Plan 2021-2025 provides as follows:

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

**Priority 3.4: Measure performance, communicate our results and continue to improve our services every day**

The proposal to receive the 2017-2021 Moorabool Shire Council Plan – Outstanding Actions Progress Report Q1 July-September 2024 is consistent with the Council Plan 2021-2025.

**FINANCIAL IMPLICATIONS**

The implementation of outstanding Council Plan actions is resourced by Council's adopted annual budget.

**RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

There are no Risk or Occupational Health & Safety issues in relation to this report.

**COMMUNICATIONS & CONSULTATION STRATEGY**

Specific projects are subject of their own communications strategy.

**VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

**OFFICER'S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*Executive Manager – Joshua Warner*

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

*Author – Kirstin Goldsworthy*

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

**CONCLUSION**

Council is committed to completing the outstanding actions from the 2017-2021 Moorabool Shire Council Plan, with continued reporting provided for good governance, in line with the overarching governance principles and supporting public transparency principles of the Local Government Act 2020.

Of the 10 outstanding strategic actions, 8 are now complete and two remain in progress. These actions will continue to be reported on until all have reached completion.

**11.2 2021-2025 MOORABOOL SHIRE COUNCIL PLAN - PROGRESS REPORT - Q1 JULY-SEPTEMBER 2024**

**Author:** Lauren Shea, Organisational Change and Capability Lead

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

**Attachments:** 1. **2021-2025 Moorabool Shire Council Progress Report - Q1 July - September 2024 (under separate cover)**

**PURPOSE**

The 2021-2025 Moorabool Shire Council Plan sits within the Council's planning framework and identifies the main priorities and expectations over a four-year period.

This report provides an update on the status of Council Plan actions for Quarter 1 – July-September 2024.

**EXECUTIVE SUMMARY**

- There are 37 actions identified in the Council Plan to be achieved in Year 4, including 21 actions carried forward from Year 3.
- Four Council Plan actions for this period have been completed as of 8 October 2024.
- As of 8 October 2024, of the 37 Council Plan actions for 2024/25, reporting for this period indicates:
  - 27 actions (73%) have reached 90% or greater of their target for the period and therefore show as 'on track' (green). Four of these actions are complete.
  - Five actions (13.5%) are between 60% and 90% of its target, therefore requiring monitoring (yellow).
  - Five actions (13.5%) have achieved less than 60% of its target, therefore showing as 'off track' (red).

**RESOLUTION**

**Moved:** Cr Ally Munari

**Seconded:** Cr Moira Berry

**That Council receives the 2021-2025 Moorabool Shire Council Plan – Progress Report Q1 – July-September 2024, including attachment 1 of this report.**

**CARRIED**

**BACKGROUND**

The three strategic objectives outlined in the Council Plan that guide new initiatives and continuing service are:

1. Healthy, inclusive and connected neighbourhoods.
2. Liveable and thriving environments.

3. A Council that listens and adapts to the needs of our evolving communities.

Each objective has a set of priorities, or desired outcomes, which set out strategic actions to be undertaken over the planned four years to achieve the objectives.

The annual and quarterly performance reporting allows Council to effectively measure, monitor, review and report on its performance while providing open and transparent reporting to the community. This report presents the progress performance against the actions set for the FY 2024/25.

The Year 3 Council Plan Progress Report identified 21 actions that were not completed by 30 June 2024, these have now all been extended to be due by 30 June 2025.

**PROPOSAL**

The 2021-2025 Moorabool Shire Council Plan – Progress Report Q1 – July-September 2024 is provided as Attachment 1 to this report.

There are 37 actions identified in the Council Plan to be achieved in Year 4. Key targets or milestones have been reviewed and set by managers to reflect the expected progress throughout the year.

Of the 37 actions identified to be achieved in Year 4, reporting for this period indicates that four actions have been completed. These actions are listed below.

- Seek funding for Stage 3 BMRRR.
- Implement the Visitor Economy Strategy Action Plan.
- Consult and complete Rural Land Use Strategy.
- Consult and completed Bacchus Marsh Town Centre Structure Plan.

Furthermore, as of 8 October 2024, 73% of actions show as on track against their targets.

The following table summarises the status of the actions under each strategic objective set to be achieved by 30 June 2025:

Strategic Objective	Completed	On track	Off track	Monitor	Total
Healthy, inclusive and connected neighbourhood.	1	10	2	1	14
Liveable and thriving environments.	3	7	3	4	17
A Council that listens and adapts to the needs of its evolving communities.	0	6	0	0	6
<b>Totals</b>	4	23	5	5	37

**COUNCIL PLAN**

The Council Plan 2021-2025 provides as follows:

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

**Priority 3.4: Measure performance, communicate our results and continue to improve our services every day**

#### **FINANCIAL IMPLICATIONS**

The implementation of Council Plan actions is resourced by Council's adopted annual budget.

#### **RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

There are no Risk or Occupational Health & Safety issues in relation to this report.

#### **COMMUNICATIONS & CONSULTATION STRATEGY**

The progress comments and performance status of each action will be uploaded onto the online Council Performance Dashboard in October 2024. Community members can access the dashboard to view the performance of each of the Council Plan Priorities.

Specific projects are the subject of their own communications strategy, nevertheless this report will be displayed on Council's website and the end-of-year progress will be reported in Council's Annual Report.

#### **VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

#### **OFFICER'S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*Executive Manager – Joshua Warner*

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

*Author – Kirstin Goldsworthy*

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

#### **CONCLUSION**

There are 37 actions being reported on for Year 4, including 21 actions carried forward from Year 3. As of 8 October 2024, 4 actions have been completed for this period. Overall, 73% of actions show as on track against targets, 13.5% of actions require monitoring and 13.5% have achieved less than 60% of its target and therefore are showing as 'off track.'

### **11.3 COUNCIL APPOINTMENTS TO ADVISORY COMMITTEES OF COUNCIL**

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

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

**Attachments:** Nil

#### **PURPOSE**

The purpose of this report is to allow Council to formally elect representatives to Advisory Committees for the 2025 year.

#### **EXECUTIVE SUMMARY**

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.

#### **RESOLUTION**

**Moved:** Cr Rod Ward

**Seconded:** Cr Tom Sullivan

**That Council:**

- 1. Appoints representatives to the following Advisory Committees of the Council to assist the Council in performing its functions and duties in the manner as currently prescribed and as provided for in the terms of reference authorised by Council:**
  - a) Audit and Risk Advisory Committee**  
Cr Berry, Cr Tatchell, Cr Ward (sub)
  - b) Australia Day Award Selection Panel**  
Mayor, Cr Berry, Cr Munari
  - c) Disability Access & Inclusion Advisory Committee**  
Cr Tatchell, Cr Berry (sub)
  - d) Economic Development Taskforce Advisory Committee**  
All Councillors, CEO, GMs
  - e) Heritage Advisory Committee**  
Cr Ward, Cr Keogh (sub)
  - f) Local Business Advisory Committee**  
Cr Tatchell, Cr Ward (sub)
  - g) Maddingley Park Advisory Committee**  
Cr Venditti-Taylor, Cr Berry (sub)

- h) **Moorabool Environment & Sustainability Advisory Committee**  
Cr Keogh, Cr Berry (sub)
  - i) **Moorabool Health and Wellbeing Advisory Committee**  
Cr Freeman, Cr Berry (sub)
  - j) **Positive Ageing Advisory Committee**  
Cr Freeman, Cr Tatchell (sub)
  - k) **Public Art and Collections Advisory Committee**  
Cr Munari, Cr Berry (sub)
2. **Notes the closure of the Bacchus Marsh Racecourse & Recreation Reserve Advisory Committee.**
  3. **Notes the transition of the Bacchus Marsh & District Trails Advisory Committee and the Lal Lal Falls Reserve Advisory Committee to Working Groups.**
  4. **Notifies the Committees of the appointment arrangements and requests meeting schedules for 2025.**

**CARRIED**

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## **BACKGROUND**

Council has the ability to create a committee by resolution as an Advisory Committee. These types of Committees have no specific delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function provides substantial expertise to Council's planning by way of advisory recommendations.

