



ATTACHMENTS

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

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Moorabool Shire Council

PREMIUM Action and Task Progress Report

October 2024 - December 2024

Report Filters:

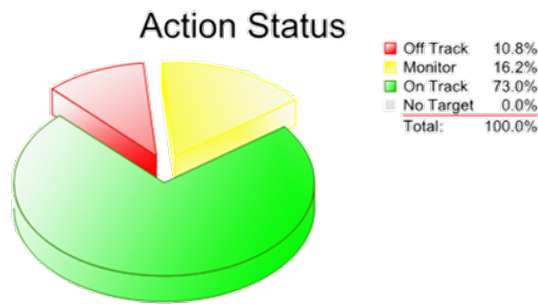
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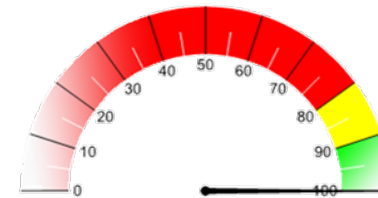
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Action Filter :Council Plan,Outstanding Council Plan Actions 2017/2021






Action Progress Against Targets



- 37 Actions reported on
- 27 At least 90% of action target achieved
- 6 Between 60 and 90% of action target achieved
- 4 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 live, 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	30/06/2025	78%	90%	 YELLOW

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

on Progress Comments

September 2025: Officers are preparing the final draft for May OMC meeting.

December 2024 : Officers are working with the consultant on the redrafted strategy , with the aim to present an updated draft to Council early in 2025.


September 2024 : No Significant change from last update.

August 2024 : No Significant change from last update.

July 2024: No Significant change from last update.

June 2024: This action was carried forward from 2021/22 financial year. The Recreation and Leisure Strategy and the Hike & Bike strategy have been reviewed. Outstanding items identified forward to the new draft. A Draft of the Recreation and Leisure Strategy has been developed and officers are now undertaking a re-drafting to ensure both previous strategies' outstanding deliverables are captured and a clear strategy is created. Required to be carried forward - anticipated Strategy will be presented in March 2025 for adoption.

Updated - 22/01/2025

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Implement the annual actions of the Health and Wellbeing Plan	Rhona Pedretti - Manager Community Connections and Wellbeing	In Progress	1/07/2021	31/10/2025	90%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Health Promotion and Gender Equity	Recurrent				

on Progress Comments

January 2025: A Council report is scheduled for Councillor Briefing 29 January 2025, requesting approval for community engagement in the development of the 2025-2029 Municipal Health and Wellbeing Plan.

December 2024: Third year action plan endorsed at OMC 4 December 2024.

November 2024: Presenting third year action plan report to Council Briefing 20th November 2024.

October 2024: No further updates at this time.

September 2024: A report detailing the third year actions has been developed and is ready to present to Councillors after Caretaker period.


August 2024: Health and Wellbeing Committee meeting held 5 August- actions tracking well.

July 2024: Health and Wellbeing actions are on track.

June 2024: Health and Wellbeing actions are on track. Tasks are tracked on time and health and wellbeing actions are being implemented. Any outstanding items of this year will

be carried forward into 24/25 FY

Updated - 13/01/2025

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.39 Implement the annual actions of the (newly developed) Young Communities Strategy.	Rhona Pedretti - Manager Community Connections and Wellbeing	In Progress	1/07/2024	30/06/2025	40%	54%	 YELLOW

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

on Progress Comments

January 2025: Actions assessed by Community Connections and Wellbeing Leadership team to ensure all staff actions have been re-allocated after staff changes.

December 2024: Actions on track.

November 2024: Actions on track.


October 2024: Actions on track.

September 2024: Actions on track.

August 2024: All actions from the Young Communities Strategy have been transferred into staff performance plans and year one actions have commenced.

July 2024: A final draft of the Young Communities Strategy 2024-2028 was adopted by Council at an OMC on 3 July 2024.

Updated - 13/01/2025

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Implement the annual actions of the Age Well Live Well Strategy	Travis Kirwood - Manager Community Development and Activation	In Progress	1/07/2021	30/06/2025	95%	50%	

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

on Progress Comments

September 2024: No Significant change from last update.

October 2024 : The plan continues to be implemented as part of the 2024 plan. For years 2025 and beyond, Officers are working to include actions aligned to this strategy and integrate into the new Health and Wellbeing Plan.


September 2024 : No Significant change from last update.

August 2024 : No Significant change from last update.

July 2024: No Significant change from last update.

June 2024: Vacancies were a challenge for this action, two vacant positions managed to be filled in March 2024. Actions were reviewed and tracked to determine what has been completed as per the plan and what will need to be captured in the next iteration of this plan. Any outstanding Items will be carried forward to 24/25 FY

Updated - 22/01/2025

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5 Implement the annual actions of the Disability, Accessibility and Inclusion Plan	Travis Kirwood - Manager Community Development and Activation	In Progress	1/07/2021	30/06/2025	41%	50%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Facilities Activation - (Access and Inclusion)	Recurrent				

on Progress Comments

September 2024: No Significant change from last update.

October 2024 - BMRRR all abilities play space has been successfully opened and has been operating well, with a lot of community feedback relating to its popularity and fantastic response from a diverse group of users.

September 2024 : No Significant change from last update.

August 2024 : No Significant change from last update.

July 2024: No Significant change from last update.

June 2024: Year 3 target completed.

Updated - 22/01/2025

1.1.2 Improve access and opportunities for integrated transport

		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	1/07/2021	30/06/2025	75%	80%	 GREEN

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

on Progress Comments

ember 2024: Initial consultation has commenced with the Ballan Community via the Have Your Say Platform prior to finalising a draft document for consideration by Council mid 5

ember 2024: Initial consultation has commenced with the Ballan Community via the Have Your Say Platform prior to finalising a draft document for consideration by Council in early 5


tember 2024: Draft text is 90% complete with final draft due by end of November 2024

ust 2024: No further significant progress to report.

2024: No significant progress to report.

2024: Year 3 target completed. The technical background report for Ballan has been completed. Drafting of a Ballan Integrated Transport Plan (BITP) has commenced with public consultation now planned for 2024-2025 prior to finalisation in 24/25 FY

Updated - 09/01/2025

		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	85%	87%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Asset Strategy	Recurrent				

on Progress Comments

ember 2024: Attended Central Highlands Road Safe meeting, Safer Local Roads and Streets Program submission has been uploaded into the Smarty Grants System and is currently being considered by the Department of Transport and Planning, a Request for Quote is being developed to seek submissions to review and draft a new Road Safety Strategy, First Aid Program for Motorcyclists was delivered at the West Maddingley Early Years Hub with support from RoadSafe Central Highlands.

ember 2024: Attended Central Highlands Road Safe meeting, Safer Local Roads and Streets Program submission has been uploaded into the Smarty Grants System, awarded funding from the Transport Accident Commission for the development of a new Road Safety Strategy

ember: Attended Central Highlands Road Safe meeting

ember 2024: This action is on track.


ust 2024: Safer Local Roads and Streets Program funding - Draft list of projects has been endorsed by the Department of Transport and Planning for upload into the Smarty Grants system.

2024: There has been no significant development on the action

2024: Year 3 target completed (comments archived).

Updated - 20/12/2024

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

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.14 Investigate opportunities to support volunteerism in the community	Travis Kirwood - Manager Community Development and Activation	In Progress	17/07/2023	30/06/2025	30%	60%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Development and Participation	Recurrent						

Month on Progress Comments

September 2024: No Significant change from last update.

October 2024 : As part of the seniors month festival, we supported local volunteers in advertising opportunities for volunteerism throughout the shire.

November 2024 : No Significant change from last update.


December 2024 : No Significant change from last update.

January 2024: No Significant change from last update.

February 2024: A volunteer page was created and launched on the corporate website to provide direction for anyone wishing to Volunteer for Moorabool Shire . We also hosted our first volunteer week event in Bacchus Marsh, providing a BBQ to recognise the work of our volunteers, as well as promoting opportunities for potential new volunteers.

Updated - 22/01/2025



Item	Responsible Officer	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 Place and Prosperity	In Progress	1/07/2022	30/06/2025	50%	40%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Economic Development	Recurrent						

on Progress Comments

January 2024: Progressed Ballan Library Art Commission and upcoming MAPP Gallery exhibitions
 February 2024: Curated two exhibitions at MAPP Gallery in Bacchus Marsh and Ballan as part of the 16 days of Activism campaign.
 February 2024: Successfully held the 2nd Hide and Seek Festival over two weekends, showcasing the municipalities unique towns and creative industries. Launched the Ballan Train Station Transporting Art exhibition.
 March 2024: Finalised Hide and Seek 2024 program. Progressed the EOI for the Ballan Library Commission
 April 2024: Launch of the Hide and Seek Festival program and marketing campaign Finalised assessment of the artist for Ballan Train Station .
 August 2024;
 Progressed the EOI for the Ballan Library Commission and Ballan Train Station
 Hide and Seek Festival Program development
 Progressed the Bald Hill All Abilities Sculpture trail project.

2024:
 Progressed the EOI for the Ballan Library Commission and Ballan Train Station
 Hide and Seek Festival Program development
 Progressed the Bald Hill All Abilities Sculpture trail project
 Curated the MAPP Gallery for NAIDOC week featuring First Nations Artist Tanisha Quilliam

Updated - 20/01/2025

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 township annually	Mitchell Cunningham - Manager Environment & Waste In Progress	1/07/2021	30/06/2025	70%	50%	 GREEN

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

on Progress Comments

Township Improvement Project is an annual initiative aimed at revitalizing smaller townships within Moorabool Shire . This program focuses on enhancing towns that may not traditionally benefit from the larger-scale projects seen in Bacchus Marsh, Ballan, and surrounding areas. For this year, the project is being delivered in Myrniong, bringing targeted improvements to the community and fostering local development.

Township Improvement Project in Myrniong has made significant progress. Detailed design work commenced in October 2025 and was anticipated for completion by November. However, a Councillor Briefing was required before proceeding with the community consultation. Consequently, the final Have Your Say session was rescheduled to December 2025. In December, a community meeting was held, and the Have Your Say process was completed to close the feedback loop. This engagement ensures that the community's input is fully incorporated, enabling the finalization of the detailed design in early 2025.

The project remains on track, with a strong focus on community collaboration and delivering meaningful outcomes for Myrniong. Both the Civil and landscaping designs are currently being worked through and anticipated to be complete by approximately May 2025 in preparation for tendering in the early 2025/2026 financial year.

September 2025: A meeting was held with the community and a Have your Say was complete to close the loop with the design to enable the detailed design to be completed early 2025.

September 2025: A Councilor briefing was required to be scheduled prior to the Have Your Say. Therefore, the community consultation has been pushed to December following Councilor briefing.

October 2024: Detailed Design commenced. Design anticipated to be completed November with Final Have Your Say to be completed in November following caretaker period.

November 2024: Master Plan approved by pre-planning & delivery. Detailed design to commence for STEP works and anticipated to be completed in November 2024.


August 2024: Final Civil Plans submitted for review with Landscaping plans to be completed in September 2024. Myrniong STEP to be now reported on. Community Consultation completed. Master Plan being prepared for Internal approval prior to round 2 of community consultation.

July 2024: Currently working on a Lal Lal Improvement Plan.

June 2024: Year 3 development of the civil and landscaping concepts, is currently underway which will then facilitate an update to the community prior to the tendering of the work. The targeted design completion date is August 2024. Uncompleted items will be carried into 24/25 FY

Updated - 15/01/2025



Item		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.2	Implement Township Improvement plans in accordance with the annual budget.	Ewen Nevett - Manager Engineering Services	In Progress	1/07/2021	30/06/2025	40%	40%	 GREEN
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Capital Works		Recurrent						

on Progress Comments

September 2024: Tenders have closed for the Lal Lal STIP Project. Recommendation for award of construction contract has been prepared and scheduled for the Council meeting in February 2025

September 2024: Tenders have been called for the Lal Lal STIP Project. Award prior to end of December 2024 will be dependent on prices received being within budget, otherwise the award may be deferred to the Council meeting in February 2025


September 2024: Blackwood is completed. Lal Lal STIP Project is planned for award by the end of December 2024 with construction to commence in late January 2025.

August 2024: Blackwood STIP is 75% complete and preplanning continues for the delivery of the Lal Lal STIP Project in 24-25

August 2024: Construction of Blackwood is estimated to be completed in September 2024. Design of Lal Lal is underway, anticipated to commence procurement of works in September 2024.

September 2024: Year 3 target completed. A contract for the Blackwood Small Township Improvement Program (STIP) project was been awarded in early May 2024 and works have commenced on the ground.

Updated - 07/01/2025

Item		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	In Progress	1/07/2023	31/10/2025	50%	50%	 GREEN
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Major Projects		Recurrent						

on Progress Comments

September 2024: The construction of the new Ballan Library and community hub was awarded to AW Nicholson at the April 2024 Ordinary Meeting of Council. Structural elements have been completed. All glazing, doors and roofing have been installed. Ground floor lock up completed, first floor lock up anticipated end January 2025. Brickwork to the ground floor has been completed with the first level continuing. Internal works including completion of service rough in and ground floor plastering has commenced. Project is on track and scheduled for completion in October 2025.

September 2024: The construction of the new Ballan Library and community hub was awarded to AW Nicholson at the April 2024 Ordinary Meeting of Council. All framing, brickwork, brickwork and glazing is complete. The roof is scheduled for first week of December with lock up anticipated by end December. Project is on track and scheduled for completion in December 2025.


September 2024: The construction of the new Ballan Library and community hub was awarded to AW Nicholson at the April 2024 Ordinary Meeting of Council. Blockwork walls and steel framing has been completed with brickwork and first level floor slab scheduled for November. Project is on track and scheduled for completion in October 2025.

September 2024: The construction of the new Ballan Library and community hub was awarded to AW Nicholson at the April 2024 Ordinary Meeting of Council. Underground services are complete with the construction of the slab and foundations completed in August 2024. Building frame erection commenced in September 2024. Project is on track and scheduled for completion in October 2025.

Updated - 06/01/2025



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
5.5 Complete construction of the Regional Bowls Facility (annual funding dependent)	Corinne Jacobson - Manager of Major Projects	Completed	1/07/2022	30/06/2025	100%	50%	

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

on Progress Comments

September 2024: A construction tender for the new Bacchus Marsh Bowls facility was issued in April and closed in May 2024. A contract was not awarded due to budgetary constraints. Clubs have notified Council they do not wish to proceed with the amended proposal.

September 2024: A construction tender for the new Bacchus Marsh Bowls facility was issued in April and closed in May 2024. A contract was not awarded due to budgetary constraints. Clubs have notified Council they do not wish to proceed with the amended proposal.

October 2024: Progress pending.

November 2024: No significant progress to report.

December 2024: A construction tender for the new Bacchus Marsh Bowls facility was issued in April and closed in May 2024. Tender submissions are currently being evaluated.

Updated - 06/01/2025

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.7 Seek funding for Stage 3 BMRRR (annually until successful)	Derek Madden - Chief Executive Officer	Completed	1/07/2021	30/06/2025	100%	50%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Chief Executive Officer	Recurrent				


on Progress Comments

Funding for various components of this project has been secured

Updated - 13/04/2023

Active: 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	30/06/2025	90%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Planning	Recurrent						

On Progress Comments

Urban Design Guidelines aim to establish a framework for sustainable subdivision processes and provide clear guidelines for development within Moorabool. These guidelines ensure that all developments align with best practices in urban planning, sustainability, and community needs.

The final version of the Urban Design Guidelines has been received from the consultant and is currently being reviewed by statutory planning and strategic planning for how this will be processed and adopted. This is anticipated to occur in quarter three of the 2024/2025 financial year.

September 2024: Final version received and currently being reviewed by statutory planning and strategic planning

October 2024: No significant update - awaiting final version from consultant


November 2024: No significant update - awaiting final version from consultant

December 2024: Draft Sustainable Subdivision Framework has been reviewed with comments provided to statutory planning. Awaiting final version of document

January 2025: Draft Sustainable Subdivision Framework has been prepared and submitted from statutory planning for review. Final comments early September with Final Sustainable Subdivision Framework to be completed early October. Once finalized Urban Design Guidelines to be checked in line with Sustainable Subdivision Framework.

This project involves a review of Council's existing Urban Design Guidelines to ensure it remains relevant for new developments in Moorabool. An initial review has been undertaken. However, the project will carry forward into 2024/25 to be completed.

Updated - 15/01/2025

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Consult and complete Bacchus Marsh Town Centre structure plan	Kate Barclay - Manager Growth & Development	Completed	1/07/2022	30/06/2025	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Planning	Recurrent						

On Progress Comments


August 2024: Formal consultation was completed 11 August 2024 and is scheduled to be presented at the 11 September Council meeting.

September 2024: Consultation commenced and will be completed in August 24. Feedback will be considered and a final Structure Plan presented to Council for adoption.

September 2024: A draft plan was presented to Councillors in June and will go to the July meeting of the Council. Following this consultation on the plan would be undertaken. Action completion date proposed to be extended to 24/25 FY.

Updated - 01/10/2024



Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.6 Consult and complete Bungaree and Wallace Structure Plans	Kate Barclay - Manager Growth & Development	In Progress	1/07/2022	30/06/2025	60%	98%	 YELLOW
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Strategic Planning		Recurrent					

on Progress Comments

September 2024: Officers met with CHW in November 2024 to discuss potential scenarios for growth, infrastructure constraints and capacity. Conversations are ongoing. A briefing of council will occur in the first half of 2025 to discuss potential options for the possible progression of the Structure Plans.

September 2024: Officers met with CHW to discuss potential scenarios for growth and infrastructure constraints and capacity. Conversations are ongoing.

September 2024: No further updates were provided in October. Further discussions to occur with CHW in November 2024.


September 2024: No further updates were provided at the September PCG meeting. Further discussion to occur with CHW in the coming months.

August 2024: Currently awaiting a formal response from CHW. An update is expected in the September Project Control Group meeting.

August 2024: Officers met with Central Highlands Water (CHW) to discuss sewer options and provide options for future progress. Currently awaiting a formal response from CHW.

August 2024: Officers continue to refine the Sewer options. Action Completion date proposed to be extended to 24/25 FY.

Updated - 20/12/2024

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.8 Consult and complete Rural Land Use strategy	Kate Barclay - Manager Growth & Development	Completed	1/07/2023	30/06/2025	100%	100%	 GREEN
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Strategic Planning		Recurrent					

on Progress Comments

August 2024: Formal consultation completed 18 August 2024 and is scheduled to be presented to the 11 September Council meeting.

August 2024: Consultation has commenced and will finish in August 2023. Officers will consider feedback and provide a final strategy to Council in September 2024.

August 2024: Feedback was finalised from an internal review to provide to the consultant and was sent to the consultant in March 2024. In May, officers have finalised a draft RLU and briefed Councillors on the draft RLU in June. This project will resume in the 24/25 FY.

Updated - 01/10/2024

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 Annual planting program as per the Tree strategy	Tristan May - Manager Operations	In Progress	1/07/2021	30/06/2025	10%	10%	 GREEN

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

on Progress Comments

September 2024: Officers have commenced preparing the list of tree locations to be included in the 24/25 Tree Planting Program. Tree planting is scheduled to take place in late Autumn 2025.

September 2024: Officers have commenced preparing the list of tree locations to be included in the 24/25 Tree Planting Program.

October 2024: No significant progress to report

November 2024: Preparation works are not scheduled until later in 2024 due to optimum planting conditions being in late Autumn 2025.

December 2024: No significant progress to report.

January 2024: Preparation works are not scheduled until later in 2024 due to optimum planting conditions being in late Autumn 2025.

February 2024: Year 3 target completed. This project will resume in the next 24/25 FY.

Updated - 06/01/2025

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	30/06/2025	97%	100%	 GREEN

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

on Progress Comments

Gateways Strategy has been developed to address the need for a unified approach to landscape and signage treatments at township gateways within Moorabool. This strategy provides a robust planning framework, including a toolkit of treatments to guide the planning and delivery of future works across the Shire's gateways. The strategy also identifies key strategic actions to ensure the ongoing maintenance and enhancement of these gateways, promoting a consistent and welcoming entry experience for residents and visitors alike.

Gateways Strategy has been completed and is now awaiting a Councillor Briefing scheduled for January 2025. Following the briefing, the strategy is planned to be presented at the Ordinary Meeting of Council in February 2025 for formal adoption.

September 2024: No action since November. Awaiting Councilor briefing January 2025 and OMC 2025.

October 2024: Exec briefing completed in November. Councilor briefing has been scheduled for January with framework planned to be taken to February Council meeting for adoption.

November 2024: Changes made following final review. To be presented to Exec in November

December 2024: Final review of strategy complete and under review by GM A&I


January 2024: Report has been prepared and final strategy is currently under review from General Manager. Executive Group presentation expected in Mid-Late October

February 2024: Report being prepared for presentation Executive Group in August 2024.

March 2024: This Strategy is anticipated to be taken to the September 2024 Council meeting for adoption. Action Completion date proposed to be extended to 24/25 FY

Updated - 15/01/2025



<i>on</i>		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%	40%	
<i>ivitv</i>	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Planning	Recurrent						

on Progress Comments

The implementation of the Gateway Strategy is dependent on the action within the adopted strategy, no progress has been made until the strategy is formally adopted. The next step will be initiated following the adoption of the strategy, ensuring a structured and consistent approach to the implementation of Gateways improvements across the Shire.

September 2024: No further progress. See comments for June 2024

October 2024: No further progress. See comments for June 2024. Only change is the Framework has been confirmed to be taken to February 2025 OMC for adoption. Actions to be planned and implemented as per framework once endorsed

November 2024: No further progress. See comments for June 2024

December 2024: No further progress. See comments for June 2024

January 2025: No further progress. See comments for June 2024

February 2025: No further progress. See comments for June 2024

March 2025: As the strategy has not been adopted there has not been any progression in satisfying the actions within the strategy. This action is expected to commence in the 25/26

Updated - 15/01/2025

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	30/06/2025	80%	100%	 YELLOW

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

Item Progress Comments

Public open spaces offer substantial benefits to communities, including biodiversity protection, improved psychological health and well-being, enhanced physical fitness, and opportunities for social interaction and cohesion. These spaces also promote community pride and support child development through play. The previous Open Space Strategy required updating to ensure a consistent and effective approach to the implementation and management of open spaces across the Shire, aligning with contemporary needs and best practices.

The development of the Public Open Space Strategy has advanced with key milestones achieved over the past few months. The initial draft of the strategy was circulated internally in September 2024, receiving approval to move forward with internal workshops to discuss specific actions. These workshops, held in December 2024, gathered input from all internal stakeholders to refine the strategy. A summary of the workshops is to be provided to the Project Control Group (PCG).

Looking ahead, the final draft strategy will be prepared in time for the March Ordinary Meeting of Council (OMC), where it is expected to be approved for public exhibition and anticipated to be taken through to an Ordinary Meeting of Council around June 2025 for adoption.

September 2025: Internal workshops have been held with all internal stakeholders. Workshop to be held with internal stakeholders for actions prior to preparation of draft strategy for March OMC

September 2024: Initial draft has been circulated internally and approval granted for internal workshops to be held to discuss the actions. Internal workshops have been booked in for February/December and PCG to be provided summary of workshops. Anticipated March OMC for approval for Public Exhibition

November 2024: Shell of document prepared and Working Group set up. Initial draft of document anticipated to be circulated November 2024

September 2024: No further progress. Staff back from leave late August with Strategy to be progressed in October

August 2024: No further progress. Staff back from leave late August with Strategy to be progressed in October

July 2024: No further progress.

June 2024: Councillor briefing will be scheduled for the purpose of gaining approval for public exhibition at the next available Council meeting post Caretaker period. Action Item completion date proposed to be extended to 24/25 FY.

Updated - 15/01/2025

		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	30/06/2025	0%	55%	
Budget Type		Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Planning	Recurrent						

on Progress Comments

The implementation of the Open Space Strategy is dependent on the action within the adopted strategy, no progress has been made until the strategy is formally adopted. The next steps will be initiated following the adoption of the strategy, ensuring a structured and consistent approach to the implementation of open space improvements across the Shire.

This is a delivery action and therefore no progress until strategy is adopted

September 2024: No further progress. See comments for June 2024

October 2024: No further progress. See comments for June 2024

November 2024: No further progress. See comments for June 2024


December 2024: No further progress. See comments for June 2024

January 2024: No further progress. See comments for June 2024

February 2024: No further progress. See comments for June 2024

March 2024: As the strategy has not been adopted there has not been any progression in satisfying the actions within the strategy. This action is expected to commence in the 25/26

Updated - 15/01/2025

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.7 Implement the annual actions of the Bacchus Marsh Avenue of Honour Management plan	Tristan May - Manager Operations	In Progress	1/07/2023	30/06/2025	40%	40%	
Budget Type		Budget	YTD Budget	YTD Actual	YTD Variance		
Trees and Gardens	Recurrent						

on Progress Comments

September 2024: Significant annual actions within the management plan include the succession planting, tree condition audits and proactive disease treatment. Preparation works are continuing for the succession planting including liaison with Heritage Victoria with the tree removal & replacement works currently scheduled for April/May 2025. The proactive disease treatment work has now been completed and the tree condition audit work will be underway in the coming months.

