



MINUTES

Ordinary Council Meeting Wednesday, 2 September 2026

Date: Wednesday, 2 September 2026

Time: 6.00pm

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

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1 OPENING OF MEETING AND PRAYER

The Mayor opened the meeting at 6.00pm.

Cr Keogh read the Prayer.

2 ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the Acknowledgement of Country.

3 RECORDING OF MEETING

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

4 PRESENT

Cr Steven Venditti-Taylor, Mayor

Cr Jarrod Bingham, Deputy Mayor

Cr Sheila Freeman

Cr John Keogh

Cr Ally Munari

Cr Paul Tatchell

Cr Rod Ward

Officers:

Mr Derek Madden

Chief Executive Officer

Mr David Jackson

General Manager Customer & Corporate Services

Ms Leigh McCallum

General Manager Community Strengthening

Mr Henry Bezuidenhout

Executive Manager Community Planning & Development

Mr Phil Jeffrey

General Manager Community Assets & Infrastructure

Mr Joseph Spiteri

Manager Governance & Civic Support

Ms Kate Barclay

Manager Growth & Development

5 APOLOGIES

Cr Moira Berry

Cr Tom Sullivan

6 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Cr John Keogh

Seconded: Cr Sheila Freeman

That the minutes of the Ordinary Council Meeting held on Wednesday 5 August 2026 be confirmed.

CARRIED

7 DISCLOSURE OF CONFLICTS OF INTEREST

Cr Keogh declared a conflict of interest in relation to item 21.3.

8 PUBLIC QUESTION TIME

Nil

9 PETITIONS

Nil

10 PRESENTATIONS/DEPUTATIONS

Nil

11 CHIEF EXECUTIVE OFFICER REPORTS**11.1 COUNTRY WOMEN'S ASSOCIATION (CWA) BACCHUS MARSH BRANCH – PART OF DARLEY CIVIC & COMMUNITY HUB - NEW LEASE AGREEMENT**

Author: Joseph Spiteri, Manager Governance & Civic Support

Authoriser: Derek Madden, Chief Executive Officer

Attachments: Nil

PURPOSE

The purpose of this report is to seek Council's approval to enter into a new lease agreement with the Country Women's Association (CWA) Bacchus Marsh Branch for its occupation of part of the Darley Civic and Community Hub.

EXECUTIVE SUMMARY

- The Country Women's Association (CWA) Bacchus Marsh Branch currently occupies part of the Darley Civic and Community Hub for community activities including meetings, craft activities and catering.
- The current agreement has expired and the organisation is currently holding over under the existing arrangement while seeking a new two-year lease agreement.
- Outgoings, including utilities and maintenance, are charged separately and are subject to annual adjustment in accordance with the March Quarter Consumer Price Index (All Groups – Melbourne Index).
- The CWA has requested continuation of the existing fee arrangement of \$1.00 plus GST per annum and expanded access to the premises from Monday to Friday, between 8.00am and 5.00pm.

RESOLUTION

Moved: Cr Sheila Freeman

Seconded: Cr John Keogh

That Council offer the Country Women's Association (CWA) Bacchus Marsh Branch a new lease agreement for its current occupied space at the Darley Civic and Community Hub:

- 1. For a term of two years, with an option to extend for a further one-year period;**
- 2. At a lease fee of \$1.00 plus GST per annum, plus annual outgoings of \$809.47 plus GST per annum, subject to an annual CPI adjustment; and**
- 3. Permitting occupation of the premises Monday to Friday between 8.00am and 5.00pm.**

CARRIED

BACKGROUND

The Country Women's Association (CWA) Bacchus Marsh Branch has occupied part of the Darley Civic and Community Hub under an agreement with Council since 2017. The most recent

agreement has expired and the organisation is currently holding over under the existing terms and conditions of that agreement pending Council's consideration of a new lease. The CWA has formally requested a new agreement to enable its continued occupation of the premises.

The CWA uses the premises for meetings, craft activities, catering activities and other community-based programs that are available to both members and the broader Bacchus Marsh community.

Under the previous agreement, the CWA was permitted to occupy the premises on Tuesdays from 8.30am to 10.00pm, Thursdays from 8.30am to 5.00pm and Fridays from 8.30am to 5.00pm. The current fee is \$1.00 plus GST per annum, with outgoings currently charged at \$578.19 plus GST per annum and subject to annual CPI adjustment in accordance with the current agreement.

As part of its application for a new agreement, the CWA has requested expanded access to the premises from Monday to Friday, between 8.00am and 5.00pm, and continuation of the existing fee arrangement.

PROPOSAL

It is proposed that Council enter into a new two-year lease agreement with the Country Women's Association (CWA) Bacchus Marsh Branch for part of the Darley Civic & Community Hub located at 182 Halletts Way, Darley.

The proposed lease would permit the CWA to occupy the premises Monday to Friday between 8.00am and 5.00pm for meetings, craft, catering and community activities. This represents the access arrangements requested by the organisation as part of its application for a new lease agreement.

The proposed arrangement would continue the current fee of \$1.00 plus GST per annum, with the annual outgoings contribution increasing from \$578.19 plus GST per annum to \$809.47 plus GST per annum. Future adjustments to the outgoings will continue to be subject to annual adjustment on each anniversary of the commencement date of the lease in accordance with the March Quarter Consumer Price Index (All Groups – Melbourne Index).

The CWA has advised that its activities are not limited to members and that residents of Bacchus Marsh are encouraged to participate in activities conducted from the premises.