The performance of specified statutory obligations of the Council are not placed upon these Committees. However, Council has the legislative ability to delegate authority and amend the operations and/or charter of individual Committees should circumstance warrant.

## **PROPOSAL**

The following Advisory Committees have been established by Council.

### **1. Audit and Risk Committee**

The *Local Government Act 2020* provides for Council to establish an Audit and Risk Committee.

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

## **2. Australia Day Award Selection Panel**

Each year Moorabool Shire Council hosts Australia Day Awards in recognition of individuals and community groups who have made an outstanding contribution to Moorabool Shire, or given outstanding service to the local community. The purpose of the Australia Day Award Selection Panel is to determine the annual award recipients for Australia Day; the panel meets once per year (usually in late November of each year) to consider nominations and to form recommendations for Council endorsement (usually in December of each year).

As the Awards include a Mayoral Award it is recommended that the Mayor be an appointed panel member.

## **3. Bacchus Marsh District Trails Advisory Committee – transition to a working group**

A review was undertaken of the governance arrangements for the Bacchus Marsh District Tracks and Trails Committee in late 2023, which found that the Committee was running without a Terms of Reference and no real governance structure. With no Terms of Reference in place, Council's standard Terms of Reference template was provided to the Committee. A meeting was held in August 2023 and March 2024 to discuss the Committee putting in place a Terms of Reference and appropriate governance structure. At the meeting held in March 2024, Council and the committee members discussed the ToR, and the Committee's reluctance to formalise their committee to a structured Advisory Committee of Council, with the relevant governance arrangements in place. It is recommended that the Bacchus Marsh District Trails and Advisory Committee be transitioned to a Working Group, which will allow the group to continue to operate in their current format and have an elected member attend their meetings if required

## **4. Bacchus Marsh Racecourse & Recreation Reserve Advisory Committee – recommend closure of Advisory Committee**

The Bacchus Marsh Racecourse & Recreation Reserve Advisory Committee was originally created to support the implementation of the masterplan. The site has now delivered three grass playing surfaces (supporting AFL, cricket and soccer); four hard court surfaces enabling netball and tennis; BMX track; equestrian facilities; cricket training facilities; football play area and an all abilities play space. With the Community and Multi-sports Hub and dog park the next two remaining key items to be delivered, it is recommended that the Advisory Committee cease as Council continues to work individually with each user group ensuring that their needs are being met. Discussions have been held with a number of groups at the BMRRR who are supportive of this approach.

## **5. Disability Access & Inclusion Advisory Committee**

This Committee was established in 2021 to monitor the implementation and review of the Disability Access and Inclusion Plan, provide advice to Council on key policy issues that relate to Disability, Access and Inclusion and enable greater communication between the community and Council.

## **6. Economic Development Taskforce Advisory Committee**

The Economic Development Taskforce Advisory Committee was established in April 2018. The role of the Committee is to provide an oversight of economic development objectives and to provide advice on the development, promotion and implementation of strategies and initiatives. This includes the identification and development of investment opportunities. All Councillors are representatives on this Committee.

**7. Heritage Advisory Committee**

The Heritage Advisory Committee was established to advise Council on the conservation, promotion and education of heritage matters within the Shire.

**8. Lal Lal Falls Reserve Advisory Committee of Management – transition to a working group**

A review was undertaken of the governance arrangements for the Lal Lal Falls Reserve Advisory Committee in late 2023, which found that the Committee was running without a Terms of Reference and no real governance structure. With no Terms of Reference in place, Council's standard ToR template was provided to the Committee. A meeting was held in August 2023 between Council and the Committee to discuss the Committee putting in place a Terms of Reference and appropriate governance structure. At the meeting the Committee Chair confirmed that the group did not want to use the Terms of Reference as supplied by Council. Given this discussion and the reluctance of the Committee to formalise their arrangements to an Advisory Committee of Council with appropriate governance arrangements in place, it is recommended that the Lal Lal Falls Reserve Advisory Committee be transitioned to a Working Group, which will allow the group to continue to operate in their current format and have an elected member attend their meetings if required.

**9. Local Business Advisory Committee**

The purpose of the Local Business Advisory Committee is to provide advice to Council in relation to the growth of the Moorabool Shire economy and the generation of local employment opportunities through increased levels of investment and business development.

**10. Maddingley Park Advisory Committee**

This Advisory Committee was established to advise Council on matters pertaining to the usage, operations, maintenance and development of Maddingley Park and its associated facilities.

**11. Moorabool Environment & Sustainability Advisory Committee**

The Moorabool Environment & Sustainability Advisory Committee comprises members of the community with land care experience or interest to advise Council on matters of land care policy, planning and development.

**12. Moorabool Health and Wellbeing Advisory Committee**

The Moorabool Health and Wellbeing Advisory Committee comprises community members to assist in the development of Council's Health and Wellbeing Strategy and Plan. The current partners are endorsed for the life of the current plan:

- Department of Families, Fairness and Housing
- Department of Justice and Community Safety
- Grampians Public Health Unit
- Western Health
- Mecwacare
- Women's Health Grampians
- Sports Central



**13. Positive Ageing Advisory Committee**

This Committee provides an opportunity for informed discussion on issues impacting upon older members of the Shire and increases community awareness of the particular needs and aspirations of older members of the community through collaboration and consultation.

**14. Public Art & Collections Advisory Committee**

This Committee was established in 2022 and guides the provision, commissioning, maintenance and deaccessioning (removal) of public art within the Shire and guides Council's engagement with third parties who may wish to collaborate on provision of public art on Council land and in open public spaces.

**COUNCIL PLAN**

The Council Plan 2021-2025 provides as follows:

**Strategic Objective 3: A Council that listens and adapts to the needs of our evolving communities  
Priority 3.1: Listen, analyse and understand community needs**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications as a result of presenting this report.

**RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

There are no identified Risks or OH&S implications as a result of presenting this report.

**VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

**OFFICER'S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*Chief Executive Officer – Derek Madden*

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

*Author – Dianne Elshaug*

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

**CONCLUSION**

It is considered that, in the interest of the whole community, the appointment of Councillors to Advisory Committees will ensure a co-ordinated focus on high level strategic projects, decision making and proposed initiatives.

#### **11.4 COUNCIL APPOINTMENTS TO COMMUNITY ASSET COMMITTEES**

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

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

**Attachments:** Nil

#### **PURPOSE**

Community Asset Committees (CACs) are appointed to align with a four-year Council term, as such the period of appointment for the current CACs will conclude with the current term of Council.