October 2024: Preparation works are continuing, including liaison works with Heritage Victoria, for the annual succession removal and replanting program which are scheduled for April/May 2025.

November 2024: No significant progress to report

December 2024: Preparation works for the annual succession removal and replanting program are underway with the works expected to be undertaken in April /May 2025. Other associated Avenue of Honour works such as proactive disease treatment and condition audits are programmed for completion throughout the year .

January 2024: No significant progress to report.

February 2024: No works scheduled for July 2024. Proactive disease treatment, succession removal and planting works, condition audit works and name plaque improvement works are all scheduled for the remainder of the year.

March 2024: Year 3 target completed.

Updated - 13/01/2025

Priority: 1.2.3 Enhance our natural environments

Item	Responsible Officer	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	75%	80%	 GREEN

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

on Progress Comments

Successful sustainability strategy mitigates risks, creates opportunities for innovation, growth, talent attraction, and retention, and improves reputation and brand value. The current strategy is a revitalization of the previous strategy to give to provide Moorabool with some clear direction for the future of sustainability. Over the past three months, significant progress has been made toward the development of the Sustainable Materials Policy. Internal workshops have been completed, and a summary of these workshops will be circulated to the Project Control Group (PCG) in December 2024. Following this, comments will be provided to the consultant for refinement. A PCG meeting was held in December 2024, with feedback given to the consultant to prepare the draft strategy. The draft will be presented for public consultation in 2025, following its approval at the Ordinary Meeting of Council (OMC) in March 2025.

Overall, the project is progressing as planned, with the draft strategy set to move forward after the OMC approval and adoption is anticipated to occur in June 2025. In December 2024: PCG held and comments provided back to consultant to prepare draft strategy to be put on consultation in 2025 following taking the strategy to OMC in March 2025. In November 2024: all internal workshops have been completed and summary of workshops to be circulated to PCG in December prior to comments being provided to consultant. In October 2024: No progress as internal working groups were provided with September to review. Working Groups to be set up in November to discuss initial draft strategy. In September 2024: Draft strategy received and circulated for review. Internal working groups provided till end October for reviews to be completed with comments for draft to be provided back to PCG for review.

August 2024: No progress. Draft strategy expected to be submitted early September.

July 2024: Due to caretaker period the strategy has been paused and will be presented to the new Council in March 2025.

June 2024: The Sustainable Environment Strategy has lapsed and a new strategy is being developed to guide Council's direction for the natural environment and the community and environment.

Phase 1 of Have Your Say has been completed to check in with the community about the themes within the new strategy. A Councillor briefing was undertaken in May and Council members are now working through the strategy based on the Councillor feedback. The draft strategy will be finalised by end September 2024 and will be presented at the next Council meeting following that to undertake Public Exhibition. It is anticipated that the strategy will be adopted in the 2024/2025 financial year.

Updated - 15/01/2025



Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2 Implement the annual actions of the Sustainable Environment Strategy		Mitchell Cunningham - Manager Environment & Waste	Not Started	1/07/2024	30/06/2025	0%	40%	
Budget Type		Budget	YTD Budget	YTD Actual	YTD Variance			
Environmental Planning		Recurrent						

on Progress Comments

The implementation of the Sustainable Environment Strategy is dependent on the action within the adopted strategy, no progress has been made until the strategy is formally adopted. The next steps will be initiated following the adoption of the strategy.

September 2024: No further progress. See comments for June 2024

October 2024: No further progress. See comments for June 2024

November 2024: No further progress. See comments for June 2024

December 2024: No further progress. See comments for June 2024

January 2025: No further progress. See comments for June 2024

February 2025: No further progress. See comments for June 2024

March 2025: As the strategy has not been adopted there has not been any progression in satisfying the actions within the strategy. This action is expected to commence in the 25/26

Updated - 15/01/2025

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	60%	40%	
Budget Type		Budget	YTD Budget	YTD Actual	YTD Variance			
Site		Recurrent						

on Progress Comments

The waste and recycling system in Australia is undergoing transformation. Our Waste and Resource Recovery Strategy 2030 has been developed to guide the Moorabool Shire Council and community to use resources more efficiently, reduce litter, send less to landfill, and adopt a culture of reuse.

Over the past three months, progress on the Waste and Resource Recovery Strategy has continued slightly behind the planned rates, due to some challenges of staffing. In December 2024, no actions were completed due to staff leave and transition planning, though work on ongoing tasks is progressing as expected. November 2024 had no new updates, with activities continuing as per October. In October 2024, all financial year actions were being worked through, and completion is expected by Q4. Overall, the strategy is still anticipated to be completed within the 2024/2025 financial year as backfilling of staff will take place early 2025 with remaining actions to be delivered in quarter four of 2024/2025.

September 2024: Due to staff leave and transition planning no actions were completed this month, but works on actions are progressing as anticipated

October 2024: No further update. See comments for October 2024

November 2024: All financial year actions are being worked through with completion of actions anticipated in Q4

December 2024: 4 actions are to be delivered as part of the 24/25 financial year. All 4 are currently underway.

January 2025: No actions completed thus far in 2024/2025

February 2025: The implementation plan for 2024/25 has been completed. Out of 15 actions 13 have been completed with 2 being carried forward to the 2024/25 Implementation Plan.

March 2025: Within the Waste and Resource Recovery Strategy, several actions were split across the 4 years. The strategy contained 15 actions of which 13 have been completed.

Remaining actions will be carried forward into 2024/25 for action and completion and is currently on track to be completed.

Updated - 15/01/2025

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.7	Develop a sustainable materials policy for infrastructure <	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2023	30/06/2025	50%	65%	 YELLOW
vity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Planning		Recurrent						

on Progress Comments

development of the Sustainable Materials Policy for infrastructure projects is currently on hold, pending the approval of the Sustainable Environment Strategy. Once the strategy is roved, work on the policy will resume to ensure that sustainable materials are integrated into future infrastructure initiatives.

ember 2024: No further progress. See comments for August

ember 2024. Internal workshops have been held with the policy being a clear action from the Sustainable Environment Strategy

ber 2024. No further progress. See comments for August


tember 2024. No further progress. See comments for August

ust 2024: No further progress. Sustainable Materials Policy to be develop in parallel with Sustainable Environment Strategy

: project will result in a sustainable materials policy being created for both Council projects and gifted assets. An initial review has found that Council already does a lot of this ough its capital works and maintenance programs and this project will guide future works in this space. The project will be carried forward into 2024/25 for finalisation.

Updated - 15/01/2025

riority: 1.2.4 Grow local employment and business investment

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.4	Develop an Investment Attraction Prospectus (Strategy)	Shannon Maloney - Manager Community Place and Prosperity	In Progress	1/07/2022	30/06/2025	45%	45%	 GREEN
vity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Economic Development		Recurrent						

on Progress Comments

ary 2025: Consultant continues to prepare draft strategy and presentation to new Councillors and Exec for Feb/March 2025.

ember 2024: Consultant continues to prepare draft strategy and presentation to new Councillors and Exec for February / March 2025.

ember 2024: Consultant continues to prepare draft strategy

ber 2024: Consultant continues to undertake desktop review of key strategic documents including newly adopting Retail and Rural Land Use strategies.


t 2024: Consultant continues to undertake desktop review of key strategic documents including newly adopting Retail and Rural Land Use strategies.

2024: Consultant undertaking desktop review of key strategic documents and begun one-on-one consultations with identified industry members and regional stakeholders

2024: Consultant has been engaged and met with PCG to finalize project plan and engagement strategy.

Updated - 20/01/2025

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
5.2 Implement the Visitor Economy Strategy Action Plan	Shannon Maloney - Manager Community Place and Prosperity	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

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

on Progress Comments

in Year 3 (2023-2024 FY), 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 events and tourism operators in the Shire. The development of an events policy progressed with internal consultation. An application was submitted to Enabling Tourism Fund for an Audience Segmentation Study. The Council noted the TMV Sustainable Destination Management Plan and Moorabool Local Area Action Plan on 22 February 2024. The team is continuing and finalising the development of the tourism website.

Updated - 24/06/2024

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.3 Develop a set of guiding principles to facilitate community place making	Shannon Maloney - Manager Community Place and Prosperity	In Progress	1/07/2022	30/06/2025	20%	20%	 GREEN

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

on Progress Comments


January 2025: Officers progress internal discussions with Open Space team and upcoming Town Improvement Plans
 December 2024: Officers progress internal discussions with Open Space team and upcoming Town Improvement Plans
 November 2024: Officers progress internal discussions with Open Space team and upcoming Town Improvement Plans
 October: No further progress
 September: No further progress.

August: Officers continued to undertake research and registered for Economic Development Australia Place making conference scheduled for Oct 2024
 July 2024: Officers have been undertaking research and benchmarking.

Updated - 20/01/2025

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	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.17 Implement annual actions of the ICT Strategy and review to achieve data Custodianship best practices to securely manage community data.	David Jackson - General Manager Customer and Corporate Services	In Progress	1/07/2024	30/06/2025	95%	55%	
Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
	Recurrent						

On Progress Comments

December 2024 : The ICT Strategy is being tabled with the Executive in December 2024. The ICT Strategy incorporates an ICT Security Sub-plan. The ICT Strategy will be tabled with Audit and Risk Advisory Committee at the meeting scheduled in February 2025.

September 2024 : Draft Strategy presented presented to Steer Co. 2024/25 Budget allocation required prior to presentation to Exec and subsequent adoption. With David Ryan now in the budget allocation can occur asap. Expect Exec presentation by end of October.

August 2023 : Awaiting ICT Strategy

September 2023 : Awaiting ICT Strategy

October 2023 : Awaiting ICT Strategy

November 2023 : ICT being prepared for presentation to ICT Steer Co and Exec

December 2024 : Nothing additional

January 2024 : Nothing additional


February 2024 : Nothing additional

March 2024 : Draft Strategy presented presented to Steer Co. Minor amendments required for presentation to Exec and subsequent adoption.

January 2025 : Strategy Adopted. Annual Actions underway and on track.

Updated - 22/01/2025



<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
1.18 Review the Customer Experience Strategy	Leanne Manton - Manager Customer & Communications	In Progress	1/07/2022	30/06/2025	90%	90%	 GREEN
<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>		
Customer Experience	Recurrent						

on Progress Comments

July 2024: briefing materials prepared to take strategy to Executive and Councillors

September 2024: Strategy redraft finalised

September 2024: Strategy redraft completed

October 2024: Strategy redraft underway.

November 2024: Strategy reviewed with consideration of feedback.


December 2024: Feedback is being assessed prior to drafting of a new strategy.

January 2024: The customer and communications team presented the Customer experience review community engagement results to Exec (02/07/24) and councillors (10/07/24)

February 2024: Work will begin in incorporating customer and staff feedback into an updated strategy .

March 2024: Action completion date proposed to be extended to 24/25 FY.

Updated - 22/01/2025

Priority: 1.3.2 Align services to meet the needs of the community							
Item	Responsible	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	85%	45%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Organisational Development	Recurrent						

on Progress Comments

Year 1 road map was reviewed in conjunction with the reformed PCG. The Service Planning Framework (and associated templates) was finalized and approved by the GM, Mayor and Corporate Services in October 2023. A coaching module was developed and rolled out to managers. The Statutory Planning service planning exercise has been completed and the recommendation report was approved and presented at Executive (12/12/23). The Kindergarten Enrolment service planning exercise commenced; the scope was reviewed at Executive on 12 December 2023, their recommendation report was approved in February 2024 and their implementation commenced in April 2024.

September 2024 - Review in Operations continue as scheduled. The Executive team have agreed that the Road Map will be reviewed in early 2025 with a key focus on the areas to which a service review will apply and the associated timeframe.


September 2024 - Both the Service Planning Framework and Continuous Improvement Model are currently in use with 2 reviews continuing in Operations (phase 1 completed; moving to phase 2). A review in relation to waste and transfer stations has just commenced and is in phase 1. Asset permits and traffic engineering has also commenced and is nearing phase 2.

12 Organisational Development Business Partners now recruited in the P&C team the road map will continue to be implemented in 24/25.

August 2024 - No further update

July 2024 - The Continuous Improvement model has been approved by the Executive and will provide a hybrid option to be implemented in lieu of service planning in defined circumstances. Two Service Planning under Operations commenced in May 2024 and the Fleet Services review has been completed. The Roadmap has continued to be adjusted during this period based on multiple internal and external factors however completion of all designated reviews remains on track. The project will resume in the 24/25 FY and uncompleted items will be carried forward.

Updated - 01/11/2024

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

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Port and Active Recreation	Recurrent				

on Progress Comments

September 2024: Community Engagement will commence in January 2025, prior to seeking Council endorsement of the draft masterplan.

October 2024: Engagement with key stakeholders at Dunnstown Reserve has resulted in a draft document, when able, officers will share this for broader community consultation with Dunnstown community for feedback, prior to finalising the draft masterplan.


November 2024 : No Significant change from last update.

December 2024 : No Significant change from last update.

January 2024: The process has commenced to undertake a masterplan process for Dunnstown Reserve.

February 2024: Maddingley Park MP progresses with design work for a netball facility upgrade. Masons Lane MP progresses with design work for a dog park and relocation of the ground and supporting amenities. Wallace Reserve MP was presented to Councillors in March and presented at OMC in May 2024. This project will resume in the 24/25 FY.

Updated - 22/01/2025

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.5 Implement the actions of the Brand Strategy	Leanne Manton - Manager Customer & Communications	In Progress	1/07/2022	30/06/2025	50%	40%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Branding	Recurrent				

on Progress Comments

January 2025: developed new Canva templates for teams

February 2024: review of the Moorabool brand started

March 2024: new signage designed for road projects


April 2024: delivering logo and other artwork for updated library branding

May 2024: branded merchandise has been ordered and delivered.

June 2024: new pullup banners featuring locations west of the shire have been designed and ordered.

July 2024: New branding elements for services have been developed and will be presented to Executive for consideration in coming weeks.

Updated - 22/01/2025

<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 outreach that attracts funding and support for Council's priority projects	Leanne Manton - Manager Customer & Communications	In Progress	1/07/2021	30/06/2025	58%	50%	 GREEN

<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
and Advocacy	Recurrent				

on Progress Comments

July 2024: Prepared for advocacy workshop with Councillors
 August 2024: finalised video templating and first cut
 September 2024: began video editing
 October 2024: obtained footage for advocacy videos and began scripting.
 November 2024: planned advocacy videos for future delivery.
 December 2024: assisted in organisation and staging of BMRRR opening, updated community on Ballan Library and Community Hub project with socials update, updated advocacy calendar of events, met with key staff from state and federal MP's offices, updated Ballan library project communications plan, updated infographic in prospectus with latest Profile ID infographic information.
 January 2025: Created communications plan to support advocacy prospectus.
 February 2025: The updated prospectus was presented to Executive in May 2024 for final approval the approved prospectus was uploaded to our website and circulated to stakeholders in February 2025. This action will resume in the 24/25 FY.
 Updated - 22/01/2025



Moorabool Shire Council

PREMIUM Action and Task Progress Report

July 2017 - June 2021

Report Filters:

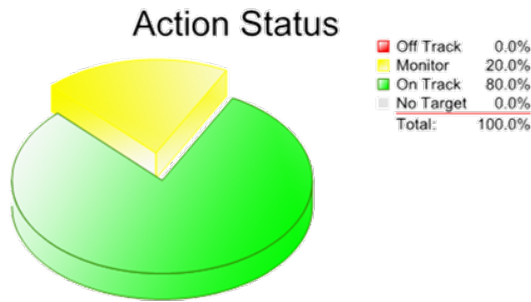
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Date To :30-06-2021

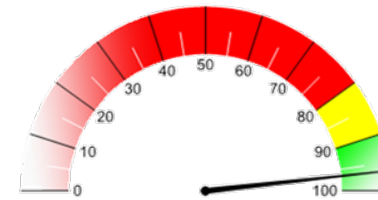
Display Task : No

Action Filter :Outstanding Council Plan Actions 2017/2021





Action Progress Against Targets



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

Key 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	
Community Development & Services	Recurrent					

Key Progress Comments


A draft 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 Lerderderg Library in July 2023.
 Updated - 28/06/2023

Action	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)	Completed	1/07/2020	30/06/2021	100%	100%	
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Economic Development	Recurrent					

Key Progress Comments

The Council's 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




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

<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Community Engagement	Recurrent				

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 is currently being implemented.

Updated - 21/12/2021

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

<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Community Health and Safety	Recurrent				

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

1/22 Report booked in for Council briefing on 30 November 2022

2/22 Report re booked for council briefing in February 2023

2023 Enforcement policy adopted by Council at march Council meeting

Updated - 04/04/2023


<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
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%	

<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Strategic Planning	Recurrent				

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 & 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 6 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

<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
1.5 Develop and implement a policy on allocation, use and trading of water for Council water assets	Mitchell Cunningham - Manager Environment & Waste	In Progress	1/07/2017	30/06/2021	80%	100%	


<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Environmental Planning	Recurrent				

on Progress Comments

Trading of Water for Council Assets Policy aims to guide the Council in managing any excess water it may have through water allowances. A draft of this policy was previously developed and provided to consultants working on the Bacchus Marsh Integrated Water Management Strategy for inclusion. However, due to the release of the Integrated Water Strategy, the draft was not incorporated. As a result, the Trading Water Policy remains in draft form, with completion anticipated in 2025. Discussions with internal staff have identified the need to expand the policy to include steps and objectives for managing water during drought conditions. A kick-off meeting with relevant staff has been completed, and a draft strategy for the internal workshop is expected to be circulated in Quarter 3. Following the drafting process, the policy will be presented during Executive and Councillor Briefings prior to adoption. This is projected to occur in Quarter 3 of the 2024/2025 financial year.


Updated - 15/01/2025



Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.6 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017 - 2021)	Kate Barclay - Manager Growth & Development	In Progress	1/07/2019	30/06/2021	75%	100%	 YELLOW
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Strategic Planning		Recurrent					


on Progress Comments

ember 2024: C085 is scheduled for exhibition from 13 March to 30 April 2025.
 ember 2024: The Amendment documentation is being prepared for exhibition in the first half of 2025.
 umber 2024: The Amendment documentation is being prepared for exhibition in the first half of 2025.
 tember 2024: Further updates are being made to the Amendment documentation, and will be submitted to the Department of Transport and Planning in October.
 ust 2024: Amendment Documentation has been updated and is to be submitted in September pending finalisation.
 2024: Officers are finalising documentation for submission to the Minister for Planning in Q 4 2024
 e 2024: Officers are continuing to work through the conditions of authorisation . This action will continue in the next Financial Year .
 ' 2024: Officers are continuing to work through the conditions of authorisation .
 l 2024: Officers are continuing to work through the conditions of authorisation .
 ch 2024: Officers are working through addressing the conditions of authorisation .
 uary 2024 - Conditional authorisation was received from the Department of Transport and Planning on 28 February. Officers are working through the conditions.
 ember 2023 - The recommendation was carried at the December 2023 OMC. The amendment has been submitted to the Department of Transport and Planning for authorisation .
 ember 2023- 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.
 Updated - 20/12/2024

Action		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					

on Progress Comments


aged 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

<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
1.8 Adopt a revised Municipal Early Years Plan (MEYP) and Youth Strategy	Rhona Pedretti - Manager Community Connections and Wellbeing	Completed	1/07/2017	30/06/2021	100%	100%	 GREEN

<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Community Development & Services	Recurrent				

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

<i>on</i>		<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>
1.9 Implement the Reserve Management Framework	Travis Kirwood - Manager Community Development and Activation	Completed	1/07/2020	30/06/2021	100%	100%	 GREEN

<i>ivity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Sport and Active Recreation	Recurrent				

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

Wallace Recreation Reserve Committee of Management
General Meeting
Monday 17th June 2024

Meeting opened: 6.32pm

Attendance: Paul Mahar, Maurice Mahar, Alan Tiley, Jacob White, Dave Rogers, Shawn Kennedy, Josie Donegan, Leanne O'Neil.

Apologies: Kenneth Williams.

Guest: Vivan from Moorabool Shire.

Minutes of the previous meeting were read by Paul Mahar and accepted by Dave Rogers and Karen Tiley.

Discussions around keys (Fobs??) and the Master Plan a focus.

Correspondence

In:

Out:

Items of Discussion:

- a) Front Gate – an electric gate that automatically closes at a certain time is becoming necessary to keep out 'unwanted' visitors.
- b) Grant Funding – Jacob attended the Council meeting last week and presented it to Council. We had been left out of the loop regarding deadlines. The councillors asked a lot of questions. We will find out on June 26 whether we have been successful or not.
- c) Shed Progress – have received a grant from Bendigo Bank for a new lawn mower shed.
- d) Oval Upgrade – discussed under item B.
- e) Playground – desperately needs an upgrade, but the costs are huge. Have a quote from the people that did the goal post netting for approx. \$130,000.
- f) Rec Furniture Upgrade – the furniture is starting to look a bit shabby, chairs will not stack properly etc.
- g) New Committee Member Nomination – Shawn Kennedy. Nominated by Alan Tiley and seconded by Maurice Mahar. Carried. Official paperwork to be completed.

General Business:

- a) Jacob spoke of the need for more formality regarding meetings. Going forward, the meetings will be held the first Monday of each new season (subject to change if required).
- b) If the oval funding is successful, there will be ongoing costs going forward of up to \$30,000 per year. User groups would need to contribute to the maintenance costs of the oval. And there will/would be no vehicle access on the oval, except for those with turf tyres.
- c) Maurice mentioned to Vivian that there has been no increase in money from the shire towards operational maintenance since 2018.
- d) Is there a limit to the number of people allowed on the committee? No, there is not.

Next Meeting – Monday 2 September 2024 at 6pm.

Meeting closed at 7.30pm



MILLBROOK COMMUNITY CENTRE

MINUTES OF GENERAL MEETING Tuesday 20th August 2024 - 7.30pm

MEETING OPENED - 8:35pm

PRESENT: Paddy Ryan, Amanda Labbett, Luke Reynolds, Georgie Reynolds, Mark Labbett, Tom Reynolds, Adriaan VanDenHeuvel, , Mark Weigall, Caz & Jesse Beacham, Vivian (Moorabool Shire Representative)

APOLOGIES: -Bruce VanDenHeuvel, Andrea Weigall, Lou & Pete Cain

TREASURERS REPORT- Luke Reynolds

Balance in bank account as of 20/8/24: \$12,770.30

MINUTES OF PREVIOUS MEETING:

Motion to pass the minutes from meeting held: 24th April 2024

Moved by: Luke Reynolds

Second: mark Labbett

MATTERS ARISING FROM PREVIOUS MINUTES

Flyers/Posters

Mark Weigall made up flyers and placed in the Bungaree store, will make up more permanent flyers with upcoming events and meeting dates. Georgie will post this on the Facebook page also.

Insurance Claim

Amanda has been in the process of chasing up the claim for the stolen projector and screen with Vivian. This is now being passed around at council and we are still awaiting instructions. Vivian did however suggest for future reference we add the new kitchen appliances etc to our insurance policy [REDACTED]

Defibulator Training

Upcoming Defib training was set by the committee for Thursday 24th October. Tom will organise this event and Mark W will add the upcoming training event to the flyers.

Flyers (meetings)

Amanda made up the upcoming meeting flyers and placed in Millbrook community letter boxes. This attracted 2 new members to attend our meetings. Caz and Jesse Beacham. Paddy welcomed our new members.

Moorabool Shire Project Manager

Shire are awaiting their upcoming new council period (April 2025) before any new project managers are assigned to our area.

Asset Committee Update

Repairs Fixed. The eve cladding on the mower shed was removed by council following our last meeting and the front door hinges were replaced also by council. Thank you Vivian for overseeing these issues and addressing this to the right department of council and fixing this in a timely manner.

Lock Box. Thank you Luke and Tom for acquiring the key lock box and fixing it to the ramp rail on the Western end of the building.

Millbrook Tree Planting. Thank you to Pete Cain who planted trees (English Plane Tree) that were supplied by council including bark chip, guards etc. These were placed beside the 3 main roads entering Millbrook. Georgie and Amanda aim to water these using the Millbrook CFA truck in the upcoming warmer months.

Repairs Needed. The 3 toilet doors need replacing due to water damage. Photos of the doors will be sent to maintenance at council with a brief discription of what needs replacing. Viv confirmed that this is a council issue and after receiving the photos and description they will be placed on their schedule for replacement.

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

GENERAL BUSINESS

Bookings: Upcoming Bookings: Joshua Seiler 12th October (c/o Georgie)
Gladabouts 1st-4th november

Online Booking System: Vivian informed the committee of an upcoming (approx 6mths) booking system being rolled out by council in regards to our future bookings for the centre. It is called **SPACETOGO**. We were all encouraged to check the online portal out. All council committees will be using this portal for their future bookings. Our committee members are still able to take bookings, just ensuring we then block these dates out online. The app will notify a member of our committee (Georgie may be interested in overseeing this) when there is a booking made. Vivian is happy to help set this up for us. Committee members are in favour of this.

Servery Window: There are still discussions around the servery window and if we need to put anything there. Georgie will obtain a quote for bifold doors and bring back to the next meeting for furthur discussion.

Email Account: Vivian suggested that we make up an email account that will be used by all committee members for any future correspondance from the shire, hoping this makes it easier for the committee to see all the information coming from council. Georgie will make this new email account for the committee.

Weed mat/spraying: Mark W suggested we ask Alex (New lawn caretaker) to place weed mat around garden, weed and spray for us. Mark will obtain the weed mat for Alex to use. All Committee members were in favour.

Christmas Party: Yay!! Its back on for 2024. Many Millbrook members addressed their concerns and sadness with the party not going ahead last year with committee members. There seemed a positive general interest in the Christmas festivity. After discussions around available funds it was decided that we will be holding the Christmas Party on **Sunday 24th November**. From 12pm onwards. Amanda will make up flyers and distribute to the Millbrook Community and Mark W will place the upcoming event on the flyers. Cas will gain quotes for the catering. All agreed their will be welcomed donations from all that attend to help fund this event.

Next Meeting: Thursday November 7th 2024 (AGM)

Meeting Closed: 9:00pm

Meeting: 20th August 2024 Lal Lal solders memorial Hall Committee of Management

MEETING OPENED: 2039 hrs

PRESENT: Engels Leoncini, John Crick, Ann Crick, Daniel Stewart, Sally Cameron, Sue Witherspoon, Peter Witherspoon, Nardia Elford, Graham Dimond Keith

APOLOGIES: Amanda Peters, Ken Peters, John McAuliffe, Siobhan Gosney

THE MINUTES OF THE MEETING DATED 18th June 2024 WERE APPROVED:

Moved: Peter Witherspoon

Seconded: Nardia Elford

BUSINESS ARISING:

- Nardia has got the sign and she is currently talking to rooster about the design and font of the sign

TREASURER'S REPORT

Attached to the end of this report.

Moved: John Crick

Second: Peter Witherspoon

CORRESPONDENCE IN

- 28/06/24 – Council Elections 26th October 2024
- 1/07/24 – Chris Leonard Lal Lal market sign
- 5/07/24 – Moorabool shire Need to know the AGM date to advertise on website and for a councilor to attend
- 9/07/24 - Moorabool shire Greenlight online Event Permits
- 16/07/24 – Sparktank Applications are now open
- 17/07/24 – Catherine King July Grants Bulletin
- 17/07/24 – Councilors are in caretaker mode and may not attend
- 23/07/24 - 2024-2025 Annual Management Agreement
- 25/07/24 – Moorabool shire Community Asset Committees Newsletter is how we will receive news from now on
- 30/07/24 – Bulk Nutrients not successful email
- 13/08/24 – Moorabool shire Community Asset timeline
- 15/08/24 - Sparktank Applications are now open
- 19/08/24 - Catherine King August Grants Bulletin

CORRESPONDENCE OUT

- 30/06/24 – To all members email account password has been changed
- 06/07/24 – email sent to Moorabool shire re AGM

Reports

Maintenance

- Light outside notice board need to get an electrician to wire up a permit light (Engels)
- Labeling of the hall hire has been given to Nardia to complete to be installed

Meeting: 20th August 2024 Lal Lal solders memorial Hall Committee of Management

- All scrap steel needs to be removed from the rear of the hall.

Grants

- Put in an application to Lal Lal wind farm to have the benches upgraded and all the doors upgraded. Total value of the grant was \$30,094.30
- Sparktank – we are still trying to obtain quotes for an electronic notice board

Hall Hire

- 14-15/09/2024 – The photo group
- Lorraine Emmins to have a fundraiser Date unknown
- 6/10/24 – Life members celebration night
- 26/10/24 - Lorraine Emmins
- Lorraine Emmins – Line dancing every week on a Wednesday
- 2-3/11/2024 – Horse herbalist

General Business

- Graham Dimond Keith has informed that the Shepards daughters grave has been restored and completed. Uarshla has been in contact with DNR to have the road fixed to have an opening of the site and an information board will be happening in the next year.
- Life members celebration will be held on Sunday the 6th of October at 2pm
- Market – PRD would like to have a new sign made up every year and would not like us to add to their sign. Nardia needs to get documents to Peter for the Bendigo bank for insurance, the petting zoo and face painting. Insurance will be done at the end of this month.
- Nardia has put forward that we use an electronic system for the market going forward. The system will do the site plan and will put out receipts. They can also add notes if they need anything different on the day. It will also put people onto a waiting list and sort them as needed. The system will cost \$400 a year. This cost will hopefully be covered by the Bendigo bank grant. The committee are happy to fund the program if we are unable to get the Bendigo bank grant money. We will need to check with the Moorabool shire and see if we can use their ABN number.
The committee will move a motion to approve the \$400 for Siterak moved Nardia Elford and second Peter Witherspoon
Peter will apply to the Bendigo bank for a grant of \$3000 to fund the market day if successful \$400 will be allocated back to cover the Siterak plan program moved Graham Dimond Keith and second Peter Witherspoon
- The application for the permit for the market will be submitted this year via email. We need to set up an account for the greenlight application to set up an account. We will be using the same risk assessment from last year as well.
- Mel and Sean from the paddock in Lal Lal would like to volunteer at the market this year.
- The Lal Lal market will set up a meeting if needed and send out email with information regarding the market.
- We need to look at a WIFI booster for the market. Engels will talk to an expert about this issue and get it rectified.

Meeting: 20th August 2024 Lal Lal solders memorial Hall Committee of Management

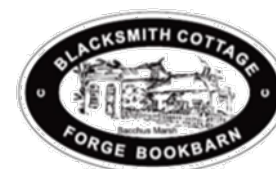
- Land care did an excellent job with the setting up a Vietnam veterans garden and the opening of the memorial was an enormous success. It also had a great article in the courier and on the lal lal community Facebook page.
- There is a scratch on the Anzac memorial we are looking at getting it repaired
- The Christmas in July trivia night was a great success, and the school will not be doing this next year as it is the schools 150 years.
- There is a time capsule at the school and one at the hall and will be opening at the life members day
- Christmas party will be held on the Friday the 29th of November 2024 at 6pm and will be in conjunction with Landcare.

NEXT HALL MEETING WILL BE HELD ON THE 31st October 1930HRS

MEETING CLOSED: 2138

Meeting: 20th August 2024 Lal Lal soldiers memorial Hall Committee of Management

LAL LAL SOLDIERS' MEMORIAL HALL COMMITTEE OF MANAGEMENT		
LAL LAL SOLDIERS' MEMORIAL HALL	June - Aug 2024	
Statement of financial position as at 20/8/2024		
Balance at Bank 31/5/2024		\$ 17,525.97
Income		
Interest Received Bendigo Bank	0.29	
Moorabool Shire (GST Rebate)	510.72	
GST Received	28.21	
Hall Hire	281.79	
	821.01	
		\$ 18,346.98
Expenditure		
GST Paid	50.37	
GST Repaid Moorabool Shire Council		
Electricity		
Central Highlands Water		
Projects (Kitchen upgrade)	227.27	
Internet	158.18	
Food Anzac day B.B.Q (Snags)	20.10	
LPG Supplies	118.18	
	574.10	
		\$ 17,772.88
Balance at Bank 31/7/2024		\$ 17,772.88
Plus O/S Incomes		
Bank Interest Aug	0.15	
Hall Hire (Lorraine Emmins * 2 hires)	81.81	
GST Received	8.19	
		\$ 90.15
Less O/S Expenses		
GST Paid	8.09	
Telstra Internet	80.91	
		\$ 89.00
Available Funds as at 20/8/2024		\$ 17,774.03



Minutes

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

Date of Meeting: Tuesday, 27th August, 2024

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

Meeting Opened: 7.30pm

Minute taker:	Tineke Carr
Apologies:	none
Absent:	none
Attendees:	Allan Comrie (AC), Simon Fisher (SF), Heather Robson(HR), Chrissy Stancliffe (CS), Geoff Stancliffe (GS), Sharron Dickman (SD), Lyn Egan (LE), Heath Sampson(HS)
Guest:	Tineke Carr (TC)

Note: Copy of Minutes and next month Agenda to be sent to: committees@moorabool.vic.gov.au by middle of month.

Confirmation of quorum - Yes

Minutes of previous meeting accepted - 23rd July, 2024 – Moved by : SD / Seconded by HR

Item A. Business Arising	
Discussion:	Action Items:
SF has written to Council requesting financial re-imbusement of the cost for the new floor in the cottage	
Item B. Treasurers Report	
As tabled by Simon Fisher, see attachment 1	
Moved: SF / Seconded: CS	
Item C. Correspondence Report	
As tabled by Chrissy Stancliffe, see attachment 2	
SF to deal with the ATO re self review return	SF
Moved: CS / Seconded: SF	

Item D. Sub-Committee Reports	
	Action items:
<p>Cottage –</p> <p>Chrissy presented the Spring Newsletter which included the cottage report for the committee August meeting as attachment 3</p> <p>Sharron presented 2 reports:</p> <ul style="list-style-type: none"> • Bendigo Community Bank Bacchus Marsh Volunteering Networking Lunch held on 10th August. Items of note were opportunities to obtain grants and networking. As attachment 4 • Report re: Moorabool Shire Hide and Seek event November 2024. As attachment 5 <p>The cottage sub-committee recommends that the committee approves a "uniform" of some type for volunteers at the cottage and Bookbarn, e.g. t-shirts, wincheaters, or vests with the Blacksmith Cottage & Forge Bookbarn logo. It was agreed vest would be appropriate for the bookbarn and Lyn requested that the vest has a pocket for a phone. Tineke suggested that aprons would be more appropriate for the cottage.</p> <p>Moved: SD / Seconded: HR</p> <p>Heath has obtained quotes for printing flyers/promotional material</p>	<p>SD to obtain quotes</p>
<p>Bookbarn – Report tabled by Lyn as attachment 6</p> <p>Discussion held re: suggestion by a volunteer to obtain funding to install a defibrillator in the forge. All agreed it would not be appropriate as there are several in the local area and the forge is only open one day a week.</p> <p>Moved: LE / Seconded: CS</p>	
<p>Website/Social Media - Report tabled by Heath about the website stats. As attached</p>	
<p>C.H.H.A. Report - Chrissy and Geoff attended quarterly meeting in August held at the Ballarat Trades Hall. Next meeting which will be the AGM of the CHHA will be held at Trentham on the first Saturday in November.</p>	
<p>Building Works: Geoff was concerned re the vegetation on the vacant block so he has cleared and sprayed the area along our fence line.</p>	

Item E. General Business.	
<ul style="list-style-type: none"> Lighting in the cottage were 4 standard lamps which have deteriorated. Chrissy requested suitable light be purchased. All in favour AGM to be held before Dec. Meeting to be kept basic, no guest speaker. Date agreed on was Wednesday 20th Nov,2024 7:30pm to be held in large room in the library. Heath advised the meeting about "internet of things"(IoT) following his discussion with Kristian. After our discussion about the IoT device requirements, and considering the limitations our heritage listed site affords us on a number of fronts, the Blacksmiths Cottage and Forge Bookbarn Committee has moved not to continue with the device. We do thank you for the opportunity Kristian. <p>Moved: HS / Seconded: LE</p> <ul style="list-style-type: none"> Chrissy advised the meeting that the cottage volunteers have been fantastic in returning the cottage to a suitable condition Simon advised that some bookbarn volunteers have not been in the cottage and suggested that we invite the volunteers before official opening. To be discussed further at next meeting. Lyn thanked Tineke for attending and moved that she be accepted as minute secretary <p>Moved: LE / Seconded : SF</p> <ul style="list-style-type: none"> Chrissy proposed that a working bee be held to tidy up the front garden. Date agreed 15th September 10:00 am volunteers by invitation. 	<p>CS SF to advise council and book room</p> <p>HS to advise Kristian</p>
Next Meeting Date: 24th September, 2024	
Time: 7.30pm	
Venue: Jean Oomes Room, Lerderberg Library, 215 Main St., Bacchus Marsh.	
Meeting closed at: 8:50pm	

**Bacchus Marsh Public Hall
Community Assets Committee**

2nd September at 7pm

Nelson St Darley 3340

MINUTES OF MEETING

1.	Meeting Opened: 7.04 pm with Keith C in the Chair.	
2.	Members present: Keith C, Eric D, Gary T, Anita J, Carol Y	
3.	Apologies received: John F	
4.	Guests: Cr T Dudzik, Ron G	
5.	Disclosure of Conflicts of Interest:	
6.	Confirmation of Minutes	
<p>Resolution:</p> <p><i>That the minutes of the Meeting of 5th August 2024 be confirmed.</i></p> <p><i>Moved: Carol Y Seconded: Eric D</i></p> <p><i>Carried</i></p>		
7.	Booking Contractor and Hallkeepers Reports Received	
	7.1 Hall User Manual	Dotty H and Ron G have met and are starting to gather information for the manual.
		Action DH/RG
	7.2 Interpretive Sign 0817	A draft copy has been received from Challis Designs. Carol Y to go back and advise another photo to be added to text to be divided between photos. Ron G also commented on the structure of the sign to be advised to Challis Designs
		Action CY

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd April 2024

	7.3 Public Hall Heating	The out of order heater has been replaced by MSC. Item complete
	7.4 Modifications to Table Trolley 0224	Rossco Engineering have made the required part FOC and Ron G has fitted this to the trolley. Ron G advised it is now easier to load the tables onto the trolley. Ron G to monitor success with hirers. Item complete
	7.5 Stage/Hall Floor resurfacing 0324	Monday 14 th October has been booked in with the Contractor to complete. It should take approximately 4 days for the Hall to air out of any fumes. Action RG
	7.6 Crack in Hall Wall and Supper Room repair 0624	MSC is being quoted for this job by an external contractor and will get a separate quote for the Supper Room wall. Action MSC
	7.7 Security Cameras	Gary T will read the CCTV policy received from MSC and advise back to Committee if any changes are needed. Action GT
	7.8 Window Tinting on Supper Room Door 0824	BM Tint has proved a quote for a frosted tint of \$615 for 15 panels Ron G commented that a recent hirer had put the whiteboard over the doors when using the Supper Room as a change room. This then blocked the Exit Doors. Resolution That the quote of \$615 from Bacchus Marsh Tint be approved. Moved: Gary T Seconded: Anita J Carried Action RG
	7.9 Sharps Bin Removal	Final approvals being confirmed by MSC and we should know something further in September Action MSC
	7.10 Damaged wall in hallway near kitchen 0824	Ron G has purchased some aluminium 50 x 50 angle and glued to corner to prevent further damage. Item Complete

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd April 2024

	.11 Clock 0824	Eric D has installed a bigger battery holder and purchased a new battery, including new glass on the face of the clock. Item Complete
	7.12 Flooring in Supper Room 0824	BM Floors have recommended and provided a quote for a floating hybrid floor which is both durable and waterproof. The hearing loop will not be affected by the installation. As the quote is \$14700, we will need quotes from 2 other suppliers to put in a project application to MSC. Action RG/CY
	7.13 Supper Room Partition 0824	Ron G has repaired the partition and will check in the Hallkeepers room for the locking mechanism. Action RG
	7.14 Booking of both Public Hall and Supper Room concurrently 0824	Carol Y has written to the Booking Contractor that this is at their discretion depending on the bookings received. Item Complete
	7.15 Pricing	Carol Y has written to the Booking Contractor advising them of the historical pricing of some bookings. Item Complete
	7.16 Major Cleans x 4	ACS have been contacted to do major clean as follows and to contact the Booking Contractor to enable time to be booked. February, May, August and November. The first clean was to be 2 nd September but had to be cancelled until to 3 rd September due to a double booking in the Supper Room Item Complete
	7.17 Stage Curtains 0924	Ron G advised that some of the hooks on the back curtain keep coming out. Ron G to contact BM Blinds and Awnings to see if this can be repaired. Action: RG
	7.18 Test and Tag 0924	This is now a responsibility for the BMPH after the current maintenance agreement was received from MSC. Ron G to check when this needs to be completed. Action RG

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd April 2024

	7.19 Pie Warmer Trays 0924	<p>Ron G has purchased more trays for the Pie Warmer and oven as some hirers are taking them home and not returning in time for the next hirer to use. Marie Casey hired the Public Hall some trays at a cost of \$20 to get through a busy period.</p> <p>Item Complete</p>
Booking Contractor's and Hallkeeper's Reports Tabled		
New business Arising from Reports		
	7.20 Hall Usage	<p>Ron G advised that the Hall was extremely busy in July and it is sometimes difficult to do inspections between Saturday and Sunday bookings. This is to be monitored to see if Sunday bookings should start later to allow time for inspection and cleaning.</p> <p style="text-align: right;">Action Ron G</p>
<p>Resolution:</p> <p><i>That the Booking Contractor's and Hallkeepers Reports be Accepted</i></p> <p><i>Moved Gary T Seconded Anita J</i></p> <p><i>Carried</i></p>		
	7.21 Disabled Accessibility to Foyer and Stage. Repairs to Ceiling and replacement of Stage Curtains. Front of stage lighting	<p>To be added to CIP with MSC</p> <p style="text-align: right;">Action MSC</p>
	7.22 Hall Lighting	<p>MSC had identified a consultant and a scope is in the process of being drafted by consultant. Project would be considered for CIP by MSC. Committee should have input into the design process</p> <p style="text-align: right;">Action MSC</p>
	7.23 Electricity Account and Solar Panels	<p>MSC finding grant opportunities</p> <p style="text-align: right;">Action MSC</p>
	7.24 Website	<p>Domain .com.au has been migrated. This is the first of 4 to be migrated and the total migration should be completed by end October.</p> <p style="text-align: right;">Action ED</p>
	7.25 Online Booking System	<p>Taking longer than expected by MSC. Gary T and Carol Y to be involved in the set up for the Hall.</p> <p style="text-align: right;">Action MSC/GT/CY</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd April 2024

	7.26 Increase in spending limit	This has been notified to MSC through the Annual Report suggestions that an increase should be implemented. Action MSC
	7.27 Touch Screen Failure	A remote system is being investigated.
	7.28 Community Grants	Cr Tonia D advised that we are currently not able to apply for Community Grants with MSC but they are looking to change this.
8.	Secretary's report	
	8.1 Inwards correspondence	MSC Annual Report Submission MSC Operational Funding Booking Contractor – Various MSC Community Asset end of Terms Booking Contractor – Possibility of being sued by Contractor MSC Updated Maintenance sheet
	8.2 Outwards correspondence	MSC Annual Report filed Booking Contractor possibility of being sued MSC – Possibility of being sued

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd April 2024

	<p>8.3 Business arising</p>	<div style="background-color: black; width: 100%; height: 20px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100%; height: 180px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100%; height: 180px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100%; height: 20px;"></div> <p style="text-align: right;">Action CY</p>				
<p>Resolution:</p> <p><i>That the Secretary's report be received.</i></p> <p>Moved Carol Y Seconded Gary T</p> <p>Carried</p>						
<p>9.</p>	<p>Treasurer's report tabled</p> <table border="1" data-bbox="220 1659 1477 1783"> <tr> <td data-bbox="220 1659 612 1720">9.1 Accounts for Payment</td> <td data-bbox="612 1659 1477 1720">As per report</td> </tr> <tr> <td data-bbox="220 1720 612 1783">9.2 Business Arising</td> <td data-bbox="612 1720 1477 1783">Nil</td> </tr> </table> <p>Resolution:</p> <p><i>That the Treasurer's report be received.</i></p> <p>Moved: Gary T Seconded: Eric D</p> <p>Carried</p>		9.1 Accounts for Payment	As per report	9.2 Business Arising	Nil
9.1 Accounts for Payment	As per report					
9.2 Business Arising	Nil					

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 22nd April 2024

13. General Business		
13.1 Projector not working	Dotty H advised Eric D and myself that the projector was not working. I advised it was probably a problem with a setting on their computer. She asked if Eric could go down and sort the problem. By the time he got there, they had sorted the problem and advised the Booking Contractor who had not advised Eric in time.	
13.2 Private Sound System	Eric D noted that a private sound system was being used in the Hall that was too loud. The BMPH could not be held responsible for any damage to hearing as we did not provide the system.	
14. The next meeting of the Committee will be held at 7pm on 23 rd September 2024 in the Supper Room		
15. The meeting closed at 8.35 pm.		