Community Asset Committees will be reviewed for reappointment within six (6) months of the commencement of each Council term. To do so, Council will undertake an expression of interest process calling for community members as part of the reappointment of the Community Asset Committee. Whilst this occurs, it is proposed that current CAC Committee members remain in place.

The purpose of this report is to extend the current term of Councillor representatives and committee members to Council's Community Asset Committees (CACs) whilst recruitment occurs for the new four-year CAC term.

#### **EXECUTIVE SUMMARY**

- Community Asset Committees support the operation of Council, assist with Council's decision-making processes, expand stakeholder and community engagement and provide a framework for Council to receive community feedback and external advice.
- This report recommends the appointment of Councillor representatives to the Blacksmiths Cottage & Forge Community Asset Committee, the Bacchus Marsh Public Hall Community Asset Committee and the appointment of community members to all Community Asset Committees as indicated below.

#### **RESOLUTION**

**Moved:** Cr Tom Sullivan

**Seconded:** Cr Ally Munari

- 1. That Council, pursuant to section 65 of the *Local Government Act 2020*, retains the following Community Asset Committees to assist the Council in performing its functions and duties in the manner as currently prescribed in the Instruments of Delegation approved by the Chief Executive Officer, and appoints the following Councillor representatives and community members to the Community Asset Committees as set out below, for a period sufficient to undertake an Expression of Interest process to appoint new Community Asset Committees for the new Council term:**
  - a. Blacksmiths' Cottage and Forge – Cr Keogh, Cr Berry (sub)**  
**Committee Members Allan Comrie, Simon Fisher, Chrissy Stancliffe, Geoff Stancliffe, Lynette Egan, Heather Robson, Jenny Arrowsmith, Sharon Dickman**

- b. **Bacchus Marsh Public Hall Community Asset Committee – Cr Bingham**  
Keith Currie, Eric Daws, John Faulkner, Gary John Treloar, Carol Young, Anita Jennison
  - c. **Dunnstow Recreation Reserve – Committee Members Jaye Cahir, Sam Leneghan, Chris Leonard, Kellie Leonard, Greg Murphy, Joel Murphy, Shane Murphy, Fran Peterkin, Barry Sheehan, Trish White**
  - d. **Elaine Recreation Reserve – Committee Members Dianne Cook, Joanna Adcock, Stephen Ford, Karen Hinkley, Tom Hinkley, Chris Guidotti**
  - e. **Gordon Public Hall – Committee Members Beryl Forster, Frank Higgins, Kate Galloway, Lin Lawson, Sandra Baker, Sandra Jarrett, Stephen Derrick, Yvonne Blair Thompson**
  - f. **Greendale Recreation Reserve – Committee Members Sarah Duncanson, Nick Myrianthis, Eddie Salwe, John Speed, Paul Higgins**
  - g. **Lal Lal Soldiers Memorial Hall – Committee Members Ann Crick, John Crick, Graeme Diamond-Keith, Engels Leoncini, Peter Witherspoon, Susanne Witherspoon**
  - h. **Millbrook Community Centre – Community Members Amanda Labbett, Mark Labbett, Georgina Reynolds, Luke Reynolds, Andrea Weigall, Mark Weigall, Patrick Ryan**
  - i. **Navigators Community Centre – Community Members Wayne Austin, Ole Kelderman, Rick Stephens**
  - j. **Wallace Public Hall – Community Members Josie Donegan, Leanne O’Neil, Darren Quinlan, Alan Tiley, Karen Tiley**
  - k. **Wallace Recreation Reserve – Community Members Jason Carey, Maurice Mahar, Paul Mahar, Leanne O’Neill, Jacob White, Kenneth Williams, Shaun Kennedy, Tegan Button**
2. **Notifies each Community Asset Committee of the respective appointments and requests meeting schedules for 2025.**
  3. **Authorises the Chief Executive Officer to approve the appointment of new members to the Community Asset Committees where extraordinary vacancies and new nominations occur throughout the year.**

**CARRIED**

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## **BACKGROUND**

The Community Asset Committees are established in accordance with section 65 of the *Local Government Act 2020* (the Act) to manage Council assets.

These committees assist Council by executing specific functions or duties in accordance with their Instrument of Delegation. Under that Act the Chief Executive Officer may delegate to the committees such functions and powers of the Council that are deemed appropriate for the management and operations of a community asset in the municipal district.

## **PROPOSAL**

The Community Asset Committees act as an agent of Council (not as an independent entity) in managing the Council assets entrusted in the Committee’s care by:

- Undertaking the management of the facilities on Council's behalf;
- Undertaking improvements to the facilities subject to the Council's approval;
- Ensuring the facilities are available for public use;
- Collecting rentals and charges from the users of the facilities for casual hire;
- Expending funds on maintaining and improving the facilities for the better use and enjoyment by the community and public; and
- Consulting and collaborating with Council on all major works and capital works development to ensure compliance with legislative requirements.

Therefore it is appropriate to appoint Councillor representatives and nominated community members to the Community Asset Committees.

### **COUNCIL PLAN**

The Council Plan 2021-2025 provides as follows:

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

#### **Priority 1.3: Facilitate opportunities for the community to gather and celebrate**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of presenting this report.

### **RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

There are no identified Risks or OH&S implications as a result of presenting this report.

### **VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

### **OFFICER'S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*Chief Executive Officer – Derek Madden*

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

*Author – Dianne Elshaug*

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

### **CONCLUSION**

The appointment of Councillor Representatives and community members to the Community Asset Committees ensures that Council's facilities such as its community halls and reserves are being managed in the best interests of the entire Moorabool community.

**11.5 COUNCIL APPOINTMENTS TO WORKING GROUPS AND INDUSTRY BODIES****Author:** Dianne Elshaug, Co-ordinator CEOs Office**Authoriser:** Derek Madden, Chief Executive Officer**Attachments:** Nil**PURPOSE**

The purpose of this report is to allow Council to formally elect representatives to Working Groups and Industry Bodies for the 2025 year.

**EXECUTIVE SUMMARY**

The appointment of Councillors as representatives on Working Groups and Industry Bodies plays an integral part in Councillors exercising their representation and advocacy responsibilities on behalf of the Moorabool community.

**RESOLUTION****Moved:** Cr Moira Berry**Seconded:** Cr Ally Munari**That Council:**

1. Endorses its participation on the following Working Groups and Industry Bodies and appoints its representatives for 2025 as follows:
    - a) Australian Local Government Women's Association (ALGWA)  
No representative is required
    - b) Bacchus Marsh Aerodrome Management Committee  
Cr Ward, Cr Tatchell (sub) and Executive Manager Community Planning & Development
    - c) Bacchus Marsh District Trails Working Group  
Cr Berry, Cr Venditti-Taylor (sub)
    - d) Central Highlands Community Road Safety Council  
General Manager Community Assets and Infrastructure
    - e) Greater Ballarat Alliance of Councils  
Mayor and Chief Executive Officer
    - f) Grow West Implementation Committee  
Cr Keogh, Cr Berry (sub) and Manager Environment & Waste
    - g) Lal Lal Falls Reserve Working Group  
Cr Sullivan, Cr Munari (sub) and Manager Environment & Waste
-

- h) Municipal Association of Victoria**  
Cr Sullivan, Cr Venditti-Taylor (sub)
- i) Municipal Emergency Management Planning Committee (MEMPC)**  
Cr Bingham, Cr Tatchell (sub)
- j) National Timber Councils Taskforce**  
Cr Sullivan
- k) Peri Urban Group of Rural Councils**  
Cr Berry, Cr Bingham (sub), Chief Executive Officer and Executive Manager Community Planning and Development
- l) Rural Councils Victoria**  
Mayor
- m) Timber Towns Victoria**  
Cr Sullivan
- n) Victorian Local Governance Association (VLGA)**  
Mayor
- o) Western Highway Action Committee**  
Cr Ward, Cr Venditti-Taylor (sub) and General Manager Community Assets and Infrastructure

2. That Council notify these Working Groups and Industry Bodies of the reappointment arrangements and requests meeting schedules for 2025.