**Bacchus Marsh Public Hall
Community Assets Committee**

23rd September 2024 at 7pm in the Supper Room

MINUTES OF MEETING

1.	Meeting Opened:7.04 pm with Gary T in the Chair.	
2.	Members present: Gary T, Keith C, Eric D, Anita J, Carol Y	
3.	Apologies received: John F and Cr Tonia D	
4.	Guests: Ron G	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
<p>Resolution:</p> <p><i>That the minutes of the Meeting of 2nd September 2024 be confirmed.</i></p> <p><i>Moved: Keith C Seconded: Anita J</i></p> <p><i>Carried</i></p>		
7.	Actions arising from previous meetings	
	7.1 Hall User Manual	Ron G presented a draft copy of the work in progress Action DH/RG
	7.2 Interpretive sign	A further draft has been received from Challis Designs. MSC have requested some wording changes as well as their logo be placed on the sign. The framework to be changed to 2 x legs of 50mm square. Action CY
	7.3 Stage/Hall Floor Resurfacing	Booked in for Monday 14 th October 2024 Action RG

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 23rd September 2024

	7.4 Crack in Hall Wall and Supper Room Repair 0624	This has been completed with a cost to the Committee of the Supper Room only of \$1100 Item Complete
	7.5 Security Cameras	Gary T has read the policy document provided by MSC and advised that there are no concerns. Ron G to send Carol Y a plan of camera positions which should be hardwired and not wireless. Resolution That the Secretary to sign the policy document provided by MSC in acceptance. Moved: Gary T Seconded Eric D Carried Carol Y to contact Travis K for approved providers. Action CY
	7.6 Window Tinting on Supper Room Doors 0824	This has been completed and is very satisfactory Item Complete
	7.7 Sharps Bin Removal	Final approval to be confirmed by MSC in September Action MSC
	7.8 Flooring in Supper Room 0824	3 Quotes have been received by RG from the following BM Flooring – Hybrid flooring \$14700 Lucas White Carpet and Flooring \$9800 Carpet Court Melton \$14000 Resolution That Lucas White Carpet and Flooring quote for \$9800 be accepted for hybrid flooring with colour matching beading Moved: Gary T Seconded Eric D Carried Carol Y to prepare project proposal and send to MSC Action CY
	7.9 Supper Room Partition 0824	Ron G has found 2 locking mechanisms and one is being left in the Supper Room storage room and one in the Hallkeepers Room. Item Complete

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 23rd September 2024

	7.10 Stage Curtains 0924	<p>BM Blinds and Curtains repaired the hooks and the cord has been cut to enable the curtains to not be moved. Hirers to be advised not to hang anything from the curtains as they are in a very fragile condition.</p> <p style="text-align: right;">Action DH</p>
	7.11 Test and Tag 0924	<p>Ron G advised that Keemin Electrical have completed the test and tag of required items.</p> <p>Item complete</p>
	7.12 Hall Usage on Sundays 0924	<p>Dotty H has advised some hirers are now employing their own cleaner to ensure the venue is cleaned to a satisfactory standard and that all rubbish is to be removed and put in the skip bin.</p> <p>Dotty H to advise hirers that if a cleaner is employed by a hirer, they must have Public Liability Insurance</p> <p style="text-align: right;">Action DH</p>
<p>Booking Contractors and Hallkeepers Reports Tabled</p> <p>New Business Arising from Reports</p>		
	7.13 Booking Cancellation	<p>Neon Bootscooters have cancelled their remaining bookings due to the floor surface and may return in 2025 when the floor has been resurfaced. They have booked 4 social events for 2025</p>
	7.14 Car Park Closure during Strawberry and Cherries Festival	<p>The car park will be closed for 4 days during the Strawberry and Cherries festival for the bump in and out. MSC has clarified that the laneway at the back of the Hall for will be available for loading and unloading. MSC advised that hirers should be notified so they can arrive early and park elsewhere.</p> <p>MSC are holding their Hide and Seek Festival at the Hall during the car park closure.</p> <p style="text-align: right;">Action DH</p>
	7.15 Pie Warmer/Bain Marie Trays	<p>Some of these went missing during a hire and new ones had to be purchased at the hirers expense.</p> <p>Item Complete</p>
<p>New Business Arising</p>		

Bacchus Marsh Public Hall CAC MINUTES

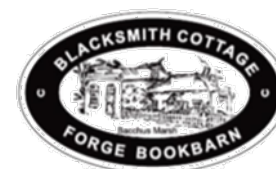
Meeting Held – 23rd September 2024

<p>7.16 Sound System failure and hirer refund request</p>	<p>A hirer had to hire a DJ when the sound system failed and is requesting compensation as per email to Dotty H on 5/9/24. Committee has agreed to offer a refund of \$300 and Dotty H to send correspondence to Carol Y so the offer can be made via the Committee</p> <p>Resolution</p> <p><i>That an amount of \$300 be offered to a hire for compensation when the sound system was not working</i></p> <p>Moved Keith C Seconded Anita J</p> <p>Carried</p> <p style="text-align: right;">Action CY/DH</p>
<p>Resolution:</p> <p><i>That the Booking Contractor's and Hallkeepers Reports be Accepted</i></p> <p>Moved Carol Y Seconded Eric D</p> <p>Carried</p>	
<p>7.17 Disabled Accessibility to Foyer and Stage. Repairs to Ceiling and replacement of Stage Curtains.</p>	<p>To be added to CIP with MSC</p> <p style="text-align: right;">Action MSC</p>
<p>7.18 Electricity Account and Solar Panels</p>	<p>MSC finding grant opportunities</p> <p style="text-align: right;">Action MSC</p>
<p>7.19 Hall Lighting</p>	<p>MSC have advised that if Committee would like input into the design, they should contact MSC with ideas</p> <p style="text-align: right;">Action Eric D</p>
<p>7.20 Website</p>	<p>4 Domain have now been transferred and website it to be updated with Conditions of Hire, FAQ's, photos etc. Committee commended Eric D for his work and continued support of the website.</p> <p>Programmable Soda is no longer involved in the website</p> <p style="text-align: right;">Action ED</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 23rd September 2024

	7.21 Online Booking System	<p>Gary T and Carol met with MSC on 17/9/24 to look at the new system from Space To Co. MSC will set up the new system on our behalf and were given the details for them to commence. The new system should hopefully be live by beginning of November. A sample of the new site was shown to Committee</p> <p style="text-align: right;">Action MSC/CY</p>
	7.22 Increase in Spending Limit	<p>Awaiting response from MSC</p> <p style="text-align: right;">Action MSC</p>
	7.23 Touch Screen Failure	<p>Carried over to next meeting</p> <p style="text-align: right;">Action ED</p>
	7.24 Booking Contractor	<p>The contract expires 30/11/24 and MSC have advised that we cannot go out to tender until April 2025 due to a new Council being elected and the current Committee will not be approved until the March meeting of MSC.</p> <p>The current Booking contractor to be advised of the above and offered to remain as Booking Contractor on a daily basis only. MSC advised to check with Fair Work if there are any implications with this but Keith C and Carol Y do not see any problem with this offer.</p> <p>This would also affect the Hallkeeper</p> <p style="text-align: right;">Action CY</p>
8.	Secretary's report	
	8.2 Inwards correspondence	<p>Booking Contractor – Various Hallkeeper – Various Challis Design – Interpretive Sign MSC – Lighting MSC – Various Maintenance MSC – Online Booking System Programmable Soda – Web Transfer MSC – End of Committee Terms3 MSC – Facility Booking, Maintenance and Improvement Plan</p>
	8.2 Outwards correspondence	<p>Booking Contractor – Various Hallkeeper – Various Challis Designs MSC Online Booking MSC Maintenance Agreement MSC Annual Report</p>



Minutes

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

Date of Meeting: 24th September, 2024

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

Meeting Opened: 7.30pm

Minute taker:	Tineke Carr
Apologies:	Lyn Egan
Absent:	Heath Sampson
Attendees:	Allan Comrie(AC), Simon Fisher (SF), Heather Robson (HR), Chrissy Stancliffe (CS), Geoff Stancliffe (GS), Sharron Dickman (SD) Jenny Arrowsmith (JA)
Guest:	Tineke Carr (TC)

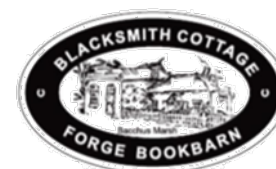
Note: Copy of Minutes and next month Agenda to be sent to: committees@moorabool.vic.gov.au by middle of month.

Confirmation of quorum - Yes

Minutes of previous meeting accepted - 27th August, 2024 – Moved by : SD / Seconded by: SF

Item A. Business Arising	
Discussion:	Action Items:
SF has written to council requesting re-imburement of the cost of the new floor in the cottage.	
LE has booked the James Young Room for the AGM on 20 th Nov 7:30pm	
Item B. Treasurers Report	
As tabled by Simon Fisher see attachment 1	
Special purchase of small bookshelf (Whatnot) for the cottage. No outstanding accounts.	
Moved: SF / Seconded: HR	
Item C. Correspondence Report	
As tabled by Chrissy Stancliffe. See attachment 2	
Reply from Moorabool Shire to Simon re: reimbursement of flooring stating that reimbursement will be reviewed by the person responsible when they return from leave	
Multiple emails to and from Moorabool Shire re: Tineke’s position as minute taker. Relevant documents now completed for Tineke to act in a volunteer capacity.	
Sharron Dickman moved that Tineke act as minute taker and that the committee appreciate her support.	
Moved: SD / Seconded: SF	

Item D. Sub-Committee Reports	
	Action items:
<p>Cottage – As tabled by Chrissy Stancliffe. See attachment 3</p> <p>Thanks to the volunteers who participated in the working bee held 15th September focusing on the gardens and outdoor buildings.</p> <p>Moved: CS / Seconded: HR</p>	
<p>Bookbarn –As read to the committee: See attachment 4</p> <p>Discussion held re the involvement of the Bookbarn and cottage in Moorabool's Hide & Seek Festival. Two working bees scheduled to focus on the garden on Sunday 13th October 1pm and Saturday 19th October 1pm.</p> <p>Heather Robson will take responsibility for the airing of the quilts which will coincide with the Hide & Seek festival</p> <p>Moved:SF / Seconded: CS</p>	
<p>Website/Social Media - Nil</p>	
<p>C.H.H.A. Report - By Chrissy Stancliffe</p> <p>AGM meeting to be held in November at Trentham</p>	
<p>Building Works</p> <p>Discussion held re: electrical wiring / sockets required for new lights to be purchased for the cottage. To be reviewed by an electrician if required. Seeking council understanding if permission is required to change existing wall/ceiling sockets if required.</p> <p>Several structural and maintenance issues have been identified which will require addressing by Moorabool Shire Asset Management team in consultation with an heritage advisor</p>	
Item E. General Business.	
<ul style="list-style-type: none"> • Sharron advised that she has contacted "Worklocker" who are looking into a suitable "uniform" for volunteers. • AGM to be held Wed 20th November 7:30pm in James Young Room, Lerderderg Library <ul style="list-style-type: none"> ○ All volunteers to be invited ○ Tea and Coffee and light supper to be provided ○ Heath to put on social media ○ Invite Dave Edwards to chair the meeting ○ Call for office bearers • It was agreed that all volunteers would be invited to view the cottage from 3pm following the working bee to be held on Sat 19th October and provide afternoon tea. Approval given by SF for Sharron to spend up to \$200 to catering. • Discussion held re suitability of the Jean Oomes room for general meetings. It was agreed we would continue using this room and ensure that the air conditioning is turned on at the commencement of the meeting. 	
<p>Next Meeting Date: 22nd October, 2024</p>	
<p>Time: 7.30pm</p>	
<p>Venue: Jean Oomes Room, Lerderderg Library, 215 Main St., Bacchus Marsh.</p>	
<p>Meeting closed at: 8:30pm</p>	



Minutes

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

Date of Meeting: 22nd October, 2024

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

Meeting Opened: By Lyn 7.30pm

Minute taker:	Tineke Carr
Apologies:	Heath Sampson
Absent:	Heather Robson, Allan Comrie
Attendees:	Lyn Egan (LE), Simon Fisher(SF), Jenny Arrowsmith(JA), Sharron Dickman(SD), Chrissy Stancliffe(CS), Geoff Stancliffe(GS), Tineke Carr(TC)
Guest:	

Note: Copy of Minutes and next month Agenda to be sent to: committees@moorabool.vic.gov.au by middle of month.

Confirmation of quorum - Yes

Minutes of previous meeting accepted - 24th September, 2024 – Moved by : GS / Seconded SF

Item A. Business Arising	
Discussion:	Action Items:
NIL	
Item B. Treasurers Report	
As tabled by Simon Fisher	
Moved: SF / Seconded: GS	
Item C. Correspondence Report	
As tabled by Chrissy Stancliffe	
Additional item : outward correspondence to Moorabool Shire re budget planning applying for \$50,000 for repair and maintenance	
Discussion held re: Bendigo Bank Grants: Sharron Moved that a planning day be held in 2025 and revisit the existing improvement plan	Set date for planning day
Moved: SD / Seconded: CS	

Item D. Sub-Committee Reports	
	Action items:
<p>Cottage Report– as tabled by Sharron</p> <p>Simon congratulated the cottage volunteers on having the cottage look fabulous and that positive feedback was received from volunteer visitors to the cottage.</p> <p>Moved:SD / Seconded: JA</p>	<p>Website to be updated re cottage opening (Lyn)</p>
<p>Bookbarn Report– as tabled by Lyn</p> <p>Not closing over Christmas New Year periods as sufficient volunteers to fill the roster</p> <p>Opening one Sunday per month possibly the 2nd Sunday in the month to coincide with the cottage opening.</p> <p>Hide & Seek Festival 10th Nov Bookbarn and Cottage will be open. "Airing of the Quilts" and quilt display in the cottage</p> <p>Moved: LE / Seconded: JA</p>	<p>Display quilts (Heather & Cottage volunteers)</p>
Website/Social Media -	
C.H.H.A. Report -	
AGM to be held in Trentham on 2 nd November, 2024	
<p>Building Works</p> <p>Discussion re appointing a person responsible for identifying building /grounds maintenance requirements who could liaise with Moorabool Shire. Chrissy has contacted the Shire re building works no reply to date</p> <p>Moved:SF / Seconded: GS</p>	<p>Formal letter to Moorabool Shire re building works required. (Chrissy)</p>
Item E. General Business.	
<p>Volunteer Uniform: to be worn when representing the Blacksmiths Cottage and Forge at public meetings. Nothing suitable found to date</p> <p>AGM 20th November, 2024 room is booked.</p> <p>Photo Display /slide show? of cottage improvements in 2024</p> <p>Newsletter to be sent to volunteers by mid November</p> <p>Cottage lighting: nothing suitable found to date</p>	<ul style="list-style-type: none"> • Invite Dave Edwards (SF) • Prepare Annual Reports • Invitation to volunteers • Update website re AGM (LE) • Prepare photo display(CS)
Next Meeting Date: 26th November, 2024	
Time:	7.30pm
Venue:	Jean Oomes Room, Lerderderg Library, 215 Main St., Bacchus Marsh.
Meeting closed at:	8:35pm

**Bacchus Marsh Public Hall
Community Assets Committee**

28th October 2024 at 7pm in the Supper Room

MINUTES OF MEETING

1.	Meeting Opened:7.05 pm with Eric T in the Chair.	
2.	Members present: Gary T, Eric D, Anita J, John F, Carol Y (Via telephone link)	
3.	Apologies received: Keith C	
4.	Guests: Ron G	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
<p>Resolution:</p> <p><i>That the minutes of the Meeting of 23rd September 2024 be confirmed.</i></p> <p><i>Moved: Gary T Seconded: Anita J</i></p> <p><i>Carried</i></p>		
7.	Actions arising from previous meetings	
	7.1 Hall User Manual	<p>Ron G presented a draft copy of the work in progress and requested that Committee Members peruse this draft and advise him of any errors or omissions.</p> <p style="text-align: right;">Action DH/RG</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 28th October 2024

	7.2 Interpretive sign	<p>A final draft has been received from Challis Designs and has been approved by MSC.</p> <p>Resolution</p> <p>That the draft received October 10, 2024 be accepted.</p> <p>Moved Gary T Seconded John F</p> <p>Carried</p>
	7.3 Stage/Hall Floor Resurfacing	<p>Resurfacing work has been completed and Ron advised that a satisfactory result was achieved.</p> <p>He also advised that his inspection of the floor earlier today showed the floor in a rather dirty/dusty state. He queried the Cleaner and was advised that the floor had been mopped during her visit. He requested that she return tomorrow (Tuesday) and redo.</p> <p>Ron has previous issues with this current cleaner and intends to speak with ACS Area Supervisor and request that she be replaced.</p>
	7.4 Security Cameras	<p>Gary T has forwarded hall plan with camera locations marked to Oliver Ramsay Security for an installation proposal quote.</p> <p>No response received as at today's date and Gary will follow-up.</p> <p style="text-align: right;">Action GT</p>
	7.5 Flooring in Supper Room 0824	<p>Project proposal sent to MSC. This project is carried for approval once MSC elections are completed.</p> <p style="text-align: right;">Action MSC</p>
	<p>Other Business Arising</p> <p>No other business raised at this moment</p>	

	<p>Resolution:</p> <p><i>That the Booking Contractor's and Hallkeepers Reports be Accepted</i></p> <p><i>Moved John F Seconded Anita J</i></p> <p><i>Carried</i></p>
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Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 28th October 2024

	<p>7.11 Disabled Accessibility to Foyer and Stage. Repairs to Ceiling and replacement of Stage Curtains.</p>	<p>To be added to CIP with MSC</p> <p style="text-align: right;">Action MSC</p>
	<p>7.12 Electricity Account and Solar Panels</p>	<p>MSC finding grant opportunities</p> <p style="text-align: right;">Action MSC</p>
	<p>7.13 Hall Lighting</p>	<p>Eric to contact MSC and supply them with a copy of the scope of works that he previously prepared.</p> <p style="text-align: right;">Action Eric D</p>
	<p>7.14 Website</p>	<p>Invoice received from Majic Site for their work in establishing this website.</p> <p>Eric has approached a professional photographer and will arrange the replacement of existing photos obtained from the previous website by ones more suitable.</p> <p style="text-align: right;">Action ED</p>
	<p>7.15 Online Booking System</p>	<p>Resolution</p> <p>Moved Carol Y Seconded Gary T that we accept conditions of Space to Co and that Gary is authorised to sign the required Agreement.</p> <p>Carried</p> <p>Carol is to advise Booking Contractor of the acceptance the Space to Co hall booking system that MSC is expecting all facilities within the Shire to adopt and involve the her in setup and training at the appropriate time</p> <p style="text-align: right;">Action MSC/CY</p>
	<p>7.16 Increase in Spending Limit</p>	<p>Awaiting response from MSC</p> <p style="text-align: right;">Action MSC</p>
	<p>7.23 Touch Screen Failure</p>	<p>Eric advised that system is working acceptably as he has it setup without the touchscreen and that feedback from users is that they have had no difficulty in working the system with this setup</p> <p>Eric suggested that the system be left as is at this stage</p> <p style="text-align: right;">Action ED</p>

Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 28th October 2024

	<p>9.2 Business Arising</p>	<p>Term Deposit</p> <p>Resolution</p> <p>Moved Gary T Seconded Carol Y that an additional Term Deposit be created with the Bendigo Bank Bacchus Marsh for \$30,000 for a period of 4 months. Signatories for the account to be Carol Young, Keith Currie and Gary Treloar.</p> <p>Carried</p> <p style="text-align: right;">Action GT/CY</p>
<p>Resolution:</p> <p><i>That the Treasurer’s report be received.</i></p> <p>Moved: Gary T Seconded: Eric D</p> <p>Carried</p>		
<p>10.</p>	<p>General Business Nil</p>	
<p>14.</p>	<p>The next meeting of the Committee will be held at 7pm on 25th November 2024 in the Supper Room</p> <p>AGM of the Committee will be held at 6.30 pm on 25th November 2024 in the Supper Room</p>	
<p>15.</p>	<p>The meeting closed at 7.50 pm.</p>	



RESPONSE TO NOTICE OF MOTION – HOMELESSNESS IN MOORABOOL SHIRE

1. Statistical data on those considered homeless (or considered marginal) in 2022/23, and projects the expected extent of homelessness in Moorabool Shire into the future e.g. 5 years, 10 years.

Homelessness Services – Number of clients – Moorabool		
<i>Source: Australian Institute of Health and Welfare. Specialist Homelessness Services Collection 2022</i>		
Year	Female	Male
2021	246	144

Homelessness Projections based on population growth (ID Forecast).

Year	Female	Male
2026*	276	162
2031*	324	190
2036*	375	220

* It is important to note the figures above have been projected through ID Forecast however other social and economic factors may impact the rates calculated, this is an estimate based on population growth only.

2. Socio-economic aspects

- a) a demographic profile of people living without a home in Moorabool

The below table is a breakdown of the number of people across varying ages in different states of homelessness within the Moorabool Shire, data is from the 2021 Census night.

Moorabool residents who meet the definition of being Homeless. Census night 2021			
Age	Male	Female	Total
0-14	16	9	25
15-24	0	7	7
25-64	25	19	44
65+	5	5	10
TOTAL	46	40	86

- b) data about reasons people are seeking assistance from homelessness services

Specialist Housing Services clients commonly sought assistance in 2023–24 due to:

- accommodation issues (including housing crisis, inadequate or inappropriate dwelling conditions or that previous accommodation had ended) (55%)
- financial difficulties (41%)
- housing crisis (37%)
- family and domestic violence (37%)
- housing affordability stress (36%)

(Source: Australian Institute of Health and Welfare Annual Report 2023/24)

Mission Australia identify the most common causes of homelessness for people are:

- Domestic and family violence
- Sudden life changes that trigger homelessness
- Lack of affordable and social housing
- Mental health challenges

(Source: *Mission Australia 2024*)

In addition, available data for women and young people shows a further breakdown of factors contributing to homelessness:

- Among Victorian females the leading reasons for seeking assistance in 2022-2023 were:
 - family violence 51%
 - financial difficulties 46.6%
 - housing affordability stress 34.6%
 - housing crisis 33.2%
 - inadequate or inappropriate dwelling conditions 25.6%
 - relationship/family breakdown 19.9%
 - lack of family/community support 19.7%
 - mental health issues 17.9%
 - a higher percentage of women over 50 retiring into poverty, increasing their risk of homelessness.

(Source: *Women's Health Atlas - Australian Institute of Health and Welfare. Specialist Homelessness Services Collection (SHSC), 2023.*)

- Among young people the leading reasons for seeking assistance from homelessness services were:
 - housing crisis 19%
 - family and domestic violence 16%
 - relationship/family breakdown 12%
 - 19% of young people seeking help from specialist homelessness services last year were 15–24 years, with almost twice as many females (66%) compared to males (34%)

(Source: *Mission Australia 2019 youth survey*)

c) local information about the housing market drivers of homelessness, including rental affordability and availability of social housing

In 2021, 2.1% of housing in Moorabool was social housing (2.9% Victoria, down from 3.5% in 2014) (Source: *Australian Institute of Health and Welfare 2023*)

In Moorabool Shire the supply and demand for housing does not align with community needs, with 50 percent of demand for one-bedroom homes, only 25 per cent of the current stock comprises one-bedroom homes.

In contrast, 17 percent of demand is for three-bedroom homes, that accounts for 51 per cent of current supply. (Source: *Homes Victoria May 2022*)

There is strong and growing demand for social housing in Moorabool with 941 new applicants on the Victorian Housing Register (VHR 2022). Of those 941 new applicants 573 urgently requiring housing support, with the following breakdown:

- 375 applicants are waiting for one-bedroom housing
- 104 households seeking a two-bedroom home
- 94 are seeking three bedrooms or more.

The following table illustrates a decline in the availability of social housing rentals, along with a small representation compared to other household types in the Shire.

Housing tenure					
Moorabool Shire - Households (Enumerated)	2021		2016		Change
Tenure type	Number	%	Number	%	2016 to 2021
Fully owned	4,371	30.9	3,716	31.4	+655
Mortgage	6,400	45.2	5,050	42.6	+1,350
Renting - Total	2,349	16.6	1,968	16.6	+381
Renting - Social housing	300	2.1	310	2.6	-10
Renting - Private	2,028	14.3	1,646	13.9	+382
Renting - Not stated	21	0.1	12	0.1	+9
Other tenure type	296	2.1	207	1.7	+89
Not stated	736	5.2	912	7.7	-176
Total households	14,152	100	11,853	100	+2,299

Source: Australian Bureau of Statistics, Census of Population and Housing 2016 and 2021. Compiled and presented by .id (informed decisions).

d) local examples of non-housing responses to homelessness

Some local examples of non-housing responses to homelessness include:

- Children and Family Services (CAFS) and Uniting provide referrals to service providers for mental health and other health concerns
- Uniting Ballarat providing outreach to people who are living in Improvised Dwellings (rough sleeping, tents, etc.) - food, financial and other supports
- Wintringham providing advice and support to older at-risk community members
- Local food relief agencies support homeless and at-risk community members with food relief options
- Council officers attend the Inter-Council Affordable Housing Forum (ICAHF) which is a collaborative platform in Victoria, where local councils convene to address affordable housing challenges. Supported by the Municipal Association of Victoria (MAV), the forum facilitates information sharing, policy development, and advocacy efforts among councils to enhance the availability of affordable housing across the state.
- Council officers attend the Central Highlands Integrated Family Violence Committee (CHIFVC) meetings. The Central Highlands Integrated Family Violence Committee exists to strengthen, integrate and improve the family violence system in Central Highlands, and to help end family violence. They do this through harnessing system leadership and expertise, creating value for the family violence system, advocating for Central Highlands and with Central Highlands, and addressing family violence in our communities.

3. Outline how Moorabool Shire Council can most effectively collaborate with State and Federal governments to reduce the numbers of people living in MSC without a home, and identify what mechanisms are available to Council to reduce homelessness.

a) Collaboration with State and Federal governments

- Advocate for Increased Funding and Resources
 - **Grants and Subsidies:** Advocate for funding through initiatives such as Victoria’s Big Housing Build and federal programs like the National Housing, Homelessness Agreement (NHHA), Housing Australia Future Fund (HAFF).
 - **Long-Term Commitments:** Push for sustained investment in social and affordable housing rather than short-term fixes.
- Align with Broader Strategies
 - **Policy Integration:** Ensure local homelessness strategies align with state and federal priorities, such as the Victorian Homelessness and Rough Sleeping Action Plan.
 - **Shared Data and Insights:** Share local data on homelessness trends to inform state and federal decision-making.
- Service supports and programs
 - **Outreach and Support Services:** Support programs offering mental health support, addiction services, and employment pathways.
 - **Transitional Housing:** Work with state and federal bodies to increase the availability of temporary and transitional housing.

b) Mechanisms available to Council to reduce homelessness

- Policy and Planning Tools
 - **Inclusionary Zoning:** Implement policies requiring affordable housing in new developments.
 - **Affordable Housing Contributions:** Negotiate with developers to include affordable housing as part of the rezoning of land and planning permit approvals for multi dwelling developments.
- Leverage Council-Owned Assets
 - **Repurposing Land:** Identify and repurpose surplus Council-owned land or buildings for emergency accommodation or affordable housing.
 - **Partnerships for Development:** Partner with community housing providers to develop affordable housing on Council land through sale or via long term leases of Council land assets.
- Service provision and support
 - **Crisis Accommodation:** Partner with service providers to provide emergency shelter for those in immediate need.
 - **Wraparound Services:** Partner with service providers to offer integrated support, including housing advice, financial counselling, and referrals to state and federal services.

- Community Engagement and Education
 - **Awareness Campaigns:** Educate residents about homelessness causes and solutions to build community support.
 - **Volunteer Mobilisation:** Partner with local groups and service providers to provide food, clothing, and other essentials to those in need.
- Local Data Collection and Monitoring
 - **Homelessness Audits:** Regularly collect and analyse data to understand the scale and causes of homelessness in the Shire.
 - **Reporting to State and Federal Levels:** Use this data to inform advocacy efforts and secure targeted funding.

c) Examples of Effective Collaboration

- **Affordable Housing Partnerships:** Collaborate with Homes Victoria to develop long-term affordable housing projects in the Shire.
- **Integrated Services Hubs:** Partner with state services to establish hubs that combine housing, healthcare, and employment support in one location.
- **Advocacy Alliances:** Join regional councils and organisations to form a unified voice advocating for homelessness solutions.

4. Information on services and assistance that is available to support those people experiencing homelessness (or at risk of homelessness) with housing, food and other welfare support, and identify how MSC can best support these organisations.

- Moorabool Shire website has a page titled 'Health Providers and Social Support' that provides information regarding homelessness services, local food relief options, financial support and other welfare agencies. This information is updated annually, and as new information is available.
- Council offers a Community Grants Program that provides over \$270,000 annually to support local community groups and not-for-profit organisations. While the program does not specifically target homelessness services, organisations addressing homelessness may be eligible to apply if their projects align with the grant criteria. For instance, Community Strengthening Grants support community programs, activities, and initiatives with funding up to \$5,000, which could potentially include projects aimed at assisting individuals experiencing homelessness.
- Council officers attend the Inter-Council Affordable Housing Forum (ICAHF) through which councils collaborate on initiatives such as the Victorian Local Government Social and Affordable Housing Position Statement, which outlines collective priorities and strategies to tackle housing affordability issues. The forum also engages with state and federal governments to advocate for policy reforms and sustainable funding solutions.
- Additionally, the ICAHF organises events and workshops to facilitate discussions on affordable housing topics, providing a platform for councils to share experiences and best practices. For instance, the forum has collaborated with the Eastern Affordable Housing Alliance to host meetings focused on regional housing challenges. By fostering inter-council collaboration, the ICAHF aims to develop effective strategies and advocate for policies that increase the supply of affordable housing, thereby improving community well-being across Victoria.

- Council plays a key role in land use planning and development. As the Responsible Authority for the assessment of planning permit applications against the Moorabool Planning Scheme, Council makes decisions about the types of residential developments delivered within the municipality. Through the preparation of planning scheme amendments, Council can introduce new local policy or residential zones that encourage different types of dwelling stock that may be more affordable (e.g., apartments) in appropriate locations. Council can also negotiate where possible Affordable Housing contributions where the development or rezoning of land results in a significant uplift in accordance with the objectives of the Planning and Environment Act 1987 and this Policy.
- Officers are currently actively encouraging the introduction of affordable housing through live Planning Scheme Amendments where the proponents are being asked to demonstrate how they are addressing affordable housing options and how those lots can be incorporated into large scale developments.
- Officers have commenced a review of the Social and Community Planning Program. This review will have an output to produce a Partnership Framework model. This model will aim to identify gaps in service delivery within the municipality, such as ensuring our community has access to food supply services. The framework will provide guidance on how officers will seek partners for identified service shortfalls that our community require access to.

5. Outline how Moorabool Shire Council can ensure that Council Officers are equipped with appropriate knowledge and resources to respond effectively and consistently to reports of homelessness in the Shire.

Council and Council Officers play a supporting role:

- Engaging community members at risk of or experiencing homelessness with Child and Family Services (CAFS) Bacchus Marsh as the first point of contact to ensure timely and effective triaging of needs.
- Advocating in partnership with Housing Providers and Central Highlands Integrated Family Violence Committee (CHIFVC) for an increase in investment in short, medium and long-term accommodation options to support women and children who are experiencing family violence and at risk of or experiencing homelessness. Advocate for locally based solutions to ensure women and families are not removed from their communities, schools and support networks where possible.
- Continuing to engage with foodbanks and relief agencies to identify and support initiatives in response to evolving community needs.
- Engaging with agencies to explore funding for initiatives including food buses, access to shower and washing facilities, and outreach services for people who are homeless or at risk of homelessness.
- Advocating for increased presence of Government agencies to reduce the burden on community members who lack transport or finances to travel outside of Moorabool for critical services such as Centrelink, Medicare, Financial and Legal.
- Partnering with Ballarat & Grampians Community Legal Service (BGCLS) who provide timely and early legal assistance to stabilise vulnerable families and support those affected by family violence at the Darley Early Years Hub and West Maddingley Early Years and Community Hub one day per fortnight. Ballarat & Grampians Community Legal Service have been providing free legal services for 35 years and their priority client groups include

people experiencing, or at risk of, family violence; and/or homelessness; and residing in rural or remote areas.

Council staff currently have the following processes in place:

- Council's Community Connections and Wellbeing team continue to update and provide referral pathway information for Council staff to triage community members identified as homeless or at risk of homelessness.
- Council officers are directed to liaise directly with known homelessness support services that service Moorabool Shire, to ensure that community experiencing homelessness or who are at risk of homelessness receive access to a range of supports.
- Council's Website includes information for staff and the public about a range of support services including homelessness services and financial support services.

6. Identify how MSC can enhance community understanding about the causes of homelessness and local support services.

In addition to information provided on Council's website the following activities could be undertaken, should Council consider it a priority:

a) Community Education Campaigns

- **Local Campaigns:** Use radio and local newspapers to highlight the challenges and available solutions.
- **Content Creation:** Share infographics, videos, and articles on social media and community platforms explaining factors like economic instability, mental health challenges, and housing shortages.

b) Partner with Local Organisations

- **Collaborative Efforts:** Partner with homelessness and housing services, advocacy groups, and charities to amplify messaging.
- **Highlight Services:** Spotlight local organisations offering assistance and how the community can support them.
- **Development of the Municipal Public Health and Wellbeing Plan (MPHWP):** Council must consult with the community, local organisations and relevant stakeholders during the planning process to ensure the MPHWP reflects local health needs and priorities. It must also address the social, economic, and environmental factors that affect health and wellbeing such as housing, education, employment, and climate change.

c) Engage Schools and Universities

- **Volunteer Opportunities:** Encourage youth participation in local support initiatives.

d) Leverage Media and Storytelling

- **Humanise the Issue:** Share personal stories of individuals who have experienced homelessness to foster empathy and understanding.

e) Community Events

- **Promote Awareness:** Promote events that are connected to Council's Health and Wellbeing Plan that also educate participants about homelessness.

f) **Advocate for Systemic Change**

- **Public Policy Forums:** Educate the community on policies affecting homelessness and how they can advocate for change.
- **Empower Advocacy:** Encourage letter-writing campaigns or petitions to state and federal government for more housing and support funding.

7. **Identify how Moorabool Shire Council can advocate for the provision of additional social and affordable housing options in Moorabool Shire.**

Moorabool Shire can advocate for additional social and affordable housing options by employing a combination of strategic planning, partnerships, and community engagement, for example:

- **Housing Strategy:** Create a Housing Strategy that prioritises social and affordable housing, identifies key areas for development, and integrates housing with transportation and employment hubs.
- **Inclusionary Zoning:** Incorporate policies requiring a percentage of new developments to include affordable housing.
- **Advocacy for Funding:** Actively seek grants and funding from state and federal governments for affordable housing projects.
- **Collaborate on Policies:** Align local plans with broader government strategies, such as Victoria's Big Housing Build initiative.
- **Incentives for Developers:** Offer incentives such as reduced planning fees, fast-tracked approvals, or density bonuses to developers who include affordable housing in their projects.
- **Support Community Housing Providers:** Partner with non-profit housing organisations to develop and manage social and affordable housing stock.
- **Identify Public Land:** Audit Council-owned and Crown land to identify opportunities for social and affordable housing development.
- **State Advocacy:** Lobby for reforms such as increased social housing funding, rental protections, and policies that encourage social and affordable housing investment.
- **Planning Framework:** Advocate for state planning laws that make it easier to prioritise social and affordable housing in regional areas like Moorabool Shire.
- **Education Campaigns:** Address misconceptions about social and affordable housing and its benefits for the broader community.
- **Community Consultation:** Engage residents early in the planning process to build consensus and reduce opposition.
- **Data-Driven Advocacy:** Use local housing and population data to highlight the urgent need for social and affordable housing and guide decision-making.

MINUTES



Maddingley Park Advisory Committee

Advisory Committee Meeting
 Monday, 7 October 2024 at 5.15pm
 Maddingley Park Football/Cricket Pavilion

ATTENDEES		
Member		
Chloe Beech, Coordinator Sport and Active Recreation		
Travis Kirwood, Manager Community Development and Activation		
Shane Cook, Bacchus Marsh Football Netball Club		
Barry Miller, Bacchus Marsh Football Netball Club (apology)		
Scott Wakefield, Bacchus Marsh Cricket Club		
Ben White, Bacchus Marsh Lawn Tennis Club		
Rod Ward, Councillor		
Moirra Berry, Councillor (apology)		
David Krajlik, Bacchus Marsh Cricket Club (apology)		
Shane Jenkins, Bacchus Marsh Lawn Tennis Club		
John Cranwell, Friends of Maddingley Park (apology)		
Shannon Nixon, Bacchus Marsh Football Netball Club		
MINUTES		
1. Items of Business		
1.1	Welcome <ul style="list-style-type: none"> Acknowledgement of Country <i>Council respectfully acknowledges the Traditional Owners of the land which includes the Wurundjeri Woi Wurrung, Wadawurrung and Dja Dja Wurrung people. We pay our respects to the Elders past, present and emerging.</i> Apologies Confirmation of previous Minutes <i>Previous minutes accepted.</i> 	CB
1.2	Update on Action List Discussion around issues, concerns and opportunities identified for the park. <i>Request for action items to be reviewed. Some actions marked as completed have not been finalised.</i>	All
1.3	Election Commitment – Netball Courts <ul style="list-style-type: none"> Update on current status of netball design and next steps <i>BMCC willing to explore options of relocation of cricket nets if an alternate location for the nets that is suitable can be sought.</i> 	CB

	<p>ACTION - Council Officers to contact Master Plan consultant to explore alternative options. BMCC to also provide suggestions for possible locations.</p> <p>Park map with overlay of nets to be explored and circulated to groups.</p>	
1.4	<p>Maddingley Park Playground</p> <ul style="list-style-type: none"> Due to commence engagement process and community consultation around renewal of playground. <p>Engagement plan has been created. Once caretaker period has concluded, the engagement process can commence.</p>	CB
1.5	<p>General business</p> <p>Change over between football and cricket season has occurred. Recreation Officer to undertake a walk through of the facility with both FNC and CC.</p> <p>Master Plan – once alternative options have been explored and amendments made, the master plan will need to be re-validated through Council.</p> <p>Note the DDA access issues in the BMLTC pavilion. Explore options to have the building assessed to determine what upgrades can take place – relating to heritage items.</p>	All
2.	<p>Next Meeting</p> <p>Monday, 2 December 2024 at 5.15pm – Maddingley Park</p>	



Maddingley Park Advisory Committee Action Sheet

Updated 8 October 2024

ACTIONS (CURRENT)				
Number	Action	Responsible Person	Status	Comments
27	Maddingley Park Rotunda. Damaged and awaiting repair.	Chloe Beech	Ongoing	<p>19 June 2023 – Assets has provided an update that they are currently investigating the repairs for the rotunda and gathering required quotes as per Council procurement policy. It is recognised that the rotunda has heritage factors associated with it, which makes its repair more difficult as it cannot be done quickly or cheaply, to ensure its consistency and state is retained.</p> <p>Assets is aware of the ongoing damage that has occurred but does not have an adequate solution for the issue.</p> <p>24 July – Assets has advised this matter now sits with Heritage Advisor who is putting an action plan and sit proposal together, along with urgent actions to stop any further damage. These documents will be used for a future Council budget proposal.</p> <p>Dec 5 – Update requested on Dec 4 meeting. Action moved back to “current section and request to be set for update on status of rotunda condition and applications for maintenance.</p> <p>February 8, 2024 – update to be provided at next meeting.</p> <p>May 7 – Report on rotunda condition included with distribution of minutes, agenda and actions.</p> <p>October 7 – improvements to be submitted as part of 25/26 budget for capital improvements due to high cost related to heritage elements.</p>
43	Community Activation to begin developing a long-term plan for the redevelopment of the tennis clubhouse.	Chloe Beech	Ongoing	<p>May 7, 2024 – Action to be confirmed pending information stemming from other items related to the tennis pavilion. Action will ultimately sit with Asset Management team due to complicated nature of facility.</p> <p>October – ongoing discussions.</p>



ACTIONS (COMPLETE)				
Number	Action	Responsible Person	Status	Comments
27	Maddingley Park Rotunda. Damaged and awaiting repair.	Chloe Beech	Complete	<p>19 June – Assets has provided an update that they are currently investigating the repairs for the rotunda and gathering required quotes as per Council’s procurement policy. It is recognised that the rotunda has heritage factors associated with it, which makes its repair more difficult as it cannot be done quickly or cheaply, to ensure its consistency and state is retained.</p> <p>Assets is aware of the ongoing damage that has occurred but does not have an adequate solution for the issue.</p> <p>24 July – Assets has advised this matter now sits with a Heritage Advisor who is putting an action plan and site proposal together, along with urgent actions to stop any further damage. These documents will be used for a future Council budget proposal.</p>
30	Taverner Street Footpath works	Nicholas Sluggett	Complete	<p>8 August 2023 – BMLTC is requesting clarity on a number of items around the footpath being constructed along Taverner Street.</p> <p>The responsibility for maintenance and care of the nature strip between the footpath and car parks?</p> <p>The responsibility of maintenance for the area of grass/dirt between the path and the tennis club fence?</p> <p>Whether trees are still being planted along the path on the carpark side, and what trees they might be as they could affect the growth of the grass on the tennis courts through loss of sunlight exposure?</p> <p>18 September – No response yet received from MSC projects team regarding questions sent through. Including additional questions regarding space between footpath and clubs’ main entrance.</p> <p>October 5 – No update from projects.</p> <p>November 8 – Projects have responded to all questions, and these have been forwarded to relevant groups.</p> <p>This project is still being completed. Projects has committed to sealing gravel area outside of tennis club entrance and informing the club of decisions on tree location and species once made, before planting, for club input. Council will be responsible for maintenance for all areas outside of club fence along Taverner Street</p> <p>December 5 – Tennis club requested proactive involvement in process to reduce risk of poor tree selection and likely issues with planning and maintenance.</p> <p>May 3 2024 – No Updated yet received from projects or status of footpath works and possible tree planting. Re-</p>



ACTIONS (COMPLETE)				
				committed to ensuring tennis club involvement in any decision on trees that are adjacent to the club.
31	Friends of Maddingley Park raised a concern around Rose Bushes growing along the fence line of Taverner Street.	Nicholas Sluggett	Complete	14 August - Governance contacted to ascertain liability and responsibility. 18 September – Governance confirmed risk and liability is entirely Council's.
37	Community Activation to confirm with Building Maintenance team if Tennis Clubhouse is still planned to have asbestos removed in the future.	Nicholas Sluggett	Complete	May 7, 2024 – Assets confirmed that pavilion was on previous asbestos removal program but was not completed due to budget constraints. Assets have confirmed they are applying for a renewal of the program, which includes the tennis pavilion. The club will be contacted prior to any works to assist in planning to reduce likely impacts.
38	Community Activation to confirm with Projects team the schedule and delineation of tennis clubhouse development separate from Masterplan.	Community Activation Team	Complete	May 7, 2024 – Currently there is no intent to redevelop the tennis club pavilion in the adopted Master Plan. Community Activation to confirm with Assets team around delineation of works and grant applications for the pavilion moving forward, particularly for larger scale works.
39	Community Activation to Investigate any available grants around public water stations from Western Water.	Chloe Beech	Complete	May 7, 2024 – There is currently a grant available open to Community Organisations from Western Water. The BMLTC are encouraged to review and investigate if they have an appropriate project. Community grants Greater Western Water (gww.com.au) https://www.gww.com.au/sites/default/files/2024-02/Thriving%20Communities%20%E2%80%93%20community%20grant%20guidelines%202024.pdf
40	Community Activation to request information on plumbing audits from Building Maintenance Team for Tennis pavilion.	Nicholas Sluggett	Complete	May 3, 2024 – Community Activation sent request to Asset Management team via Service Request 68807 for information regarding a plumbing audit being completed on the tennis club pavilion, or information being shared of the current knowledge of the plumbing system. Assets confirm it may take some time to gather the requested information May 14 – Assets has confirmed they do not possess the information requested and it would only be gathered in the context of a new project for the pavilion which affected the system. This would be included as part of any upgrade to the plumbing works. These grants/application can be submitted



ACTIONS (COMPLETE)				
				without this detailed information.
41	Chloe to follow-up on weeds and footpaths in the rose garden around the rotunda with Parks & Gardens team.	Chloe Beech	Complete	<p>May 7, 2024 – Service Request 69219 has been submitted to the Parks and Gardens team for the upkeep of the area around the rotunda.</p> <p>June 4 – Included as part of Action 27 and overall repair and strategy for rotunda area.</p>
42	Community Activation to investigate items within Maddingley Park on the Council Asset Register and possible process for acceptance with Governance team.	Nicholas Sluggett	Complete	<p>May 3, 2024 – Community Activation has contacted the Governance team for a list of current items at Maddingley Park included on Councils Asset Register. Community Activation also requested information of how to request and possibly transition new items onto the register and what processes might be involved in this.</p> <p>June 4 – Assets department confirm items of interest included on register.</p>
44	BMFNC and BMLTC to provide written feedback on proposed advising if support is provided. All options attached to minutes.	BMFNC & BMLTC	Complete	8 August 2024 – Feedback provided. BMFNC Does not support Council proposal options.
45	Council to update BMFNC on completion of oval and permitted use for training hours.	Chloe Beech	Completed	8 August 2024 – Oval assessment completed. Minor works required to make oval safe for use. If BMFNC still interested in use of the facility during 2024, a meeting can be organised to discuss use.
46	Council to follow up internally and report back once schedule for covering wickets is confirmed.	Nicholas Sluggett	Completed	<p>Schedule is expected to occur no later than September 24/25. Council will continue to liaise with Football clubs to try and ensure an earlier removal of the covers, if possible</p> <p>LM has communicated scheduling to clubs.</p>
47	Council to meet with BMLTC to discuss options for a formalised agreement.	Chloe Beech & BMLTC	Completed	8 August 2024 – Discussion has occurred. BMLTC to respond to Council around preferred agreement moving forward.

MINUTES



Maddingley Park Advisory Committee

Advisory Committee Meeting
 Monday 2 December at 5.15pm
 Maddingley Park Pavilion

ATTENDEES	
Member	Apologies
Chloe Beech, Coordinator Sport and Active Recreation	Shane Cook, Bacchus Marsh Football Club
Travis Kirwood, Manager Community Development and Activation	Ben White, Bacchus Marsh Lawn Tennis Club
Shane Jenkins, Bacchus Marsh Lawn Tennis Club	Barry Miller, Bacchus Marsh Football Netball Club
Shannon Nixon, Bacchus Marsh Football Club	John Cranwell, Friends of Maddingley Park
Scott Wakefield, Bacchus Marsh Cricket Club	
Moira Berry, Councillor	
Steven Venditti-Taylor, Councillor	
MINUTES	
1. Items of Business	
1.1 Welcome	CB
<ul style="list-style-type: none"> Acknowledgement of Country <i>I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present and emerging, and the Aboriginal Elders of other communities who may be here today.</i> Apologies Confirmation of previous Minutes Confirmed and accepted 	
1.2 Update on action list	CB
Discussion around issues, concerns and opportunities identified for the park. -Rotunda repairs will be considered in the 2024-25 capital improvement plan due to costs involved with repairing heritage elements. -Officers inspected the tennis clubhouse to explore heritage considerations and options for accessible and DDA compliant upgrades. Officers proceeding to seeking quotes for an access audit of the clubhouse.	
1.3 Current projects	All
<ol style="list-style-type: none"> Netball court planning Alternative options outlined by master plan consultant Currently working with the consultant on providing alternatives for relocating the cricket nets elsewhere onsite, to allow for design for a netball court in current cricket nets location. Engagement with clubs will occur once all options are finalised. Maddingley Park Playground engagement 	

Site meeting with Michael Tudbull has occurred onsite who provided extensive background and information on all parties that were involved with the design and construction of existing playground.
 The engagement plan and engagement activities for the design of a new playground will commence in the New Year.

1.4 General business

2. Next Meeting

2.1 2025 meeting schedule to be discussed

New series of meetings invite will be sent. Continue bi monthly on Monday's at 5.15pm.

End of term for committee members is approaching. Information around re-nominating and new nominations for the committee will be provided early in the new year.



Community Asset Committee Guidelines

January 2025



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Introduction

The Community Asset Committee Guidelines are designed to provide a handbook for Council delegated Community Asset Committees to refer to whilst conducting their regular operations. The Guidelines outline the responsibilities of Community Asset Committees (CACs) and provide guidance on situations Committees regularly encounter. They act as the first point of call for any questions pertaining to Committees. Alongside these guidelines, template forms are provided to support Committees in their day-to-day operations. The guidelines have also been designed to streamline processes within Council, by providing supporting resources and forms for CACs which can be submitted to Council and followed up internally.

What is a Community Asset Committee?

A Community Asset Committee is a Committee that has been delegated the duties, functions and powers of Council, to manage a specific community asset (such as a public hall, recreation reserve or heritage facility) within the municipality. The Committee consists of individual community members who, once endorsed by Council, have the power as a collective to manage an asset on behalf of Council. The Committee's term of appointment aligns with a four-year Council term.

When exercising a delegated power, duty or function in accordance with their Instrument of Delegation, a Community Asset Committee effectively "is the Council". All Community Asset Committees must comply with the rules for Community Asset Committees within the Local Government Act 2020. This includes delegation limits, meeting arrangements and conflicts of interest.

Community Asset Committees were formerly known as Special Committees, Committees and Section 86 Committees under the Local Government Act 1989.

Scope of the Guidelines

These guidelines apply exclusively to Council delegated Community Asset Committees who are appointed by the CEO to manage a Council asset. The guidelines do not apply to incorporated entities, or to any other model of Council facility management.

Objectives of Guidelines

This guide seeks to:

- Support the correct establishment of Community Asset Committees;
- Support the Community Asset Committees to manage public halls, recreation reserves and heritage facilities;

in accordance with the Local Government Act 2020 (the Act).

Related Legislation/Policies/Guidelines

- [Local Government Act 2020](#) and supporting regulations;

- [Conflicts of Interest Guidelines](#) (Local Government Victoria);
- Council's Governance Rules;
- Council's adopted Local Laws;
- Council financial reporting requirements (including templates/policies);
- Councillor Code of Conduct;
- Procurement Policy;
- Bullying and Harassment Policy;
- Occupational Health and Safety;
- Working during Fire Danger Days and Flood and Storm Events Policy;
- Recreation Reserve Management Framework and all associated Policies.

Governance

1. Establishing a Community Asset Committee

1.1. Establishing Committee

New Committees or returning committees are established by a Council Resolution. The Resolution establishing a Committee is made at either an ordinary or special meeting of Council.

- a) All Community Asset Committees will be appointed to align with each Council Term (being four years) as a mechanism to support the Council in executing its duties.
- b) Existing Community Asset Committees will be reviewed for reappointment within six (6) months of the commencement of each Council term.
- c) Council will undertake an expression of interest process calling for community members as part of the appointment of the Community Asset Committees.
- d) Council's administration will provide details of the selection process to the community as part of the EOI process.
- e) The first meeting of a newly established Community Asset Committee, after Council Resolution, must be a Special Committee Meeting to appoint office bearers.

2. Membership and Office Bearers

2.1. Committee membership

- a) The membership of a Community Asset Committee is appointed by Council with consideration of the relevant stakeholders at the facility.
- b) Councillors and/or Council officers may only be appointed as non-voting advisors.
- c) Only those who reside or work within the municipality may be appointed to a Committee, except where Council has granted approval of a particular person.

Members outside the shire boundary must demonstrate a long-term connection to the Committees dedicated area or responsibility.

- d) There is no restriction on the number of terms a Committee member may serve as successful returning member. They will, however, still need to nominate as per the nomination process.
- e) If a Committee member is elected as a Councillor during their term on a Committee, that individual must resign their Community Asset Committee membership immediately.
- f) Committee members must hold a valid Working with Children Check and provide evidence to Council that Council is listed as their volunteer organisation.
- g) Committee members must complete the New Member Nomination Form and complete an online induction program as volunteers of Council.

2.2. Appointing members

- a) Where Council is appointing community members to a Community Asset Committee for a recreation reserve, public hall or other public facility with tenant sporting clubs or community organisations, those clubs or organisations will be encouraged to nominate representatives to serve on the Committee.
- b) Council remains responsible for making the formal appointment at a Council Meeting of the creation of the Committee.
- c) Where there are multiple user groups, no single user group is to maintain a representative majority on the Committee.
- d) User groups will be limited to:
 - a. A maximum of two members per active user group on a committee. An active user group is defined as a user group with a minimum of 6-month agreement every year.
 - b. A maximum of one member per new/emerging or casual user of the asset.
- e) Committees are required to submit nominations through the Member Nomination Form.
- f) Each nominee for Committee membership will be required to confirm that they:
 - Have not been convicted of any indictable offence;
 - Have not been convicted of fraud;
 - Have not been disqualified from acting as a director or acting in the management of a company;
 - Are not facing court proceedings for any criminal proceedings, including bankruptcy; and
 - Are not an undischarged bankrupt.
- g) No person nominated shall take office until appointed by Council.