**CARRIED**

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## **BACKGROUND**

In order for Moorabool Shire Council to pursue its role of advocacy and represent the interests of the community, Council seeks to be represented on a variety of committees and organisations which are established not only within Moorabool Shire, but more broadly within the region and also within industry representative associations. Involvement in these areas provides the Council with a broader perspective in undertaking its policy deliberation role.

## **COUNCIL PLAN**

**Strategic Objective 3: A Council that listens and adapts to the needs of our evolving communities**  
**Priority 3.1: Listen, analyse and understand community needs**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications as a result of presenting this report.

**RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

There are no identified Risks or OH&S implications as a result of presenting this report.

**VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

**OFFICER'S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*Chief Executive Officer – Derek Madden*

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

*Author – Dianne Elshaug*

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

**CONCLUSION**

It is considered that in the interest of the whole community, the appointment of Councillors to workings groups and industry bodies will ensure a co-ordinated focus on high level strategic projects, decision making and proposed initiatives.

**12 COMMUNITY STRENGTHENING REPORTS**

**12.1 COMMUNITY ASSET COMMITTEES - REPORTS**

**Author:** Kaylene Bowker, Executive Assistant

**Authoriser:** Leigh McCallum, General Manager Community Strengthening

- Attachments:**
1. Minutes - Blacksmith's Cottage & Forge CAC - 26 March 2024 (under separate cover)
  2. Minutes - Bacchus Marsh Public Hall CAC - 24 June 2024 (under separate cover)

**BACKGROUND**

Community Asset Committees are established by Council under section 65 of the *Local Government Act 2020* to manage and maintain Community Assets within the municipal district. By Instrument of Delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the *Local Government Act 2020*. The Council cannot delegate those powers identified in section 11(2) of the *Local Government Act 2020*.

**EXECUTIVE SUMMARY**

The following Community Asset Committees present the following reports of the Committee Meetings for Council consideration.

Committee	Meeting Date
Blacksmith’s Cottage & Forge Community Asset Committee Meeting	26 March 2024
Bacchus Marsh Public Hall Community Asset Committee Meeting	24 June 2024

**RESOLUTION**

**Moved:** Cr Rod Ward

**Seconded:** Cr Ally Munari

**That Council receives the following Community Asset Committee Minutes:**

1. Blacksmith’s Cottage & Forge CAC Minutes for meeting held on 26 March 2024.
2. Bacchus Marsh Public Hall CAC Minutes for meeting held on 24 June 2024.

**CARRIED**



## **12.2 MOORABOOL HEALTH AND WELLBEING PLAN 2021-2025 YEAR 3 REPORT**

**Author:** Nichole Knight, Health Promotion and Gender Equality Officer

**Authoriser:** Leigh McCallum, General Manager Community Strengthening

**Attachments:** 1. **Health and Wellbeing Plan 2021-2025 Action Report - Year Three (under separate cover)**

### **PURPOSE**

The purpose of this report is to provide Council with an overview of action progress for the third year of the Moorabool Health and Wellbeing Plan 2021-2025.

### **EXECUTIVE SUMMARY**

The Moorabool Health and Wellbeing Plan 2021-2025 included a total of 67 actions for completion in the third year. Two additional actions were included as roll over actions from year two of the Plan.

65 year three actions and two roll over actions from year two have been completed. Two year three actions are in progress and are recommended to be carried forward to year four.

### **RESOLUTION**

**Moved:** Cr Moira Berry

**Seconded:** Cr John Keogh

**That Council adopts the Year Three Progress Report for the Moorabool Health and Wellbeing Plan 2021-2025, inclusive of the attached Year Three action summary.**

**CARRIED**

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### **BACKGROUND**

The Moorabool Health and Wellbeing Plan 2021-2025 was adopted by Council at the Special Meeting of Council on 27 October 2021. The Moorabool Health and Wellbeing Plan 2021-2025 is a four year plan aimed at enhancing the health and wellbeing of the Moorabool community. The plan captures the health and wellbeing status of our communities and presents a plan in partnership with local health providers and community organisations.

The Victorian Public Health and Wellbeing Act 2008 requires that Council conduct an annual review of the Municipal Public Health and Wellbeing Plan (MPHWP), which is the Moorabool Health and Wellbeing Plan 2021-2025. This process ensures that actions identified in the plan are being implemented satisfactorily and remain the best way for Council to invest in health and wellbeing over the life of the plan. The process also requires a review of the measures Council has implemented to prevent family violence and respond to the needs of victims of family violence in the community.

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

- Review of Council's Health and Wellbeing Committee meetings for the past 12 months
- Review of the third year action plan

- Review of family violence actions
- Review of our health data profile to ensure data is relevant and current
- Analysis of the Department of Health annual review guidelines

The Outcomes of the third year of the Health and Wellbeing Plan 2021-2025 are as follows:

Total Year Three Actions	67
Year Three actions completed	65
Total Year Two roll over actions completed	2
Actions not started from Year Three to be carried over to Year Four	2

A full overview of the status of Year Three actions is included as Attachment 1 – Health and Wellbeing Plan 2021-2025 Action Report – Year Three. The following is an overview of some key highlights achieved in each theme.

**In the “Being Active” theme:** seven rounds of the Kids Get Active Voucher program were promoted, providing \$200 per eligible child to pay for fees and other costs to support access to local sports. The most recent round in the past 12 months brings the total number of Moorabool children who have accessed vouchers to 1,575 (\$315,000 in vouchers).

The Active Victoria website was audited for Moorabool locations for walking. Additional walks were submitted to Active Victoria, including the 1000+ steps, the Telford Park All Abilities Sculpture Trail, Avenue Walk and Peppertree Park Walk. The website was promoted during April through Council’s social media. The post reached 1,910 people, with 2,000 screen views, eight comments and 18 clicks on the link to the website.

**In the “Food We Eat” theme:** the new MARC Stadium in Maddingley has officially opened, with three water refill stations available at the site. The new Bacchus Marsh Racecourse and Recreation Reserve All Abilities Playground has five drinking fountains and one is planned to be installed along the Aqualink in Darley.

Pricing, signage and drink options at Bacchus Marsh and Ballan Pools were reviewed. Fridge advertising was changed from sports drinks to water. Soft drinks containing sugar have been replaced with no sugar alternatives. Water is priced below the price of other drink options.

**In the “Keeping Ourselves Safe” theme:** the #StandWithUs day was held during the 16 Days of Activism against gender-based violence. The event demonstrated staff commitment to providing a workplace free of sexual harassment. Over 100 leaders and employees participated.

Park upgrade planning has considered line of sight, lighting and opportunities for increased or improved passive surveillance. Improvements have been identified through project working groups, community consultation and gender impact assessments. Crime prevention through environmental design (CPTED) principles are being used to inform this process.

**In the “Liveability” theme:** Council has three branded electric car pool vehicles (EV’s), with two located in Darley and one located in Ballan which are being accessed by staff on a regular basis.

The Moorabool Vehicle Framework was circulated to staff in November. Council is providing tax advantages for new or electric vehicles as part of staff car lease arrangements. Two employees have accessed EV’s via the framework.

Throughout Autumn the Environment and Waste team held five community events across several localities, where residents could choose from a variety of plant species that are adapted to Moorabool Shire's climate and soil conditions and require less water and maintenance than exotic plants. In total 4,900 plants were provided to residents.

**In the "Mental Health" theme:** a postcard to promote the Moorabool Shire Council Community Directory was developed. The card is distributed to community groups and community members to inform them about the directory to increase social connection and volunteering. Community Groups have been invited to create their own accounts to manage their group's information in the directory which has markedly increased the number of groups listed.

A new program called English Conversation Club has begun at the Lerderderg Library, facilitated by a volunteer, to support our growing culturally and linguistically diverse community.

**In the "Reducing Harmful Addictions" theme:** a Smoke and Vape Free Workplace Policy was endorsed in September and is applicable to all Council sites. The Policy reinforces current legislation and aims to create healthy and safe workplaces by minimising passive exposure to tobacco smoke and e-cigarette vapor while at Council workplaces.

Two Responsible Service of Alcohol (RSA) training sessions were provided for local sports clubs through VicHealth Alcohol Harm Prevention funding received by Council. 56 participants from 17 clubs and four community groups across Moorabool received RSA training.

The following actions from Year Two of the plan were rolled over and are now completed:

- Delivery of Youth Mental Health First Aid Training
- Update landscaping guidelines to ensure streetscapes and private developments respond to climate issues – more trees, appropriate species and Water Sensitive Urban Design

The following actions from Year Three are in progress and are recommended to be carried forward to Year Four for action:

- Provide quick response Youth Grant rounds to community groups and organisations to increase community driven social connections for young people
- Develop a planning policy related to applications for gaming venues

## **PROPOSAL**

It is proposed that Council adopt the annual review report of the Third Year of the Moorabool Health and Wellbeing Plan 2021-2025.

## **COUNCIL PLAN**

The Council Plan 2021-2025 provides as follows:

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

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications.

**RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Council reputation or penalty	Non-compliance with reporting requirements	Medium	Adherence to reporting requirements and timeframes Approval obtained for submission following Council Caretaker period

**COMMUNICATIONS & CONSULTATION STRATEGY**

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Inform	Executive Councillors	Briefings OMC	Various	October – December 2024	Provide report on Year Three actions
Inform	Department of Health	Year Three report submitted	Online	December 2024	Provide report on Year Three actions

**VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

**OFFICER’S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Leigh McCallum*

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

*Author – Nichole Knight*

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

**CONCLUSION**

The review of the Health and Wellbeing Plan 2021-2025 has determined that of the 67 actions scheduled for completion in Year Three, 65 have been completed. In addition, two roll over actions from Year Two have been completed. Two actions from Year Three are recommended to be carried forward for completion in Year Four. It is recommended that Council adopt the annual review report of the Third Year of the Moorabool Health and Wellbeing Plan 2021-2025.

**12.3 ADVISORY COMMITTEES OF COUNCIL - REPORTS**

**Author:** Kaylene Bowker, Executive Assistant

**Authoriser:** Leigh McCallum, General Manager Community Strengthening

- Attachments:**
1. Minutes - Maddingley Park Advisory Committee Meeting - 3 June 2024 (under separate cover)
  2. Minutes - Maddingley Park Advisory Committee Meeting - 5 August 2024 (under separate cover)

**PURPOSE**

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Advisory Committees are required to report to Council at intervals determined by the Council.

**EXECUTIVE SUMMARY**

Councillors, as representatives of the following Advisory Committees of Council, present the reports of the Committee Meetings for Council consideration.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representatives</b>
Maddingley Park Advisory Committee	Monday 3 June 2024 Monday 5 August 2024	Cr Rod Ward Cr Moira Berry (sub)

**RESOLUTION**

**Moved:** Cr Ally Munari

**Seconded:** Cr Moira Berry

**That Council receive and note the following Advisory Committee Minutes:**

1. Maddingley Park Advisory Committee Meeting Minutes for Monday 3 June 2024 and Monday 5 August 2024.

**CARRIED**

## 13 CUSTOMER AND CORPORATE SERVICES REPORTS

### 13.1 2023/24 MOORABOOL SHIRE COUNCIL ANNUAL REPORT

**Author:** Leanne Manton, Manager Customer and Communications

**Authoriser:** David Jackson, General Manager Customer & Corporate Services

**Attachments:** 1. Annual Report 2023/24 (under separate cover)

#### PURPOSE

The purpose of this report is to present the Annual Report to Council.

#### EXECUTIVE SUMMARY

- Under the *Local Government Act 2020*, Council is required to prepare an Annual Report.
- Council is required to hold a meeting to consider the report.

#### RESOLUTION

**Moved:** Cr Rod Ward

**Seconded:** Cr John Keogh

**That Council receives the 2023/24 Annual Report in accordance with section 98 of the *Local Government Act 2020*.**

**CARRIED**

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#### BACKGROUND

Under Section 98 of the *Local Government Act 2020*, Council is required to prepare an Annual Report which must be received at a meeting of Council that is open to the public.

#### PROPOSAL

In accordance with requirements of the *Local Government Act 2020*, the 2023/24 Annual Report is being presented to Council to consider and receive the report.

Hard copies of the Annual Report will be available at Council offices for inspection and can be supplied upon request. The public will be able to download a copy of the Annual Report from the Council website.

The Annual Report distributed with this Agenda has been produced to meet the requirements of the *Local Government Act 2020*.

#### COUNCIL PLAN

The Council Plan 2021-2025 provides as follows:

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

**Priority 3.4: Measure performance, communicate our results and continue to improve our services every day**

The proposal to consider the 2023/24 Annual Report is consistent with the Council Plan 2021-2025.

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this report.

**RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

There are no risk or occupational health and safety issues to consider in relation to this report.

**COMMUNICATIONS & CONSULTATION STRATEGY**

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Inform	Community	Newspaper advertising/website	Various	November	Community is aware that the Annual Report is being presented to Council.

**VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

**OFFICER’S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – David Jackson*

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

*Author – Leanne Manton*

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

**CONCLUSION**

Subject to Council receiving the 2023/24 Annual Report and subject to the recommended inclusions, it will be made a public document on our website and can either be distributed to stakeholders or made available for inspection on request. In line with *Local Government Act 2020* requirements, we ask Council to receive the 2023/24 Annual Report.

### **13.2 SEPTEMBER 2024 QUARTERLY FINANCIAL REPORT**

**Author:** Aaron Light, Senior Accountant

**Authoriser:** David Jackson, General Manager Customer & Corporate Services

**Attachments:** 1. September 2024 Quarterly Financial Report (under separate cover)

#### **PURPOSE**

The purpose of this report is to inform Council of the financial performance for the period ending 30 September 2024, in accordance with Section 97 of the *Local Government Act 2020*.