2.3. Filling a vacancy

If a Committee requires to fill a vacant committee position, the following process must be followed:

- Proposed Committee member completes a Member Nomination Form;
- The Member Nomination Form is provided to the Committee Secretary for inclusion in the agenda of the next Committee meeting;
- The Committee is to consider the nomination and make a recommendation for the appointment of the nominee to Council in the minutes of the Committee meeting;
- The Committee forwards the Member Nomination Form and Committee minutes to Council for consideration;
- New Committee members will be appointed until the next term of the Committee's appointment.
- The CEO is delegated authority to appoint new committee members during the committee's term, only once the committee has appointed officer bearers.
- The CEO must provide an report to Council annually identifying any changes that have been made during that year.

2.4. Council Election Year

- During a Council Election year, Office Bearers will be required to continue in their roles for an extended term. This is expected to be an extension for up to 6 months. Excluding the following circumstance:
 - a. In the event of a resignation from an Officer Bearer role during the final year of the term, this role will be made available for any member of the committee to take responsibility for that role at the Annual General Meeting.
 - b. The CEO will approve the appointment for the period aligned to the timing to the end of the committee term.
- New Members will be able to join the committee via the filling a vacancy process.
- The Annual General Meeting will still operate as usual, however, to ensure consistency for future changeover, office bearer positions will not be spilled.
- The intent of the above process is designed to ensure a consistent management of the facility and ensure a smooth handover at the end of the term to the new managing committee or other party. All committee members seeking to continue into the next new committee, beyond the current term, will be required to nominate as per expression of interest process detailed 1.1. Establishing Committee.

As part of the process for advertising for Committee Membership, a detailed selection process will be provided to ensure transparency in decisions making for potential members.

2.5. Resignations

- a) If a committee member decides to resign, they must notify the Committee Chairperson or Secretary in writing immediately
- b) The committee member must hand back all records and equipment to the Committee within five business days.
- c) The Committee must notify Council of any resignations immediately via the committees@moorabool.vic.gov.au email.
- d) The Committee at its next meeting shall accept and record the resignation in its minutes.

2.6. Revoking individual membership

- a) The Council may at any time remove an individual member from a Community Asset Committee if it is deemed the member has breached Item 4.6. Code of Conduct, is acting outside the best interests of the Committee or Council, and/or outside the powers that have been delegated to the Committee. The individual member will be notified in writing of this decision with specific reasons identified.
- b) Further, a Committee member who is absent from four (4) consecutive Committee meetings without approval by the Community Asset Committee shall cease to be a member of the Committee.

3. Delegated Functions of a Community Asset Committee

3.1. Instrument of Delegation

- a) Delegation of a power, duty or function will be outlined within an approved Instrument of Delegation issued by the Chief Executive Officer.
- b) Without an approved formal Instrument of Delegation, a Community Asset Committee must not exercise any Council powers.
- c) The Instrument of Delegation will define what authority is given to the Committee with the following criteria:
 - Committee membership;
 - Expenditure limits;
 - Reporting requirements;
 - Other administrative considerations.

3.2. What does the Instrument of Delegation contain?

The role of the Committee will be as defined by the Instrument of Delegation. This will include:

- Compliance with specified governance requirements

- Entering into user agreements with users of the facility
- Managing the facility on a day to day basis and to resolve any disputes between various users of the facility
- Preparing draft forward plans for the development and improvement of the facility for consideration by Council when approving budgets
- Submitting to Council all required information/documentation
- Expending up to \$7,500 in an individual transaction, on any product or service directly related to the operation and/or management of the facility, in line with Councils Procurement Policy

The Committee will act as an agent of Council in managing the Council assets entrusted in the Committee's care by:

- Undertaking the management of the facilities on Council's behalf;
- Comply with the Local Government Act and other legislative, regulatory and delegated requirements as a representative of Council
- Undertaking improvements to the facilities subject to Council's approval;
- Ensuring the facilities are available for public use;
- Collecting rentals and charges from the users of the facilities by utilising Council's approved booking system;
- Expending funds according to the Instrument of Delegation, only to maintain and improve the facilities for the better use and enjoyment of the community and public; and
- Advising and collaborating with Council, obtaining approval prior to any major works or capital works*, to ensure compliance with legislative, approval and budgetary obligations.
- Working with Council officers to identify any high risks works, as defined by WorkSafe Victoria. Any planned works must be completed by a Council approved contractor.

* Major works or capital works are defined as new capital projects or alterations to the structure of the building. General maintenance is defined as the repair or replacement of existing building fixtures or fittings.

3.3. Limits to Delegation

- a) Whilst the Chief Executive Officer may delegate specific powers to a Community Asset Committee, there are strict conditions and limitations on what the Committee can and cannot do. These restrictions are detailed in the Committee's Instrument of Delegation. Examples of these restrictions include the prohibition of:
- Declaring a rate or charge
 - Borrowing money;

- Entering into contracts for amounts exceeding the limit set in the instrument of delegation;
 - Appointing paid roles to complete or undertake duties that are the responsibility of the committee;
 - Incurring expenditure beyond the limit set in the instrument of delegation.
- b) In addition, the Chief Executive Officer cannot allow a Community Asset Committee to delegate any of its responsibilities to others. For example, a Committee established to manage a Council facility cannot delegate its powers to approve expenditure to a single Committee member.
- c) The Committee's powers are strictly limited to the powers described in the Instrument of Delegation. Any decision made by the Committee that exceeds those powers, is invalid and could result in legal action by anyone who is disadvantaged as a result and/or the removal of the Committee.

3.4. Register of Delegations

The Chief Executive Officer must maintain a current register of delegations to Community Asset Committees. The register is maintained by the Democratic Support and Corporate Governance department and is available for public inspection.

3.5. Review of Delegations

- a) All Instruments of Delegation to Community Asset Committees will be reviewed within 12 months after a general election.
- b) Other regular reviews will be undertaken from time to time, including but not limited to :
- Assessing whether all the current Committees are required
 - Ensuring processes are being followed, such as Procurement or Probity, Conflict of interest management.
 - Reviews with a focus on determining if the current Committees are meeting their requirements as per Guidelines and/or written instruction from council officers
- c) Council may also monitor the performance of a Committee through the Audit and Risk Committee of Council, the Internal Audit Process or through the management of a Compliance Programme of work.
- d) It is important to note that whilst certain powers are delegated, Council must accept responsibility for the exercise of its powers, even when exercised by delegates.

3.6. Roles and Responsibilities of Committee members

a) Chairperson

The Chairperson is the elected presiding officer of the Committee. Committee members elect the Chairperson to preside over Committee meetings including the

administration and facilitation of effective management through prioritisation of goals and achieving objectives. The Chairperson should have demonstrable leadership skills.

The Chairperson is responsible for ensuring each meeting is planned effectively, conducted according to the requirements of Council and matters are dealt with in an orderly, efficient manner.

The Chairperson will:

- Communicate effectively with Council, Committee, user groups and the community;
- Represent the Committee to the general public and Council;
- Have sound knowledge and understanding of the Instrument of Delegation, these Guidelines and rules and duties of all office bearers;
- Be well informed of Committee issues and activities;
- Manage and guide conduct of Committee meetings (including Annual General Meetings), ensuring discussions are conducted fairly and not dominated by any members and/or exclude others;
- Ensure that all planning and budgeting for the future is carried out in accordance with the Committee and in the interests of the community;
- Give a casting vote when necessary.
- Ensure decisions impacting on users is clearly communicated to impacted parties.

b) Secretary

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Committee.

The Secretary will communicate effectively with all parties and is responsible for:

- Ensuring meetings are effectively organised and minuted:
 - Liaising with the Chair to plan meetings;
 - Receiving agenda items from Committee members;
 - Circulating agendas and reports;
 - Taking minutes;
 - Circulating approved minutes;
 - Checking that agreed actions are carried out.
- Maintaining effective records and administration including the management of:
 - Correspondence (received and sent);
 - Official documents;
 - Arrange archiving and storage of all Committee documentation;
 - Insurance policies;

- Audit insurance details of each club/user group on an annual basis and provide a copy to Council.
- Upholding the legal requirements of governing documents, local laws and Council guidelines (where relevant). Communicating any potential breach to Council as soon as reasonably practicable.

c) **Treasurer**

The role of the Treasurer is to manage all financial aspects of the Committee including:

- General financial oversight:
 - Comply with the financial administration rules outlined in the Committee's Instrument of Delegation;
 - Keep accurate and up-to-date records of all income and expenditure including, keeping a record of all GST paid and received;
 - Invoice user groups and hirers promptly (e.g. seasonal and casual hire);
 - Issue invoices for seasonal fees to all user groups six (6) weeks before the start of the season to allow a reasonable time for payment;
 - Be accountable for the Committee's petty cash;
 - Be fully informed about the financial position of the Committee at all times;
 - Adhere to finance policies and procedures as set out in the finance section of this guide.
- Funding, fundraising and sales;
- Financial planning and budgeting;
- Financial reporting:
 - Prepare and deliver the annual financial return for Council's financial reporting responsibilities under the Local Government Act;
 - Prepare and return the GST return form annually with the operational funding application.
- Banking, book-keeping and record keeping:
 - Ensure that adequate accounts and records are maintained regarding the Committee's financial transactions and promptly deposit all monies received in the Committee's bank account;
 - Prepare monthly bank account reconciliation statements for presentation at all Committee meetings.

d) **General Committee Members**

- All other committee members are required to ensure that due consideration is given to decisions that may impact on any user of the facility.
- Be an active and engaged member of the Committee and support the office bearers in their duties.

- Committees may elect to provide title positions to their structure, and people be appointed to those roles, to do this committees must:
 - a. Provide council officers an outline of the responsibilities being undertaken by that role.
 - b. Outline the process of appointment
 - c. Seek approval from Council to create the new position.

Council must then:

1. Review and if supported, seek approval from the CEO for creation of the new position
2. Communicate the outcome to the committee
3. Ensure that the change in position is captured as part of the report to Council, as set out in item 2.3.

4. Additional Responsibilities

In addition to acting in accordance with the Community Asset Committee Instrument of Delegation, Committees are also required to adhere to the following:

4.1. Statutory limitations

Any laws that limit the powers of Council, also apply equally to the Community Asset Committee.

4.2. No improper purpose or misuse

The provisions of the Act, which relate to misuse of position by Councillors apply equally to Committee members (section 123 of the Act, see below).

(1) A person who is, or has been, a Councillor or member of a Delegated Committee must not misuse his or her position—

(a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or

(b) to cause, or attempt to cause, detriment to the Council or another person.

Penalty: 600 penalty units or imprisonment for 5 years.

Circumstances involving the misuse of a position include:

- a) making improper use of information acquired as a result of the position he or she held or holds; or
- b) disclosing information that is confidential information; or
- c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
- d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or

- e) using public funds or resources in a manner that is improper or unauthorised; or
- f) participating in a decision on a matter in which the person has a conflict of interest.

4.3. Confidentiality

Pursuant to section 125 of the Act, a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff, must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information. 'Confidential Information' as defined by section 3 of the Act means:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;
- c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- g) private commercial information, being information provided by a business, commercial or financial undertaking that:
 - i. relates to trade secrets; or
 - ii. if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);
- i) internal arbitration information, being information specified in section 145;
- j) Councillor Conduct Panel confidential information, being information specified in section 169;
- k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- l) information that was confidential information for the purposes of section 125 of the Local Government Act 2020;

4.4. Conflict of Interest

Under section 130 of the Act, where a matter is being considered at a meeting of the Community Asset Committee, any member who has a conflict of interest in respect of a matter must disclose the conflict of interest in the manner required by the Council's Governance Rules; and exclude themselves from the decision-making process in relation to that matter, including any discussion or vote on the matter and any action in relation to the matter.

4.5. Disclosure of Potential or Verified Breaches

If a potential or verified breach of any statutory requirements have been identified, these must be reported to governance@moorabool.vic.gov.au as soon as reasonably practicable. Certain breaches are required to be reported to statutory authorities within specified timeframes and therefore, all information pertaining to the potential breach must be sent to Governance. A Governance Officer will follow up the potential breach with the reporting officer from the Committee.

4.6. Code of Conduct

All Committee members will be required to sign a Code of Conduct before being appointed. Committee members will be required to adhere to the Code of Conduct throughout their membership. Breaches to the Code of Conduct will be considered as per 2.7. Revoking individual membership.

4.7. Disputes

Where any dispute arises, either in general or at a Committee meeting, the matter shall be referred to Council in writing and any decision made by the Council shall be final. If you require guidance on conflict resolution, please contact Council via committees@moorabool.vic.gov.au

5. Revoking Delegation/End of Term

5.1. Revoking delegation

Council may determine at any time to remove an existing Committee.

Reasons for revoking a Community Asset Committee delegation may include:

- The function previously undertaken by the Committee is no longer required;
- Council deeming that it would be more beneficial to the community to have Council staff manage the asset;
- Council is unable to manage the risks associated with the activity being undertaken by the Committee;

- The Committee has acted inappropriately or in a manner which poses reputational damage or financial loss to Council;
- There is evidence of support for disbandment of the Committee at a local level;
- The Committee is not performing the required function or adhering to statutory or Council requirements;
- The Committee has operated outside the limitations of its Instrument of Delegation;
- The Committee is unable to meet its requirements under this Guideline.

Should Council seek to terminate a Community Asset Committee and revert to a different form of management of the facility, this must be done via a Council Resolution. The committee will be notified in writing of this decision with specific reasons identified, and where possible, reasonable notice.

Council may opt to end a Committee for any reason, however failure to hold a core membership of a minimum of five (5) members with all office bearer roles filled, will result in cessation of the committee, unless Council has provided a previous exemption based on particular circumstances.

5.2. End of Term/Cessation of Committee

The outgoing Committee will:

- Balance the accounts;
- Arrange the transfer of existing funds to either the new Committee or Council which will require approval from the Committee's existing account signatories;
- Advise the incoming Committee/Council of any issues, ongoing projects and committed funds;
- Make all financial, administrative and operational records available to the incoming Committee or Council.
- Ensure that any commitments or contracts align to the end of Committee term.
- In the event of cessation, transfer all committee funds, records, assets and keys which remain Council property to Moorabool Shire Council. All committee funds transferred to Council are to be spent on the community asset.

6. Meeting protocols

6.1. Appointing a Chairperson

The members of the Community Asset Committee must appoint a Chairperson in accordance with 3.6 Roles and Responsibilities of Committee members. In the absence of the Chairperson at any meeting, the members present must appoint a temporary Chairperson and include this within meeting minutes. Councillors (or any other advisory member) are not eligible to act as a temporary Chairperson.

6.2. Meeting types

Conduct of meetings must comply with the Act, any adopted local law, Council Governance Rules and any relevant Council resolutions.

Annual General Meeting

- a) Committees will hold an annual general meeting for the purposes of:
 - i) Appointing committee office bearers, excluding final year of term.
 - ii) Receiving and adopting the annual financial statement;
 - iii) Receiving and endorsing the annual report;
 - iv) Nominating user fees and charges, for consideration and endorsement by Council, for the next financial year, as per Councils adopted fees and charges;
 - v) Proposing the Committee meeting dates for the coming year, if Committee has a nominated Councillor representative (these can be amended but require a minimum of two weeks advertised public notice);
 - vi) Reviewing facility occupancy agreements (if required); and
- b) The annual meeting must be advertised to the community at least two (2) weeks prior to the meeting date.
- c) The Annual General Meeting is to be held between 1 August – 30 September.

General Meetings

- a) The Committee shall hold at least four additional meetings during the year on such dates as determined at the Annual General Meeting.
- b) Committee meetings must be advertised to the public at least two (2) weeks prior to the meeting (including on the facility's webpage and/or noticeboard). The secretary must submit copies of meeting minutes to Council at committees@moorabool.vic.gov.au.
- c) Committee meetings must be open to the public, unless relating to confidential matters.
- d) General items that must be included on a Committee agenda are as follows:
 - i) Open the meeting and welcome members
 - ii) Apologies
 - iii) Conflicts of Interest declaration
 - iv) Confirmation of minutes from previous meeting
 - v) Business arising from the minutes
 - vi) Accounts for payment and treasurer's report
 - vii) General business

- viii) OH&S, Risk Assessments & Emergency Procedures
- ix) Date of next meeting
- x) Closure of meeting

6.3. Quorum

A quorum for a Committee meeting is a majority of the members who comprise the Community Asset Committee. A minimum of 51% of members must be in attendance for a meeting to occur. This equates to a quorum, if a quorum is not achieved at a meeting, a Committee cannot make any decisions (i.e. move/resolve a motion).

6.4. Addressing the Meeting

- a) Any member or person who addresses the meeting must direct all remarks through the Chairperson.
- b) The Chairperson may address a meeting, however if the Chairperson wishes to debate a particular motion or move any motion or amendment, or address any matter under discussion, the Chairperson must advise the Committee of that intention and vacate the Chair on such occasions for the duration of the item under discussion.
- c) If the Chairperson vacates the Chair, members will appoint a member to act as temporary Chairperson until the item has been voted on.

6.5. Making Decisions/Motions

- a) A member of a Committee can put forward an issue (move a motion) for the decision of the Committee. The Chairperson will call for another Committee member to agree (or second) the motion. The motion should be voted on by the Committee, even if everyone is in agreement.
- b) A Committee can only make decisions (i.e. move/resolve a motion) if a quorum is present.
- c) All committee decisions (resolutions) must be recorded in meeting minutes

6.6. Voting

- a) A motion before a Committee must be determined by majority vote of members present.
 - i) Should a majority not be achieved, the motion is lost;
 - ii) If the motion is not seconded, the motion will lapse for want of a seconder.
- b) All members (with the exception of Councillors and other advisors) of the Committee have voting rights, and each member has the right to one vote. The Chairperson shall have a casting vote, as well as a vote as a member of the Committee.

6.7. Minutes

- a) Unless otherwise resolved or required by law, minutes of Committee meetings and meetings requiring acceptance by Council, must not be available to the public until accepted by Council.
- b) Minutes of meetings must be kept as per the following requirements:
 - The Chairperson of a Community Asset Committee must arrange for minutes of each meeting of the Committee to be kept;
 - The Chairperson must submit the minutes of a committee meeting to the next meeting of the Committee for confirmation;
 - The minutes of a meeting of the Community Asset Committee must:
 - Contain details of the proceedings and resolutions made;
 - Be clearly expressed;
 - Be self-explanatory;
 - In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process.
- c) The reason for closing a meeting to the public must be recorded in the minutes of the meeting
- d) The following are required to be captured in the minutes are as follows:
 - The time the meeting started and finished;
 - The location of the meeting;
 - The names of the Committee members present;
 - The names of the Committee members not present/apologies;
 - The time of any arrivals and departures of members during the meeting;
 - Disclosure of any conflict of interest of any member;
 - A list of all items of business considered;
 - The exact wording of any motions moved, including the name of the mover and seconder;
 - A record of any or all members who supported or opposed the motion if requested by any member (division);
 - The results of consideration of any motions – carried, lost, withdrawn, lapsed, amended;
 - Details of any questions taken on notice;
 - Details of any deputations made to the Committee, or any guest speakers;
- e) Minutes do not need to include discussion prior to a decision. The purpose of minutes is to capture decisions and key information, they are not a transcript of the meeting.
- f) Minutes must not contain any disparaging commentary against any individual or group. Council reserves the right to redact any sentences or paragraphs which could

be perceived to do so. These issues should be raised privately via the relevant council communication channels.

- g) Confirmed Community Asset Committee meeting minutes are included in Council Meeting agendas and minutes and are therefore publicly accessible.

7. Reporting obligations and document management

Committees are required to report all financial aspects of their operation to Council. All Council Community Asset Committees are agents of the Moorabool Shire and are required to use Council's ABN for GST purposes.

7.1. Quarterly GST Return

All Committees are required to record and report on GST. GST is to be charged on all services provided by the Committee such as hire of facilities or equipment. GST can be claimed back on most of the goods and services that a Committee acquires during their business.

GST paid and received on all invoices is to be recorded and submitted to Council quarterly via a Council supplied GST Return Form.

7.2. Annual Report

Annual Reports are to be completed and forwarded to Council no later than 30 September for the period ending 30 June.

A copy of the 30 June bank statement/s is to be attached to the Annual Report.

Committees are required to submit their annual report to Council to receive operational funding for the following financial year.

7.3. Keeping of receipts

Receipts can fade, so it is a requirement to scan, take a photocopy or take photos as you receive and record them. Receipts are to be kept in accordance with requirements of the *Public Records Act 1973* for financial and data retention.

7.4. Storing corporate records

Council stores Community Asset Committee meeting documents and other forms submitted as per Council's internal document management processes.

Where a committee ceases to exist, and management of the Council facility is not assigned to another Committee, all records must be transferred to Council within one month of cessation of the committee.

7.5. Summary of reporting obligations

Requirement	Frequency	Supporting Template
Conduct Committee Meetings and forward Minutes to Council	At least four times per year	Agenda and Minute Template
Conduct a Committee AGM, appoint office bearers and forward Minutes to Council	Annually	Agenda and Minute Template
Complete Annual Report and forward to Council	Annually	Annual Report Form
Complete Annual GST Return and forward to Council	Quarterly	GST Return Form

8. Collection and use of personal information

Committees are required to ensure that any personal information it collects is managed in accordance with the 10 Information Privacy Principles (IPPs) as stipulated in Schedule 1 of the *Privacy and Data Protection Act 2014*. Committees are encouraged to contact Council regarding collection, storage and use of personal information to receive guidance via committees@moorabool.vic.gov.au.

8.1. Collection

Committees will only collect personal information necessary for the functions or activities of the committee. If a committee is required to collect personal information, it will only be collected by lawful and fair means and not in an unreasonably intrusive way. If it is reasonable and practicable to do so, personal information will be collected directly from an individual.

8.2. Use and Disclosure

Committees cannot use or disclose an individual’s personal information other than for the primary purpose for which it was collected unless one of the following apply:

- For a secondary purpose that the individual would reasonably expect.
- Where we have the individual’s consent; or
- Law enforcement purposes and to protect safety.

8.3. Data Security

Committees will take all necessary steps to ensure that personal information is stored safely and securely to protect from misuse, loss, and unauthorised modification and disclosure.

8.4. Sensitive Information

Subject to exclusions contained within the *Privacy and Data Protection Act 2014*, a committee will not collect sensitive information about an individual unless:

- the individual has consented; or
- the collection is required under law; or
- the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns
 - is physically or legally incapable of giving consent to the collection; or
 - physically cannot communicate consent to the collection; or
- the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

Day-to-day Facility Management

9. Hire Agreements and Usage Fees

9.1. Agreements at Recreation Reserves

A seasonal agreement provides a sports club and/or association with a permit to use a sports facility for an agreed period, providing certainty of tenancy. Seasonal agreements do not provide user groups with exclusive occupancy rights to a facility except on dates and times specified in the licence, therefore encouraging multi use of facilities.

To be eligible to enter into a seasonal agreement for use of Council's recreation reserve facilities, user groups must be a registered business or incorporated identity, as per the Associations Incorporation Act 2014 and have Public Liability Insurance to the value of \$20,000,000 or as otherwise determined by Council's insurers. The user groups must also not be in arrears with fees and charges or payments stipulated in an agreed repayment plan. User agreement requests are to be submitted to and processed by the Committee.

Seasonal sports ground allocations will be made on a six (6) monthly or sport season basis for both training and match play purposes.

Seasonal allocation applies to the following dates in each year.

Winter Season: 1 April – 30 September

Summer Season: 1 October – 31 March

An example of typical use might be Tuesday and Thursday evenings for training and Saturday/Sunday afternoons for competition. Requests for use outside of a seasonal agreement must be made by the group and approved by the Community Asset Committee.

Unless a longer term is agreed under a Licence Agreement with Council, seasonal allocation of sportsgrounds is not guaranteed from year to year and will be subject to the seasonal application process or terms of the Licence Agreement. Seasonal allocations are subject to sportsground fees and charges as scheduled, utility charges

and costs relating to supporting infrastructure specific to their sport i.e. floodlighting, turf wickets and maintenance fees where appropriate.

9.2. User Agreements

User Agreements are formal agreements designed to facilitate the conditions for managing expectations between the Community Asset Committee and a user who has consistent usage of a facility over a specified time period, such as a sporting club or dance group. User Agreements should cover six months for seasonal sports but may be annual for other user types.