#### **EXECUTIVE SUMMARY**

- This Quarterly Report provided in Attachment 1 outlines the year-to-date financial position of Council for the period from 1 July 2024 to 30 September 2024. It also contains a comparison between the adopted budget and the year-end forecast.
- The Income Statement reports the year to date adjusted underlying result is a surplus of \$38.235 million that is \$0.448 million unfavourable when compared to budget. The adjusted underlying result extracts the impact of the non-recurrent capital income items, including one-off capital grants, donated assets from subdivisions, and developer contributions.
- The Statement of Capital Works reports year to date expenditure of \$6.239 million that is \$1.235 million less than budget. The variance primarily relates to the timing of contract payments, and the deferral of some projects.
- Council's cash balance as at 30 September 2024 is \$25.299 million.
- Council's overall financial position at the end of September 2024 is considered sound and continues to be closely monitored to ensure the achievement of budgeted outcomes.

#### **RESOLUTION**

**Moved:** Cr Moira Berry

**Seconded:** Cr Jarrod Bingham

**That Council receives the Quarterly Financial Report – September 2024, provided as Attachment 1 to this report.**

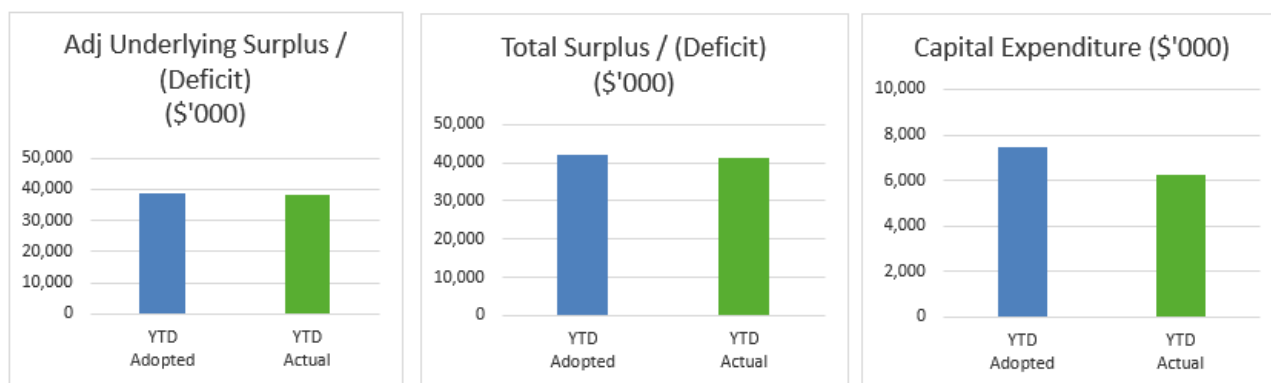
**CARRIED**

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#### **BACKGROUND**

The attached Quarterly Financial Report provides an explanation of the Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement with the year-to-date actuals compared to the year-to-date budget, with reference to the annual budget. It also contains a comparison of the adopted budget and the year-end forecast.





	Year to Date				Annual			
	YTD Adopted \$'000	YTD Actual \$'000	Variance		Adopted Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Operating Income	56,068	55,894	(174)	0%	66,125	68,134	2,009	3%
Operating Expenses	17,386	17,659	(273)	-2%	67,668	69,244	(1,576)	-2%
<b>Adj Underlying Surplus / (Deficit)</b>	<b>38,682</b>	<b>38,235</b>	<b>(447)</b>	<b>-1%</b>	<b>(1,543)</b>	<b>(1,110)</b>	<b>433</b>	<b>-28%</b>
Capital / Non-recurrent income	3,479	3,125	(354)	-10%	11,595	22,830	11,235	97%
<b>Total Surplus / (Deficit)</b>	<b>42,162</b>	<b>41,359</b>	<b>(803)</b>	<b>-2%</b>	<b>10,051</b>	<b>21,719</b>	<b>11,668</b>	<b>116%</b>
<b>Capital Expenditure</b>	<b>7,474</b>	<b>6,239</b>	<b>(1,235)</b>	<b>-17%</b>	<b>46,485</b>	<b>38,158</b>	<b>(8,327)</b>	<b>-18%</b>

*Income Statement*

The main changes within the Income Statement are as follows:

- Year to Date Operating Income - \$0.174 million unfavourable
  - Unfavourable in “User fees” (\$0.091m). This is mainly due to the timing of income received for Subdivisions, and Animal Registrations.
- Year to Date Operating Expenses - \$0.273 million unfavourable
  - Unfavourable in “Employee costs” (\$0.242m). This is due to an increase in Leave Provisions. This is expected to remain on budget at year end.

The main forecast adjustments relate to the impact of grant funded projects being carried over from previous financial years.

*Balance Sheet and Cashflow Statement*

The Balance Sheet reflects Council’s financial position as at 30 September 2024 and is prepared in accordance with the Australia Accounting Standards. The Cashflow Statement captures Council’s cash movement for the period.

Council is showing a cash position of \$25.299 million, which is \$0.787 million less than the same time last year.

At the end of September, Council’s Balance Sheet continues to show a strong net position. This is represented by \$934.102 million of assets which is largely made up of Council Property, Infrastructure, Plant and Equipment. Council’s total liabilities are \$59.436 million, which results in net assets of \$874.667 million.

### *Capital Improvement Program (CIP)*

Total capital expenditure at the end of September 2024 is \$6.239 million, which is \$1.235 million less than the year-to-date budget. This is mainly due to timing variances with contract payments.

There are also a number of projects that will be incomplete at year end and will be carried over to next financial year. These include Bacchus Marsh Racecourse & Recreation Reserve Pavilion, Ballan Library, and Woolpack Road Bridge.

### **PROPOSAL**

That Council receives the Quarterly Report – September 2024.

### **COUNCIL PLAN**

The Council Plan 2021 - 2025 provides as follows:

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

**Priority 3.4: Measure performance, communicate our results and continue to improve our services every day**

The proposal to adopt the Quarterly Report – September 2024 is consistent with the Council Plan 2021 - 2025.

### **RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

There are no identified risks associated with this process.

### **COMMUNICATIONS & CONSULTATION STRATEGY**

To Council, through the Ordinary Meeting of Council on 4 December 2024 and to the Audit and Risk Advisory Committee meeting on 11 December 2024.

### **VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

### **OFFICER'S DECLARATION OF CONFLICT OF INTERESTS**

Under Section 130 of the Local Government Act 2020, officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – David Jackson*

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

*Coordinator Financial Services - James Hogan*

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

### **CONCLUSION**

That Council's overall financial position at the end of September 2024 is considered sound and Council notes the September Quarterly Report.

**14 COMMUNITY ASSETS & INFRASTRUCTURE REPORTS****14.1 CAPITAL IMPROVEMENT PROGRAM - QUARTERLY REPORT SEPTEMBER 2024****Author:** Ewen Nevett, Manager Engineering Services**Authoriser:** Phil Jeffrey, General Manager Community Assets & Infrastructure**Attachments:** 1. CIP Project Status Summary - September 2024 (under separate cover)**PURPOSE**

To provide Council with an overview of the progress of Council's 2024-2025 Capital Improvement Program to 30 September 2024

**EXECUTIVE SUMMARY**

The 2024-2025 Capital Improvement Program (CIP) consists of 60 projects reported to Council with the delivery principally managed by two Services Units, Engineering Services (33 projects) and Major Projects (21 projects). Six projects are managed by other Service Units.

Delivery of the 2024-2025 CIP is on schedule with 10.0% of projects already completed and a further 56.7% of the projects either underway, soon to commence, or soon to be awarded

**RESOLUTION****Moved:** Cr John Keogh**Seconded:** Cr Tom Sullivan

**That Council resolves to receive the Capital Improvement Program Quarterly Report to 30 September 2024.**

**CARRIED**

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**BACKGROUND**

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

**PROPOSAL**

This quarterly report provides Council with an overview of the progress of Council's 2024-2025 Capital Improvement Program to 30 September 2024.

**Implementation of the 2024/2025 Capital Improvement Program**

The 2024-2025 CIP currently consists of 60 projects reported to Council. This number may be adjusted throughout the year as other projects become active. One project (Carberry Drive Reserve Hopetoun Park) has already been added via a specific grant, totalling \$50,000, while an additional \$303,000 in Grant funding has been received for Projects already included in the adopted 2024-2025 Budget.

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

- Projects carried forward from 2023-2024 program

- 2024-2025 Council funded projects
- Grant funded projects

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

The table below summarises the overall program status at 30 September 2024.

CIP Program Delivery Stage	Actual as of 30 September 2024				
	No. of Projects				%
	Capital Works	Major Projects	Other	Total	
Not Commenced - inactive/“On Hold”	1	2	1	4	7
Not Commenced	0	1	0	1	2
Documentation/Design Preparation	7	7	1	15	25
Tender/Quote Stage	7	0	3	10	16
Project Awarded – Waiting Commencement	9	0	0	9	15
In Progress/Under Construction	5	9	1	15	25
Complete	4	2	0	6	10
<b>TOTAL</b>	<b>33</b>	<b>21</b>	<b>6</b>	<b>60</b>	<b>100</b>

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

As at 30 September 2024, expenditure is \$5.90M from a current budget of \$50.34M with an anticipated carry forward from multi-year projects and projects “On Hold” of \$18.12M. The final outcome will be dependent on the physical progress of projects and any impacts from unforeseen events.

The current inactive/ “On-Hold” are:

Project Name	Project Description	Comment
Werribee Vale Road Pump Station	Upgrade irrigation supply servicing Bacchus Marsh Racecourse Recreation Reserve	On hold – subject to advice from Southern Rural Water
Connor Court Drainage	Drainage Renewal associated with Melbourne Water drainage improvement	Activation is subject to further action and direction from Melbourne Water
Woolpack Road Bridge (Parwan Ck)	Replacement of existing Parwan Creek Bridge	Activation is subject to successful grant funding application
Bacchus Marsh Bowls Club facility	Construction of new bowls clubs and greens, Taverner Street.	Project tendered but not awarded due to budgetary constraints. Clubs have notified Council they do not wish to proceed with an amended proposal.

## Program Status

### *Capital Works Projects*

At this stage of the financial year the program is on schedule for completion by 30 June 2025.

75.8% of the capital works projects are either completed, underway, soon to commence or soon to be awarded, with a further 21.2% at design or document preparation stage.

Two capital works projects are behind the original scheduled delivery timeframes. Bald Hill / 1000+ Steps - Stage 3 (Summit) has been delayed from original timeframes due to Cultural Heritage Management Plan finalisation of which triggered design amendments. Old Melbourne Road (20,769-21,734) had a delayed start due to Department of Transport and Planning approval of traffic management plans of which pushed the construction into unfavourable, late autumn, weather.

All projects currently behind are still programmed to be completed this financial year.

### *Major Projects*

Major Projects is responsible for the delivery of buildings and open space projects. Given the timeframe to deliver major projects, the projects being delivered this year are a mixture of projects finishing this year and over the next two financial years.

This year will see the continued construction of the new Ballan Library (currently on schedule for completion in October 2025), completion of upgrades to the Dunnstown Recreation Reserve Pavilion, completion of Navigators Community Hub and delivery of numerous open space upgrades in Bacchus Marsh and Ballan. The pavilion at Bacchus Marsh Racecourse Recreation Reserve is currently in the design phase and on track to be tendered prior to June 2025. Federation Park is scheduled to be tendered in November however due to Cultural Heritage requirements and approvals, construction may be delayed and continue beyond June 2025.

In total there are 21 projects, with 9% projects on hold, 5% (1) project yet to commence, 33% of projects in the design phase, 43% of project in construction and 10% of projects completed.

## **COUNCIL PLAN**

The Council Plan 2021-2025 provides as follows:

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

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

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

## **FINANCIAL IMPLICATIONS**

Reporting of the Capital Improvement Program has been resourced as part of Council's budget. At 30 September the program is within budget, although 46% of projects have not yet been fully procured. The program is continuously monitored to identify areas for savings to maintain the expenditure within the budget parameters.

## **RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES**

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

**COMMUNICATIONS & CONSULTATION STRATEGY**

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

- Infrastructure update on active projects      Weekly
- Update on major projects      Monthly
- Moorabool Matters      Quarterly
- Moorabool News      As required
- Report to Council      Quarterly

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

**VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006**

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

**OFFICER'S DECLARATION OF CONFLICT OF INTERESTS**

Under section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Phil Jeffrey*

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

*Author – Ewen Nevett*

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

**CONCLUSION**

This report provides a summary of the progress of the Capital Improvement Program for the first quarter of the 2024-2025 period for the information of Councillors.

**15 OTHER REPORTS**

Nil

**16 NOTICES OF MOTION**

Nil

**17 NOTICES OF RESCISSION**

Nil

**18 MAYOR’S & COUNCILLORS REPORTS**

**18.1 MAYOR'S REPORT**

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

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

**Attachments:** Nil

**PURPOSE**

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

**EXECUTIVE SUMMARY**

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

**RESOLUTION**

**Moved:** Cr Ally Munari

**Seconded:** Cr Rod Ward

**That Council receives the Mayor’s Report.**

**CARRIED**

<b>Cr Ally Munari – Outgoing Mayor’s Report</b>	
<i>Date: 4 December 2024</i>	
10 September	<ul style="list-style-type: none"> <li>Australian Citizenship Ceremony, West Maddingley Early Years Hub</li> </ul>
11 September	<ul style="list-style-type: none"> <li>Councillor Briefings – Bacchus Marsh Aerodrome Management Committee; General Business</li> <li>Special Meeting of Council</li> <li>Development Assessment Committee</li> <li>Councillor Meeting with the Bacchus Marsh Bowls Club</li> </ul>
12 September	<ul style="list-style-type: none"> <li>Hide &amp; Seek Festival Launch, Ballan</li> <li>Afternoon Tea – Bacchus Marsh Football Netball Club Goal Netting Project</li> <li>2024 Ballan Cup Launch</li> </ul>
13 September	<ul style="list-style-type: none"> <li>Rural Councils Victoria Annual General Meeting</li> </ul>
18 September	<ul style="list-style-type: none"> <li>Special Meeting of Council; End of Term Presentation to Councillors</li> </ul>
1 October	<ul style="list-style-type: none"> <li>Victorian Seniors Festival Celebration Day &amp; Expo</li> </ul>