9.3. Casual Use Agreement (CUA)

A CUA is generally issued to a school, casual user, an event or Community groups, to confirm a particular facility for specified activities and times. These agreements are normally best for one off usage or a sequence of one off uses that are not permanent in nature. CUA requests are to be submitted to the Committee and assessed on a case by case basis.

Casual or one-off use will be managed via a Casual Use Agreement. Commercial, incorporated or school use applicants must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer.

When allocating casual usage of Council's sports fields and halls the following criteria will be considered:

- Applicant's history within the municipality;
- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

9.4. Fees and Charges

Council sets the fees and charges for hiring its facilities in conjunction with the Community Asset Committee. The Committee nominates a hire fee structure for consideration and endorsement by Council, for the next financial year, as per Councils adopted fees and charges.

10. Council's Insurance Cover

All activities shall be undertaken in a manner which reduces the risk of harm or material loss occurring to the facility, users and visitors.

Requests for compensation for loss/damage/injury, arising from the authorised use of a Council facility, are to be made using the Incident Report Form, providing as much detail as possible. Details should include the date, time and cause of the incident, plus any details of witnesses. This information is to be forwarded to committees@moorabool.vic.gov.au.

10.1. Public Liability Insurance

Council has public liability insurance that covers the Committee in its role of managing the facility/venue in accordance with its Instrument of Delegation. This insurance covers the Committee in the event of an injury to, or damage to the property of a third party whilst using a facility managed by the Committee.

Additional volunteers (who are not appointed Committee members) who have been added to the volunteer log and are undertaking an approved task as outlined by the Committee in line with the Instrument of Delegation, are covered by Council's public liability insurance.

Community Asset Committees are unable to comment on the aspect of, or determination of, liability with respect to any loss/damage/injury. Under no circumstances should the Committee or its members admit liability with respect to any loss, injury or damage. The Committee must obtain and record as much information as possible, including statements and photographs, relating to the circumstances of the incident to enable a fair and equitable assessment of the event.

10.2. Building/ Property Insurance

All public halls, shared pavilions, club rooms and building structures at Recreation Reserves used by seasonal tenants, and some associated structures including any coaches' box, scoreboards, playgrounds, and storage sheds, are covered under Council's insurance policy. Council owned buildings and structures are listed on Council's Corporate Asset Register and are covered by Council's insurance. Committees can update Council on assets held by the committee via their Annual Report.

Committees are to notify Council via committees@moorabool.vic.gov.au immediately, of any damage to buildings or property. In the event of malicious damage, including forcible entry or theft, the Committee is required to obtain a Police report as soon as possible, after the incident.

10.3. Personal Accident Insurance

Committee members are covered for personal accident insurance whilst acting in the capacity of a Committee member. The policy covers the Committee members performing tasks and activities relating to the management of the facility in accordance with the Instrument of Delegation.

Volunteers are covered only if the Committee has a register of names, dates and nature of the activity prior to the undertaking of said activity on behalf of the Committee (including working bees, fund raising). The Committee must use the volunteer registration form to capture volunteer information. This should be retained for insurance purposes and provide it to Council as part of the Committees reporting. Members and Volunteers names will be made public as part of Committees reporting processes.

10.4. Contents Insurance

Council owned contents are covered by Council's insurance policies, however there are thresholds in place which specifies the minimum value of each claim. Council will provide information on relevant thresholds from time to time when policies change. Policy thresholds are often very high and individual items that are lost or damaged, which fall below the value of these thresholds may not be eligible to be claimed.

Contents owned by user groups or casual hirers and not forming a fitting or fixture of the facility will not be covered under Council's insurance policy. User groups are to insure and take responsibility for their own property. For example; sporting equipment, trophies, artwork, bar and canteen stock, bar equipment etc.

Personal belongings, money and private property brought onto the premises remain the property of the user group, and are not insured by Council.

The Committee is not permitted to enter insurance policies on behalf of individual user groups.

10.5. Insurance Cover Requirements for Hirers

All commercial or incorporated hirers of Council buildings are required to have public liability insurance and provide a Certificate of Currency to the Committee prior to the booking being accepted. The Committee must retain copies of Certificates of Currency on file, this may be done via the booking system. A copy of an invoice issued by an insurance broker or underwriter is not sufficient evidence that an insurance cover exists and cannot be used to secure a booking.

Council has a blanket public liability insurance cover to indemnify unincorporated or non-commercial casual hirers of its halls, and pavilions, with exclusions. Non-commercial hirers of Council owned, and controlled facilities are covered by Council's one-off public liability insurance cover. The hirer shall bear the first \$500 of each and every claim or series of claims arising out of any one Occurrence.

Please see the table below for a summary.

Hire Type	Insurance Requirements
Permanent and casual commercial*	<ul style="list-style-type: none"> Hirers are required to provide a valid current copy of their Public Liability insurance cover <p><i>*A hire is made commercial when it is advertised that anyone may attend for the price of a compulsory admission fee rather than a gold coin donation which is encouraged and optional.</i></p>
Permanent and casual incorporated	<ul style="list-style-type: none"> Hirers are required to provide a valid current copy of their Public Liability insurance cover
Unincorporated or Non-commercial	<ul style="list-style-type: none"> Hirers are covered by Council’s one-off public liability insurance cover*. The hirer shall bear the first \$500 of each and every claim or series of claims arising out of any one occurrence <p><i>*Cover exclusions apply, please read below.</i></p>

10.6. Casual Hire Cover Exclusions

The following activities are not covered by Council’s blanket public liability insurance.

- Any activities which are of a physical nature that involve the risk of injury e.g. martial arts and contact sports;
- Paid performances by all types of entertainers e.g. musical acts, magicians, public speakers or any person being hired to entertain guests at a private function. This also applies to educational public speakers who charge an entry fee;
- Amusement rides of any kind and inflatable recreation equipment, e.g. jumping castles;
- Animal Rides
- Commercial activities of any type (an activity becomes commercial when it is advertised that anyone may attend for the price of a compulsory admission/ participation fee);
- Any claims arising from, contributed to, or in connection with sexual and/or child assault, abuse, molestation or attempt.
- Security Personnel
- Child Minding/Child Care Services
- Stall Holder Sporting Activities- Personal injury or Property Damage arising out of sporting activities and/or demonstrations conducted by stallholders.
- Fireworks;
- Music concerts;
- Festivals.

11. Risk Management

11.1. Risk Management Practice

Committees are required to review risks which may prevent the achievement of goals or objectives. Risk management involves identifying hazards, analysing their potential impact and consequence and applying suitable control measures. Conducting monthly risk assessments means potential hazards can be identified in a timely manner and effective controls put in place to reduce the likelihood of risk realisation. The benefits of ongoing risk management includes:

- Improved ability to anticipate and respond to risks;
- Identification of potential ineffective controls which may result in regulatory/statutory breaches or risk realisation;
- Minimising loss or damage to community assets and injury to the public;
- Improved safety of facilities and a reduction in insurance premiums.

All injuries to persons, near misses and/or damage to property should be immediately recorded and reported to Council as soon as practical by submitting an incident report. Serious injuries, deaths or criminal behaviour need to be reported to the Police immediately.

Council conducts periodic assessments of facilities, including buildings and grounds. Hazards and risks may develop between the Council assessments and the Committee should undertake regular risk assessments themselves and report any potential concerns to Council. Committees and Clubs are responsible to minimise or eliminate risks through their available resources.

11.2. Occupational Health and Safety Risk Checklist

Council's Risk Assessment Checklist must, at a minimum, be used, monthly to assess any potential hazards at Council facilities. This monthly assessment may not include all items on the checklist, due to the unique nature of each individual hazard and specific facility. Inspections and further risk assessments should also be carried out following certain events, such as severe storms etc. All completed inspections need to be recorded and stored safely. If the Committee or Club/s is not satisfied with one or more elements of safety at the facility, they must immediately document their concerns via committees@moorabool.vic.gov.au and the matter will be escalated to Council's Occupational Health and Safety Team.

11.3. Security

Committees of Management should employ reasonable measures to protect the assets under their management and comply with Council policy as it relates to security of assets. Reasonable measures include:

- Removal of cash and valuables from the premises when the building is to be unoccupied for any period;

- Any cash kept on site is stored in a manner it is not accessible by the public and is reconciled at the end of the day.
- Regular inspections of the premises to identify any attempts to gain entry or evidence of vandalism and report any suspicious activity in the vicinity of the premises to the police;
- Detecting any doors and windows that have not been secured;
- Report any broken locks, doors, windows and other parts of the building that may allow unauthorised entry into the premises;
- Use the available Key Register template to record all allocated keys and establish a procedure to deal with lost keys;
- Emphasise to all user groups that the facility must be secure at all times during hire/use.
- Advise clubs to store any Liquor responsibly – Locked away and kept out of sight.

11.4. Essential Safety Measures

Essential Safety measures include, but are not limited to, firefighting extinguishers, emergency lighting, exit signs, clear paths of travel to exits, emergency exit doors etc. These measures are to be maintained in a manner that will ensure that they operate as intended to provide a safe means of egress from the building in an emergency.

Committees are to ensure all buildings have an Emergency Evacuation Site Plan prominently on display. These plans are provided by Council.

Council maintains essential safety measures in accordance with relevant standards and regulations; however, due to unforeseeable instances they can occasionally fail to operate between maintenance inspections. These defects must be reported to Council immediately to ensure the defect is rectified, and the essential safety measure remains operational.

Committees must ensure that:

- All buildings have an Emergency Evacuation Site Plan prominently on display. These plans are provided by Council.
- All fire protection and suppression equipment is clearly identified and remains accessible and operational at all times.
- Fire recognition alarms and associated response procedures are known to Committee members
- Committee members can identify the location of, and how to use, fire fighting equipment/extinguishers in the building.
- Policies and procedures in place and known to Committee members in relation to fire, explosion and evacuation processes.

11.5. Pre-Hire Inspections

Clubs/users are expected to complete pre-match inspections in line with their league requirements to keep risk exposure to a minimum and help reduce injuries and potential loss. Facility users must provide the Committee with a copy of an inspection form that documents any identified defects or issues with playing facilities.

If defects are identified during a pre-match inspection, they must be communicated to all match participants by the user and, if possible rectified prior to the commencement of the match. In the event that a defect cannot be rectified prior to the commencement of a match, the participating team managers are to assess the risk presented by the defect and determine if the defect presents a threat to the health and safety of the participants. If this is the case the match should be postponed or cancelled until the defect is rectified. The user group or hirer must notify the Committee of any defects or safety issues identified.

11.6. Unsafe Activities

The Committee can:

- Refuse to allow activities that present a threat to the health and safety of the users or, the integrity of the asset to be carried out on the premises;
- Establish the requirements, under which, such activities shall be carried out safely.

This means that the Committee needs to ensure that the activities proposed to be carried out by a user group are complementary to the premises.

11.7. Contractor Agreement

Contractors engaged by a Committee to perform works and services (i.e. electrical work, gutter cleaning, lawn mowing), must be engaged through a written contractor agreement, which includes:

- Legal compliance
- Performance of works
- Nature of engagement
- Insurance and workers' compensation

Council has created a Contractor Agreement template for Committee use.

11.8. High Risk Work

Under the model Work Health and Safety (WHS) Regulations workers must have a licence before undertaking high risk work. All high risk work must be undertaken by a suitable qualified and authorised contractors with valid licences, tickets, permits who utilise written Job Safety Analysis and Safe Work Method Statements to perform the work.

Volunteers performing high risk work on behalf of Committees need to comply with the same safety requirements.

People performing high risk work must have the right high risk work licence and be over the age of 18 to perform high risk work. High risk work includes:

- scaffolding work (as defined in the regulations)
- dogging and rigging work
- operating certain types of cranes and hoists
- operating a forklift truck
- operating a reach stacker
- operating a boom-type elevating work platform with a boom length of over 11 metres
- operating a boiler, steam turbine or reciprocating steam engine.

11.9. OH&S Signage

Council is responsible for supplying, and Committees are responsible for maintaining and appropriately displaying signs and instructions for the items below:

- warning signs near hot water outlets (including kettles);
- warning signs near electrical outlets and appliances;
- appropriate instructions and directions for fire extinguishers;
- appropriate instructions and directions for first aid kits; and
- signage relating to emergency evacuation procedures.

11.10. OH&S Support

Council will support Committees meet their OH&S requirements through:

- Induction program
- Regular training
- Site visits
- Guidance

12. Facility Maintenance and Improvements

Any capital works projects at Council facilities will require approval from Council. A Project Proposal Form must be completed and submitted to Council for approval of any capital works. The Maintenance Responsibilities document provides direction on Committee and Council responsibilities regarding maintenance.

12.1. Operational Funding

Council provides an annual operational funding allocation to assist halls and reserves with everyday expenses and basic maintenance. The operational funding amount is determined annually by Council and distributed to Committees in October/November. Committees must supply Council all reporting requirements to receive the funds.

12.2. Reporting Maintenance Issues

Committees must refer to the Maintenance Responsibilities schedule to determine whether the maintenance issue is the responsibility of the Committee with its operational funding or Council. If the issue is Council's responsibility to rectify, the Committee must submit a request via email to committees@moorabool.vic.gov.au and the matter will be investigated by Council.

When submitting maintenance requests via email, please include the below information to ensure adequate detail is captured and the request can be processed promptly:

- Name of the facility
- Detailed description of the issue (supplying photos preferred)
- Exact location of the issue
- Urgency of the issue (not urgent, neutral, urgent)

12.3. Project Proposals and Improvements

Committees or clubs wanting to undertake a project or apply for funding at a Council owned or managed facility will need to complete a project proposal form. For clubs this will first need to be submitted to the Committee for endorsement then from the Committee to Council for final approval. Committees are strongly encouraged to demonstrate they have consulted with local user groups.

Any proposed works must be submitted via the Project Proposal Form. This will ensure the appropriate planning and building permits and contractor requirements are obtained where necessary. No works can commence prior to Council approval. The majority of Council's Recreation Facilities have Council adopted master plans in place that outline capital works. These are reviewed based on the conditions and timeframe for each individual master plan.

In the absence of a Council adopted facility master plan the Committee can develop an agreed priority list of capital works in consultation with Council.

This same process is to be followed for groups seeking to apply for grant funding, Officers will then be best positioned to provide a letter of support.

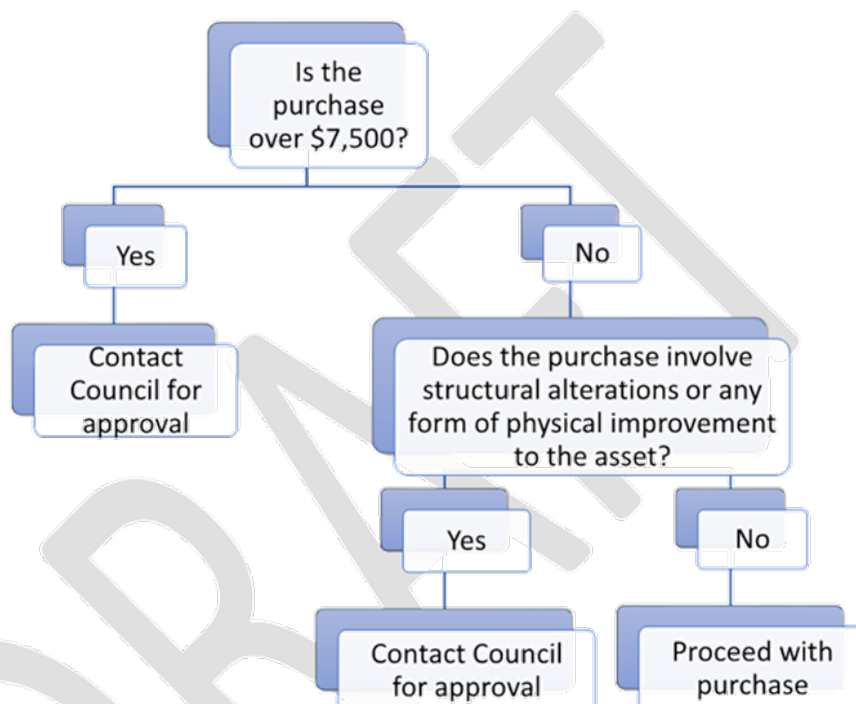
It should be noted that all capital improvements undertaken by a Committee, Club or user group become the property of Council as the landowner. Therefore, Council is to be party to all aspects of any improvements. In support of projects, Council may specify that clubs or committees are responsible for continuous maintenance.

13. Procurement (Purchasing)

Whilst complying with 12.3, Committees cannot acquire external goods, services or works over \$7,500 without approval from Council. For all approved purchases over \$7,500, Council’s Procurement Policy is to be followed, including obtaining the required number of quotes from suppliers.

To assist the Council in ensuring assets within the facility are adequately insured and maintained, it is necessary for the Committee to notify Council of any additional assets or in the instance where assets are disposed of (i.e. removal of broken or damaged furniture).

The following flowchart outlines the procurement decision making model.



14. Volunteers

All volunteer work is to be authorised by the Committee and volunteers are required to be registered on every occasion using the Volunteer Registration Form. This includes any person volunteering their time to undertake work at or on the facility. This does not include Committee members fulfilling their duties.

Committees must also assess the context of volunteer work to determine whether any direct contact with children is involved. In this instance, the volunteer will be required to hold a valid Working with Children Check. Committees are encouraged to obtain support from Council in determining whether direct contact is likely to occur as a result of a volunteer’s work.

Committees have a duty of care to all volunteers to provide a safe working environment. At the same time, it is the volunteer’s obligation to be responsible for their own personal safety and the safety of others. Volunteers are covered under Council’s public liability (not professional indemnity insurance) providing they are undertaking work with the

knowledge and approval of the Committee. Volunteers also need to make a declaration that they do not have any medical condition that may affect their volunteer work.

It is essential that Committees ensure all volunteers complete and sign the Volunteer Registration Form and that original copies are kept. Keeping original copies makes it clear who the Committee-approved volunteers are, the date and time the volunteers worked, and the work undertaken.

14.1. Honorariums

Committees are not permitted to offer or pay honorariums (pay someone for providing a service) at any time without prior written approval from Council. Honorariums can be misused as a means to make regular payments to members or contractors.

15. Regulations and Permits

15.1. Food Registration

All groups that sell food and beverages are to be registered with Council. Council requires that all food premises, temporary or permanent, be registered. It is the operator's responsibility to ensure that the preparation, storage and service of food at each venue is in accordance with the Food Act 1984 and the Food Standards Code Australia New Zealand.

The public is entitled to expect the same diligence and regard for food safety and hygiene from all businesses selling food regardless of whether they are community or commercial operations.

The facility must comply with Sections 3.2.3 of the Food Standards Code Australia New Zealand (FSANZ). The types of events and food provided in the facility may be limited by existing equipment.

A food handler should have a clear understanding of what can cause food contamination and food poisoning and be able to demonstrate the methods taken to minimize these risks. This information is available from the Food Standards Code Australia New Zealand (FSANZ).

If any food businesses or community groups are found not to be complying with regulations under the Food Act 1984 and FSANZ then they may face prosecution or infringement notices.

All food is to be displayed, served and stored in a manner that will protect it from contamination and spoilage. If these requirements are not complied with, groups will be directed to do so, and if there is a significant breach you may be asked to discontinue service.

If you require further information, please contact Council's Environmental Health Team.

15.2. Smoking, Vaping and Gambling

Smoking, Vaping and Gambling are not permitted within any Council building. Smoking and vaping are not permitted within the building and the immediate vicinity of the building. Sponsorship or advertising signage displaying smoking or direct gambling at any Council facility is prohibited.

'No Smoking or Vaping' signage should be prominently displayed.

15.3. Liquor Licences

Committees are to encourage the responsible management (safe, sensible, social) of alcohol and support sporting clubs that encourage safe, healthy and family friendly environments.

The Department of Justice issues licences in accordance with the Liquor Control Reform Act 1998. Under the provisions of this Act, a liquor licence may only be granted if the relevant planning permission (where required) has been obtained from the Moorabool Shire Council.

Typically, there are 3 categories:

1. **Renewable Limited Licence:** A Renewable Limited Licence authorises the supply of liquor to members and guests of members, for consumption on the licensed premises. The Licence may also authorise supply from booths or marquees outside the club rooms, social functions and non-member functions.
2. **Club Licence – Restricted:** A Restricted Club Licence authorises the supply of liquor to members and guests of members, for consumption on the licensed premises. Restricted Club Licences may only purchase liquor from the holders of a General or Packaged Liquor Licence. The trading hours of a Restricted Club Licence are determined by Moorabool Shire Council and the Director of Liquor Licensing Victoria.
3. **BYO Club Permit:** Authorise the consumption, possession and control of liquor in clubs that do not hold a liquor licence. The trading hours for a BYO permit are determined by Moorabool Shire Council and the Director of Liquor Licensing Victoria.

If Clubs or Casual Hirers wish to apply for or vary a Liquor Licence, an application is to be made to the [Victorian Gambling and Casino Control Commission](#).

16. Forms

Forms and templates referenced throughout this guide can be obtained from Council. They will be supplied to Committees upon official appointment and through the annual reporting process.

- Agenda and Minute Template
- Annual Financial Return Form
- Annual Report
- Casual Hire Form
- GST Claim Form
- Hall Hire Record Form
- Key Register Form
- Incident Report Form

- Maintenance Responsibilities Schedule
- New Committee Member Nomination Form
- Petty Cash Voucher
- Project Proposal Form
- Occupational Health and Safety Risk Checklist
- Volunteer Registration Form

Other policies and templates will be shared with Committees if Council Officers deem it suitable to do so. CACs will be required to comply with these instructions.

17. Support for Committees

- A Council Liaison Officer will be appointed as the primary point of contact for the Committee to the Council.
- The committees@moorabool.vic.gov.au email address is monitored by Council staff and has been set up specifically for Committees to utilise. It acts as a central contact for any queries relating to the operation of the Committee or matters relating to the Council facility.
- Council will provide an induction for all newly appointed Committees in line with the Council term.
- Council may also require some or all committee members to undertake training from time to time.

18. Review of the Community Asset Committee Guidelines

The Guidelines will be reviewed at least once every committee term and updated as required to ensure the document is providing practical support for Committees.

MOORABOOL SHIRE COUNCIL



2024/25

Quarterly Financial Report -
December 2024

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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	46,726	46,551	(175)	0%	47,597	47,117	(480)	-1%
Statutory fees and fines	746	718	(28)	-4%	1,345	1,344	(1)	0%
User fees	934	761	(173)	-19%	2,365	2,483	118	5%
Grants - operating	9,570	9,514	(56)	-1%	10,405	11,407	1,002	10%
Grants - capital (recurrent)	0	0	0	0%	1,603	2,256	653	41%
Other income	383	491	108	28%	1,016	1,192	176	17%
Interest received	836	733	(103)	-12%	1,794	1,794	0	0%
Total Income	59,193	58,768	(425)	-1%	66,125	67,592	1,467	2%
Expenses								
Employee costs	13,772	13,934	(162)	-1%	27,236	27,068	168	1%
Materials and services	10,795	10,564	231	2%	21,263	23,586	(2,323)	-11%
Depreciation	7,950	7,950	0	0%	15,899	15,899	0	0%
Borrowing costs	531	557	(26)	-5%	1,149	1,149	0	0%
Other expenses	264	316	(52)	-20%	621	671	(50)	-8%
Net loss on asset disposal	(258)	(183)	(75)	29%	1,500	1,225	275	18%
Total Expenses	33,054	33,138	(84)	0%	67,668	69,598	(1,930)	-3%
Adj Underlying Surplus / (Deficit)	26,139	25,629	(510)	-2%	(1,543)	(2,006)	(463)	30%
Add Capital / Non-recurrent income								
Grants - capital (non-recurrent)	5,283	6,178	895	17%	1,515	12,750	11,235	55%
Contributions - monetary	1,535	319	(1,216)	-79%	2,580	6,960	4,380	170%
Contributions - non-monetary assets	0	0	0	0%	7,500	7,500	0	0%
Total Surplus / (Deficit)	32,957	32,126	(831)	-3%	10,051	25,203	15,152	53%

Key 'Year to Date' Variances;

Income

Rates and charges – Reduction in Supplementary Rates income.

User fees – Unfavourable mainly due to the timing of income received for Subdivisions, Urban Design, and Animal Registrations.

Other income – Additional contributions received for Recycling (Council share of Container Deposit Scheme), and Waste Education.

Interest Received – Mainly timing issues relating to Interest on Term Deposits.

Expenses

Employee costs – Over budget so far due to an increase in Leave Provisions. This is expected to remain on budget at year end.

Materials and services – Favourable mainly due to timing issues with contract payments for Gravel Road Maintenance, Avenue of Honour, and Sportsground Management.

Capital / Non-recurrent income

Grants – capital (non-recurrent) – The year-to-date variance is favourable due to timing issues with the recognition of grant income for Local Roads and Community Infrastructure Program, Aqualink, and Ballan Library.

Contributions - monetary – Timing issue with the receipt of Developer Contributions.

Key 'Annual' Variances;**Income**

Rates and charges – Forecast to be unfavourable due to a decrease in expected income from Supplementary Rates. This will be partially offset by an increase in Waste Charges Income.

Grants - operating – Favourable mainly due to grant funding received but not recognised in prior financial years (therefore included in the Forecast and not the adopted budget). These include; Youth Engagement Support Program, CALD Outreach Initiative, Recovery Hub, and Local Planning and Change Management Grant.

There is also an increase in Grants Commission Income.

Grants – capital (recurrent) – Forecast to be favourable due to a new proposal that brings forward future years Roads to Recovery allocations to deliver additional works in 2024/25.

Other income – Unbudgeted income will be received for Councils share of the Container Deposit Scheme. There is also an increase in lease income for Communication Towers.

Expenses

Materials and services – Unfavourable mainly due to costs associated with grant funded projects that were incomplete in the prior financial year. These include Recovery Hub, CALD Outreach Initiative, Best Start Program, and Local Planning & Change Management Grant.

Other increases relate to Insurance Premiums, Condition Assessments, Legal costs, MARC contract, and Council Plan Development.

Net loss on asset disposal – Increase in Plant sales expected due to a delay in the turnover of various plant items from last financial year.

Capital / Non-recurrent income

Grants – capital (non-recurrent) – The forecast includes grant funds received in prior financial years for projects expected to be completed this financial year. These include; Ballan Library Facility, Aqualink, and Bald Hill Redevelopment.

Contributions - monetary – Contributions from Developers are expected to increase this financial year.

2 Balance Sheet

	Year to Date			
	Last Year	Current	Variance	
	\$'000	\$'000	\$'000	%
Assets				
Current Assets				
Cash and cash equivalents	12,081	12,996	915	8%
Other financial assets	4,000	3,000	(1,000)	-25%
Trade and other receivables	37,847	41,032	3,185	8%
Non-current assets classified as held for sale	0	0	0	0%
Other assets	2,105	331	(1,774)	-84%
Total Current Assets	56,033	57,360	1,327	2%
Non-Current Assets				
Trade and other receivables	102	15	(87)	-85%
Property, infrastructure, plant and equipment	797,166	864,491	67,325	8%
Total Non-Current Assets	797,269	864,506	67,237	8%
Total Assets	853,302	921,865	68,563	8%
Liabilities				
Current Liabilities				
Trade and other payables	2,935	2,555	(380)	-13%
Trust funds and deposits	4,332	6,346	2,014	46%
Unearned income/revenue	16,482	10,679	(5,803)	-35%
Provisions	5,309	5,595	286	5%
Interest-bearing loans and borrowings	14,618	20,626	6,008	41%
Total Current Liabilities	43,676	45,801	2,125	5%
Non-Current Liabilities				
Provisions	611	751	140	23%
Interest-bearing loans and borrowings	10,661	10,035	(626)	-6%
Total Non-Current Liabilities	11,273	10,786	(487)	-4%
Total Liabilities	54,948	56,587	1,639	3%
Net Assets	798,354	865,278	66,924	8%
Represented by:				
Accumulated surplus	287,417	306,514	19,097	7%
Asset revaluation reserve	499,724	545,230	45,506	9%
Other reserves	11,214	13,534	2,320	21%
Total Equity	798,354	865,278	66,924	8%

Key variances compared to December last financial year;

Assets

Trade and other receivables – Increased by \$3.185m primarily due to an increase in Rates debtors (\$2.802m) and Other Debtors (\$0.380m). Rates Debtors have increased mainly due to growth in property numbers (increasing Council's rates base). Other Debtors have increased mainly due to significant growth in Infringements during the 2023/24 financial year.

Other assets – The decrease from December 2023 is due to reimbursements received for Storm Recovery works relating to the October 2022 event.

Property, infrastructure, plant and equipment – The increase from December last year mainly relates to Asset Revaluations and the completion of the Capital Improvement Program in the 2023/24 financial year. It is also the net result of assets contributed by developers, assets disposed, capital spend in 2024/25, and depreciation.

Liabilities

Trust funds and deposits – Greater than the same time last year by \$2.014m due to increases in deposits held for Subdivisions, and also Contract Retentions.

Unearned income/revenue – \$5.803m less than December last year due to recognising some larger grants as income. These relate to projects completed or nearing completion such as; Aqualink, West Maddingley Early Years Hub, and Taverner Street.

Interest-bearing loans and borrowings – The net balance is greater by \$5.382m overall (current and non-current) compared to the same time last year. This mainly relates to Council taking up new borrowings of \$6.000m in the last quarter of the 2023/24 financial year.

Equity

Accumulated surplus – The increase of \$19.097m since December last year reflects Council's operating result during the 2023/24 financial year and the first six months of 2024/25.

Asset revaluation reserve – The increase of \$45.506m relates to the revaluation of Infrastructure Assets in the 2023/24 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	3,019	3,661	642	21%	23,011	10,094	(12,917)	-56%
Total Property	3,019	3,661	642	21%	23,011	10,094	(12,917)	-56%
Plant and equipment								
Plant, machinery and equipment	1,913	1,033	(880)	-46%	2,376	4,172	1,796	76%
Computers and telecommunications	824	767	(57)	-7%	653	1,738	1,085	166%
Library books	0	0	0	0%	121	121	0	0%
Total plant and equipment	2,737	1,800	(937)	-34%	3,150	6,031	2,881	91%
Infrastructure								
Roads	5,299	5,972	673	13%	11,267	10,494	(773)	-7%
Bridges	37	4	(33)	-89%	1,500	15	(1,485)	-99%
Footpaths and cycleways	1,497	643	(854)	-57%	1,925	2,809	884	46%
Drainage	107	141	34	32%	144	598	454	315%
Recreational, leisure and community facilities	4,134	3,078	(1,056)	-26%	947	7,004	6,057	640%
Parks, open space and streetscapes	93	22	(71)	-76%	4,133	269	(3,864)	-93%
Other infrastructure	474	458	(16)	-3%	408	1,272	864	212%
Total infrastructure	11,640	10,317	(1,323)	-11%	20,324	22,460	2,136	11%
Total capital works expenditure	17,396	15,778	(1,618)	-9%	46,485	38,585	(7,900)	-17%
Represented by:								
New	6,286	5,831	(455)	-7%	21,892	13,391	(8,501)	-39%
Renewal	10,457	9,344	(1,113)	-11%	21,858	23,173	1,315	6%
Upgrade	653	603	(50)	-8%	2,735	2,021	(714)	-26%
Total Capital Works	17,396	15,778	(1,618)	-9%	46,485	38,585	(7,900)	-17%

Key 'Year to Date' Variances;

Buildings – Actual spend is more than budget due to the timing of costs associated with the Ballan Library.

Plant, machinery, and equipment – Actual spend is less than the year-to-date budget due to the timing of new plant purchases being slightly delayed.

Roads – The overspend so far is related to timing issues across various projects.

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

Recreational, leisure and community facilities – At the end of December is less than budget due to timing issues with projects for Bald Hill, Hine Court Reserve, and Netball Court Resurfacing.

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, Bacchus Marsh Racecourse and Recreation Reserve Pavilion, and Ballan Library.

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 2024/25.

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 – Forecast to be under budget due to some identified savings, and also some carry overs into next financial year.

Bridges – Expected to be under budget due to works at Woolpack Road being deferred to next financial year.

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 – Expected to be more than budget due to carrying over unspent funds from last financial year.

Recreational, leisure and community facilities – Will be greater than budget due to carrying over unspent funds from last financial year.

Other infrastructure – The adopted budget does not include the carryover of unspent funds relating to Masons Lane Dog Park. There is also an estimated overspend for Blackwood Small Town Improvements.

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	17,709	17,396	(313)	-2%	47,597	47,117	(480)	-1%
Statutory fees and charges	746	718	(28)	-4%	1,345	1,344	(1)	0%
User fees	934	761	(173)	-19%	2,365	2,483	118	5%
Grants - operating	10,320	14,128	3,808	37%	10,405	11,407	1,002	10%
Grants - capital	1,283	2,648	1,365	106%	3,118	15,005	11,887	381%
Contributions - monetary	1,535	319	(1,216)	-79%	2,580	6,960	4,380	170%
Interest received	836	733	(103)	-12%	1,794	1,794	0	0%
Other receipts	383	264	(119)	-31%	1,016	1,192	176	17%
Employee costs	(14,022)	(13,289)	733	-5%	(26,944)	(27,068)	(124)	0%
Materials and services	(11,795)	(12,886)	(1,091)	9%	(21,263)	(23,586)	(2,323)	11%
Other payments	(264)	(316)	(52)	20%	(621)	(671)	(50)	8%
Net cash provided by (used in) operating activities	7,663	10,475	2,812	37%	21,391	35,976	14,585	68%
Cash flows from investing activities								
Proceeds from sale of property, plant and equipment, infrastructure	258	183	(75)	-29%	515	790	275	53%
Payments for property, plant and equipment, infrastructure	(12,396)	(14,889)	(2,493)	20%	(27,022)	(38,585)	(11,563)	43%
Net cash provided by (used in) investing activities	(12,139)	(14,706)	(2,567)	21%	(26,507)	(37,795)	(11,288)	43%
Cash flows from financing activities								
Finance costs	(531)	(557)	(26)	5%	(1,149)	(1,149)	0	0%
Proceeds from borrowings	0	0	0	0%	2,025	2,025	0	0%
Repayment of borrowings	(312)	(312)	0	0%	(1,832)	(1,832)	0	0%
Net cash provided by (used in) financing activities	(843)	(869)	(26)	3%	(956)	(956)	0	0%
Net increase (decrease) in cash and cash equivalents	(5,319)	(5,101)	218	-4%	(6,071)	(2,774)	3,297	-54%
Cash and cash equivalents at the beginning of the financial year	35,055	21,097	(13,958)	-40%	35,055	21,097	(13,958)	-40%
Cash and cash equivalents at the end of the financial year	29,736	15,996	(13,740)	-46%	28,983	18,323	(10,660)	-37%

Key 'Year to Date' Variances;

Rates and charges – Reduction in Supplementary Rates income.

User fees – Unfavourable due to the timing of income received for Subdivisions, Urban Design, and Animal Registrations.

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

Grants - capital – The actual is greater as the adopted budget does not include grant funding carried over from previous financial years.

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

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.

Payments for property, infrastructure, plant and equipment – Actual spend is more than the year to date budget due to expenditure on projects carried over from previous financial years.

Key 'Annual' Variances;

Rates and charges – Forecast to be less than budget due to a decrease in expected income from Supplementary Rates. This will be partially offset by an increase in Waste Charges Income.

Grants - operating – The forecast is greater as it contains grants carried over for projects not completed last financial year.

Grants - capital – The forecast is greater as it contains grants carried over for projects not completed last financial year. Some of the larger grants include; Ballan Library Facility, Aqualink, and Bald Hill Redevelopment.

Contributions - monetary – Contributions from Developers are expected to increase this financial year.

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, and Asset Condition Audits.

Payments for property, infrastructure, plant and equipment – Will be more than budget due to expenditure on projects carried over from previous financial years. These projects were not included in the adopted budget.

Attachment: 2024-25 Capital Improvement Program - Project Update (as at 31 December 2024)

Project Name	Project Description	Category	Project Comments	Expected Completion Date	Project Status	Budget Status >10% -10% <-5%
Asbestos Removal Shire Wide	Removal of asbestos identified in Shire asbestos audits	Asset Management	Project is yet to commence	Jun-25	Not Commenced	●
Ballan Office Airconditioning Renewal	Airconditioning Renewal in front office area of Ballan Municipal Offices	Asset Management	Project is complete.	Jan-25	Project Awarded - Yet To Start	●
Connor Court Drainage	Drainage Renewal associated with Melbourne Water drainage improvement	Asset Management	On hold, awaiting Melbourne Water design and tender	Jun-25	On Hold	●
Bacchus Marsh Leisure Centre (Dividers)	Renewal of existing curtain dividers	Community Development & Ac	Project is complete	Dec-24	Complete	●
Bacchus Marsh Leisure Centre (Surfaces)	Renewal of existing playing surfaces	Community Development & Ac	Project is due to be completed in January 2025	Jan-25	Tender / Quote	●
Bald Hill/1000+ Steps - Stage 3 (Summit)	Construction of Bald Hill Summit Trail, Lookouts, Shelters, Carpark and Toilet, with link to 1000+ Steps and Lookout (Stage 1)	Engineering Services	Civil construction is scheduled to be completed in late January 2025 with landscaping (planting) scheduled for April 2025. Sculptural elements are in the design and engineering stage.	Apr-25	In Progress	●
Ballan-Meredith Road (21253-25716)	Resheet and seal existing gravel road shoulder from 700m west of Bungeelap Road South to Lennox Lane	Engineering Services	Construction contract has been awarded. Construction is scheduled for January & February 2025	Feb-25	Project Awarded - Yet To Start	●
Ballan-Meredith Road (25716-26638)	Reconstruction and widening of a 922m section from Lennox Lane to the north	Engineering Services	Project is complete	Dec-24	Complete	●
Ballan-Meredith Road (27359-29515)	Reconstruction and widening from 1.6kms north of Lennox Lane to 2kms south of Ballan Egerton Road	Engineering Services	Project is complete	Dec-24	Complete	●
Blackwood STIP	Township improvements including new kerbing, footpath connectivity, bus stop and landscaping	Engineering Services	Project is complete	Sep-24	Complete	●
Cairns Drive Footpath	Construction of new footpath from Robertsons Rd to Albert St in Darley	Engineering Services	Procurement underway with construction estimated for March & April 2025	Mar-25	Tender / Quote	●
Clarendon-Lal Lal Road (4087-4247)	Reconstruction from Rail crossing to Vaughan Street including intersection formalisations at Eaglesons Rd, Parker Rd and Vaughan St	Engineering Services	Award of Contract is scheduled for Council consideration at the February 2025 OMC	May-25	Tender / Quote	●
Clarendon-Lal Lal Road Footpath	Reconstruction and realignment of existing footpath from Lal Lal to Rosella Road	Engineering Services	Procurement us underway with construction estimated for March to May 2025, subject to native vegetation offsets and associated permit approvals.	May-25	Tender / Quote	●
Crack sealing	Crack sealing various roads to protect the underlying pavement	Engineering Services	Project is complete	Aug-24	Complete	●
Daisybank Lane (0-1500)	Resheet existing gravel road from Glenmore Road to end	Engineering Services	Project is complete	Sep-24	Complete	●
DDA Footpath Works	Upgrading various footpaths in Bacchus Marsh to DDA requirements identified within an audit of high use Council buildings and pedestrian connections	Engineering Services	Procurement underway with construction estimated for March & April 2025	Apr-25	Tender / Quote	●
Doyles Road (0-4630)	Remove seal and gravel road resheet from Midland Highway to Bamganie Road	Engineering Services	Project is complete	Dec-24	Complete	●
Gisborne Road Footpath	Reconstruction of existing footpath with concrete from Masons Lane to existing footpath at No. 100 Gisborne Road	Engineering Services	Construction contract awarded with construction scheduled for January & February 2025	Feb-25	Project Awarded - Yet To Start	●
Ingliston Road (3800-6415)	Reconstruction and widening from approx 1km east from Kerrins Lane to Ingliston Drive	Engineering Services	Project is complete	Dec-24	Complete	●
Lal Lal STIP	Township improvements including new kerbing, footpaths, carparking, bus stops and landscaping	Engineering Services	Award of a contact is scheduled for Council consideration at the February 2025 OMC.	May-25	Tender / Quote	●
Lyndhurst Street (110-1160)	Resheet and seal existing gravel road from Old Melbourne Road to Old Western Highway	Engineering Services	Construction scheduled for January and February 2025	Feb-25	Project Awarded - Yet To Start	●
Lyndhurst Street Footpath	Construction of new footpath from Main Street to Gordon Public Park walking trail	Engineering Services	Project on hold awaiting outcome of Regional Community Sports Infrastructure Fund, Round 2 - Sports and Recreation Vic grant	Jun-26	On Hold	●
Madders Road (0-1880)	Resheet existing gravel road shoulder from Ballarat Daylesford Road to Bungaree Creswick Road	Engineering Services	Project underway with construction with completion scheduled for late January 2025	Jan-25	In Progress	●
Main Street Footpath	Reconstruction of existing footpath with concrete from Crook Street to Pearce Street in Bacchus Marsh	Engineering Services	Construction contract awarded with construction scheduled for January & February 2025	Feb-25	Project Awarded - Yet To Start	●

Attachment: 2024-25 Capital Improvement Program - Project Update (as at 31 December 2024)

Project Name	Project Description	Category	Project Comments	Expected Completion Date	Project Status	Budget Status >10% -10% <5%
McCormacks Road	Upgrade existing fence to new high chainmesh fence along boundary with Golf Club	Engineering Services	Project is complete	Oct-24	Complete	●
McLean Reserve Ballan	Upgrade of reserve in Ballan including new playground, toilets, paving and landscaping	Engineering Services	Three contracts (Playground, Toilet and General Construction) have been awarded for McLean Reserve Upgrade. Construction will commence in mid January 2025 and scheduled for completion in June 2025.	Jun-25	In Progress	●
Moretons Road (0-4020)	Resheet existing gravel road from Agars Road to entrance to No. 392 Moretons Road	Engineering Services	Construction scheduled for February, March and April 2025	Apr-25	Project Awarded - Yet To Start	●
Mount Egerton Transfer Station	Replacement of existing concrete slab	Engineering Services	Project is complete	Dec-24	Complete	●
Myrniong-Korobeit Road (3100-5230)	Resheet existing gravel road shoulder from Morrisons Lane to Hastings Road	Engineering Services	Construction scheduled for January and February 2025	Feb-25	Project Awarded - Yet To Start	●
Old Melbourne Road (20769-21734)	Resheet and seal existing gravel road shoulder for approx 1km in length near Spredaeagle Road	Engineering Services	Project is complete	Nov-24	Complete	●
Old Melbourne Road (22138-23150)	Resheet and seal existing gravel road shoulder for approx 1km in length near Murphys Road	Engineering Services	Construction contract has been awarded. Construction is scheduled for January & February 2025	Feb-25	In Progress	●
Preparation for Sealing	Preparation works for future annual reseal program	Engineering Services	Scoping of works is currently underway with works scheduled for January to March 2025	Mar-25	In Progress	●
Reseal Program	Annual spray seal and asphalt resurfacing program including final seals on previous years construction projects	Engineering Services	The reseal program is split into two suites. The first suit is completed and the second suite is scheduled for March 2025.	Mar-25	In Progress	●
Table Drain Renewal	Formalising and increasing the capacity of roadside drainage across the shire including Yendon-Egerton Road, Ormond Road, Gordon-Egerton Road & Egerton-Bungeeltap Road	Engineering Services	Project still in scoping / design stage. Construction scheduled for January to June 2025	Jun-25	In Progress	●
Ti Tree Road (0-3875)	Resheet and seal existing gravel road shoulder from Old Melbourne Road to the rail line	Engineering Services	Major construction is complete with minor outstanding works scheduled for January 2025	Jan-25	Complete	●
Woolpack Road Bridge (Parwan Ck)	Replacement of existing Parwan Creek Bridge	Engineering Services	Project on hold awaiting grant application outcome.	Jun-26	On Hold	●
Yendon No. 2 Road (1990-5286)	Reconstruction from 230m south west of Wiggins Road to Yendon No. 1 Road, including intersection upgrades of Yendon No. 1 Road, Triggs Road, Ramsays Road, Hogarths Road and Wiggins Road.	Engineering Services	Major construction contract is complete. Minor associated works (linemarking, signage and clean up) scheduled for January 2025	Dec-24	Complete	●
Yendon-Egerton Road (1113-1339)	Reconstruction from Dunnstown-Yendon Road to approx 300m east	Engineering Services	Project is complete	Nov-24	Complete	●
Aqualink Stage 1 - Strategic Cycle Corridor	Construction of new shared pathway between Lerderberg River and Western Freeway including road crossings, signage, landscaping and new park infrastructure. Construction of shared pathway from Main Street to Railway Station	Major Projects	Project is complete	Dec-24	Complete	●
Aqualink Stage 2 - Strategic Cycle Corridor	Construction of new shared path between Western Freeway and Young Street including road crossings, signage and landscaping	Major Projects	Final landscaping works are in progress. Underpass works subject to DoT approval.	Feb-25	In Progress	●
Ballan Library	Construction of new library and community space	Major Projects	Project awarded to AW Nicholson Pty Ltd. Works commenced in June 2024 and are scheduled for completion in October 2025.	Jun-25	In Progress	●
Ballan Municipal Offices Stage 3	Refurbishment of the remaining section of the office including upgraded toilets, office space, and staff amenities	Major Projects	Project awarded to Three T Construction. Works are scheduled for commencement in March 2025 with completion in June 2025.	Jun-25	Project Awarded - Yet To Start	●
BMRRR Cricket Nets	Construction of new Cricket Nets	Major Projects	Project is complete	Sep-24	Complete	●
BMRRR Stage 2 (Construction)	Construction of civil works, services, ovals and all abilities playground	Major Projects	Project is complete	Dec-24	Complete	●
BMRRR Stage 2 Pavilion	Construction of a new multi-sports pavilion at Bacchus Marsh Racecourse Recreation	Major Projects	Project is currently in design phase.	Jul-26	Document / Design Prep	●
Carberry Drive Reserve Hopetoun Park	Upgrade of reserve	Major Projects	Project is currently in design phase.	Jun-25	Not Commenced	●
Darley Civic Centre Stage 2	Refurbishment of council offices	Major Projects	Project is in design phase.	Jun-25	Project Awarded - Yet To Start	●

Attachment: 2024-25 Capital Improvement Program - Project Update (as at 31 December 2024)

Project Name	Project Description	Category	Project Comments	Expected Completion Date	Project Status	Budget Status >10% -10% <-5%
Darley Civic Hub Cricket Wicket	Replacement of existing Cricket Wicket	Major Projects	Project is complete	Sep-24	Complete	●
Darley Park Playground	Upgrade of existing playground including installation of new park furniture and paths	Major Projects	Project awarded to Rainscapes Pty Ltd. Works commenced in November and is scheduled for completion in February 2025. Removal of existing playground will occur following opening of new play equipment.	Mar-25	In Progress	●
Dunnstown Recreation Reserve Pavilion	Rehabilitation existing pavilion including changerooms and amenities, construction of new umpires changeroom and amenities, office, gym and storeroom	Major Projects	Project was awarded to Site Clean Management Services Pty Ltd. Construction works completed awaiting Occupancy Certificate which is subject to final inspection.	Jan-25	In Progress	●
Federation Park, Darley	Upgrade reserve to include formalised parking, new toilets, and playground area	Major Projects	Project awarded to GMA Pty Ltd. Project anticipated to commence in April 2025.	Jun-25	Project Awarded - Yet To Start	●
Gordon Public Park Stage 2	Upgrade of reserve including general landscaping improvements and access from clubrooms to skate park and tennis courts	Major Projects	Project is complete	Jul-24	Complete	●
Hine Court Reserve Darley	Upgrade of reserve including new playground and landscaping	Major Projects	Project awarded to Cross Creations Pty Ltd. Works commenced in November 2024 with completion scheduled for March 2025.	Mar-25	In Progress	●
Maddingley Park	Construction of new footpath from Robertsons Rd to Albert St in Darley	Major Projects	Project awarded to Rustel Pty Ltd. Works scheduled to commence in January with completion in March 2025	Feb-25	Project Awarded - Yet To Start	●
Masons Lane Dog Park	Construction of new fenced Dog Park	Major Projects	Project awarded BJE Construction Pty Ltd. Works commenced in December 2024 and are scheduled for completion in March 2025.	Mar-25	In Progress	●
Mill Park Ballan Stage 2	Construction of new splash park and toilet	Major Projects	Project is complete	Jul-24	Complete	●
Navigators Community Centre	Replacement of existing tennis club with new community building	Major Projects	Project is complete	Nov-24	Complete	●
Taverner Street (Grant St-Fisken St)	Reconstruction and upgrade of Taverner Street between Grant Street and Fisken Street including kerb and channel, underground drainage and pathways	Major Projects	Project is complete	Jan-25	Complete	●
Werribee River Pump Station	Upgrade irrigation supply servicing Bacchus Marsh Racecourse Recreation Reserve	Major Projects	On hold - Subject to advice from Southern Rural Water.	Jun-25	On Hold	●
Beresford Crescent Reserve	Upgrade to the existing irrigation system at the park, including automation	Operations	Project is scheduled for tender in early 2025.	Apr-25	Document / Design Prep	●