7 October	<ul style="list-style-type: none"> <li>Youth Leadership Project Graduation Event, Darley</li> </ul>
9 October	<ul style="list-style-type: none"> <li>Councillor Briefings - West Maddingley Early Years &amp; Community Hub Activation; Voice of the Customer Program Update; Community Strengthening 4 Year Overview; Community Assets &amp; Infrastructure 4 Year Overview; Customer &amp; Corporate Services 4 Year Overview; Community Planning &amp; Development 4 Year Overview; Chief Executive Officer 4 Year Overview; General Business, Ballan Depot Meeting Room</li> </ul>
11 October	<ul style="list-style-type: none"> <li>Victorian Seniors Festival 2024 Quizzame, presented by The Probus Club of Bacchus Marsh, Bacchus Marsh</li> </ul>
13 October	<ul style="list-style-type: none"> <li>Bacchus Marsh Lawn Tennis Club Event, Maddingley</li> </ul>
19 October	<ul style="list-style-type: none"> <li>Back to Clarendon 150<sup>th</sup> Anniversary Celebrations, Clarendon</li> </ul>
23 October	<ul style="list-style-type: none"> <li>Children’s Week Event 2024, Bacchus Marsh</li> </ul>

**Cr Paul Tatchell – Mayor’s Report**

***Date: 4 December 2024***

18 November	<ul style="list-style-type: none"> <li>Statutory Meeting of Council</li> </ul>
20 November	<ul style="list-style-type: none"> <li>Councillor Briefings - CIP Update to 30 September 2024; Moorabool Health &amp; Wellbeing Plan 2021-2025 Year 3 Report; Upcoming Community Assets &amp; Infrastructure Engagement; Councillor Appointments to Working Groups &amp; Industry Bodies, Community Asset Committees and Advisory Committees of Council; Review of the draft OMC Agenda</li> </ul>
23 November	<ul style="list-style-type: none"> <li>Ballan Skate Workshop and Competition, Ballan</li> </ul>
27 November	<ul style="list-style-type: none"> <li>Councillor Briefings – Community Grant Recommendations August 2024 Round; General Business</li> </ul>
28 November	<ul style="list-style-type: none"> <li>Moorabool Shire Council Youth Awards 2024, Bacchus Marsh Public Hall</li> </ul>
29 November	<ul style="list-style-type: none"> <li>Greater Ballarat Alliance of Councils Meeting, Ballarat</li> </ul>
4 December	<ul style="list-style-type: none"> <li>Councillor Briefings – Review of the DAC Agenda; General Business</li> <li>Moorabool Growth Management Committee</li> <li>Ordinary Meeting of Council</li> </ul>

Cr Tatchell noted the recent passings of Malcolm ‘Mal’ Rogers and Barry Malone, paying respects to their families.

**18.2 COUNCILLORS REPORTS**

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

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

**Attachments:** Nil

**PURPOSE**

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

**EXECUTIVE SUMMARY**

That the Councillors Reports be accepted for consideration at the Ordinary Meeting of Council.

**RESOLUTION**

**Moved:** Cr John Keogh

**Seconded:** Cr Moira Berry

**That Council receives the Councillors Reports.**

**CARRIED**

**Cr John Keogh**

16 November	<ul style="list-style-type: none"> <li>Strawberries and Cherries Festival, Bacchus Marsh</li> </ul>
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**Cr Steven Venditti-Taylor**

23 November	<ul style="list-style-type: none"> <li>Ballan Skate Workshop and Competition, Ballan Skate Park</li> </ul>
24 November	<ul style="list-style-type: none"> <li>Blackwood Cinema Launch, St Martin’s Chapel</li> </ul>

**Cr Ally Munari**

23 November	<ul style="list-style-type: none"> <li>Ballan Skate Workshop and Competition, Ballan Skate Park, Ballan</li> </ul>
28 November	<ul style="list-style-type: none"> <li>Moorabool Shire Council Youth Awards 2024, Bacchus Marsh Town Hall</li> </ul>

**Cr Sheila Freeman**

• 29 November	• 16 Days of Activism – Mapp up in Lights Art Lightboxes Event, Bacchus Marsh Village Green
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**Cr Moira Berry**

11 November	• Remembrance Day Wreath Laying, Bacchus Marsh Village Green
19 November	• Bacchus Marsh Community Bank AGM
23 November	• Bacchus Marsh Golf Club 50 Year Anniversary Event, Bacchus Marsh Golf Club
28 November	• Moorabool Shire Council Youth Awards 2024, Bacchus Marsh Town Hall
29 November	• 16 Days of Activism – Mapp up in Lights Art Lightboxes Event, Bacchus Marsh Village Green
3 December	<ul style="list-style-type: none"> <li>• Visitor Information Centre Volunteer Christmas Morning Tea, Lerderderg Library</li> <li>• Tourism Midwest Victoria Industry Briefing, Her Majesty’s Theatre, Ballarat</li> </ul>

Cr Berry advised that she is the current acting Chair of Peri Urban Councils Victoria until January 2025.

**Cr Rod Ward**

10 November	• Bungaree Football Club Meeting, Bungaree Community Centre
26 November	• Meeting with Hopetoun Park residents
29 November	<ul style="list-style-type: none"> <li>• 16 Days of Activism – Mapp up in Lights Art Lightboxes Event, Bacchus Marsh Village Green</li> <li>• Western Highway Action Committee meeting, online</li> </ul>
3 December	• Men’s Leading Change Forum, Mercure Ballarat

**19 URGENT BUSINESS**

Cr Berry raised an item of urgent business in relation to Bacchus Marsh and Ballan Outdoor Pools opening hours.

**RESOLUTION**

**Moved:** Cr John Keogh

**Seconded:** Cr Tom Sullivan

**That Council admit the item of urgent business in relation to Bacchus Marsh and Ballan Outdoor Pools opening hours.**

**CARRIED**

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**19.1 BACCHUS MARSH AND BALLAN OUTDOOR POOLS OPENING HOURS****RESOLUTION**

**Moved:** Cr Moira Berry

**Seconded:** Cr Jarrod Bingham

**That a report be presented to Council regarding the financial and overall viability of a variation in opening times of the Bacchus Marsh and Ballan Outdoor Pools to 10.00am on Thursdays and Fridays in which the forecast temperature will reach 23 degrees by 10.00am, in accordance with Council's Temperature Policy.**

**CARRIED**

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Cr Sullivan raised an item of urgent business in relation to bore, tank and water supply inspections.

**RESOLUTION**

**Moved:** Cr Steven Venditti-Taylor

**Seconded:** Cr Ally Munari

**That Council admit the item of urgent business in relation to bore, tank and water supply inspections.**

**CARRIED**

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**19.2 BORE, TANK AND WATER SUPPLY INSPECTIONS**

**RESOLUTION**

**Moved: Cr Tom Sullivan**

**Seconded: Cr Ally Munari**

**In relation to the looming fire season and the significant areas of Moorabool Shire without access to reticulated water supply, that Council:**

- 1. Carry out inspections of the various bores, tanks and non-potable water supply facilities across the Shire that are owned, operated or managed by Council to determine if they are operational and are fit-for-purpose and ready for the oncoming fire season and for resident use.**
- 2. Ensure appropriate signage is in place at non-potable water supplies advising residents that the water is not potable.**

**CARRIED**

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**20 CLOSED SESSION OF THE MEETING TO THE PUBLIC**

Nil

**21 MEETING CLOSURE**

The Meeting closed at 6.38pm.

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**CHAIRPERSON**