COUNCIL PLAN

The Council Plan 2025-2029 provides as follows:

Strategic Objective 3: Places and spaces that meet the needs of our many and varied communities

Priority 1.1: Improve access to services for all communities

The proposal to enter into a new two-year lease agreement with the Country Women's Association (CWA) Bacchus Marsh Branch is consistent with the Council Plan 2025-2029.

FINANCIAL IMPLICATIONS

Rent and Outgoings

The CWA are currently charged a fee of \$1.00 plus GST per annum and outgoings of \$578.19 plus GST per annum. It is proposed that the annual outgoings contribution increase to \$809.47 plus GST per annum. The revised outgoings amount will continue to be subject to annual adjustment on each anniversary of the commencement date of the lease in accordance with the March Quarter Consumer Price Index (All Groups – Melbourne Index).

Financial Implications to Council

The current market rental value of the occupied area, as assessed by an independent valuer, is \$25,500 plus GST and outgoings per annum. This results in a net shortfall to Council of \$25,499 plus GST per annum compared to the assessed market rental value.

While the proposed fee is below the assessed market value of the premises, the CWA provides a range of community-focused activities that are available to both members and the broader Bacchus Marsh community. The continued occupation of the premises supports social connection, skills development and community participation, and aligns with Council's commitment to providing accessible community facilities and services.

Maintenance Costs

The tenant is obliged to keep the occupied space in good repair and condition, with the exception of fair wear and tear and structural damage, unless such structural damage is caused by the tenant's negligence. Any costs associated with the tenant's maintenance obligations are borne by the tenant and not Council.

Indemnity and Insurance

The tenant must maintain public liability insurance for an amount of \$20 million and ensure that the policy extends to cover Council in respect of claims for personal injury or property damage arising from the tenant's negligence. The tenant must also indemnify Council and its officers against all actions, costs, claims, charges, expenses, penalties, demands and damages.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

There are no risk or occupational health and safety issues identified with this proposal.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

Chief Executive Officer – Derek Madden

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

Author – Joseph Spiteri

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

CONCLUSION

While the proposed lease fee is below the assessed market value of the premises, the organisation provides a community benefit through activities that support social connection, participation and skills development.

It is therefore recommended that Council enter into a new two-year lease agreement with the Country Women's Association (CWA) Bacchus Marsh Branch, with an option to extend for a further one-year period, on the terms outlined in this report.

11.2 PROPOSED RENAMING OF EASTERN SECTION OF BACCHUS STREET, MADDINGLEY

Author: Joseph Spiteri, Manager Governance & Civic Support

Authoriser: Derek Madden, Chief Executive Officer

Attachments: Nil

PURPOSE

The purpose of this report is to present Council with a proposal to rename the eastern section of Bacchus Street, Maddingley to 'Rosella Close'.

EXECUTIVE SUMMARY

- Council has received a request from a community member to rename the eastern section of Bacchus Street, Maddingley to 'Rosella Close'.
- Officers have assessed the proposal in accordance with Place Naming Principles stipulated in Council's Place Naming Policy 2024 and the Naming Rules for places in Victoria 2022 - Statutory requirements for naming roads, features and localities (the naming rules).

RESOLUTION

Moved: Cr Ally Munari

Seconded: Cr John Keogh

That Council:

1. Approves the commencement of a 30-day community consultation process, to be undertaken via Have Your Say, with community members and stakeholders affected by the proposed amended boundary of Bacchus Street, Maddingley, and the renaming of this section to 'Rosella Close'.
2. Convene a Section 223 meeting for any submitters wishing to address Council directly.
3. Notes that at the conclusion of the community consultation period, a further report will be brought back to Council.

CARRIED

BACKGROUND

On 1 May 2024 a proposed renaming of part of Bacchus Street, Maddingley was presented to Council with a recommendation to rename the eastern section Bacchus Street, Maddingley, to Stewart Close, Maddingley in commemoration of George and Bertha Stewart.

This recommendation was carried with the recommendation that Council seek a further report to be brought back to Council after investigation of the initiating request to close the eastern end of Bacchus Street.

Further investigation into the initiating request resulted in the following findings:

There were two potential commemorative naming requests under consideration for the renaming of the eastern end of Bacchus Street, Maddingley. These requests were in commemoration of the Stewart Family and in commemoration of the Prout Family.

Mr Colin Prout initially submitted a request for the closure of the eastern section of Bacchus Street, Maddingley and a request for the renaming in commemoration of the Prout family.

The request for renaming in commemoration of the Prout family was assessed against Moorabool Shire Council's Place Naming Policy 2024 and Geographic Names Victoria's Naming Principles. This request did not satisfy sufficient weight of the required criteria outlined in the naming principles.

Mr Prout was emailed on 23 June 2025 and advised of the outcome.

Mrs Nancy Stewart was contacted by phone on 9 July 2025 and 15 July 2025 to discuss the proposed renaming of the eastern section of Bacchus Street, Maddingley in commemoration of the Stewart Family. After Mrs Stewart's consideration of the location, Mrs Stewart advised they did not wish to proceed with this naming proposal. A letter was sent to Mrs Stewart on 21 July 2025 confirming this outcome.

Bacchus Street, Maddingley is a sealed road up until it intersects with Powlett Street, which does not continue through to the remainder of Bacchus Street. The remaining eastern section is unsealed and blocked by traffic bollards (figures 1 and 2) to prevent through traffic to and from Werribee Vale Road.

This has caused issues for emergency services, postal services and motorists attempting to use Bacchus Street as a thoroughfare to Werribee Vale Road.

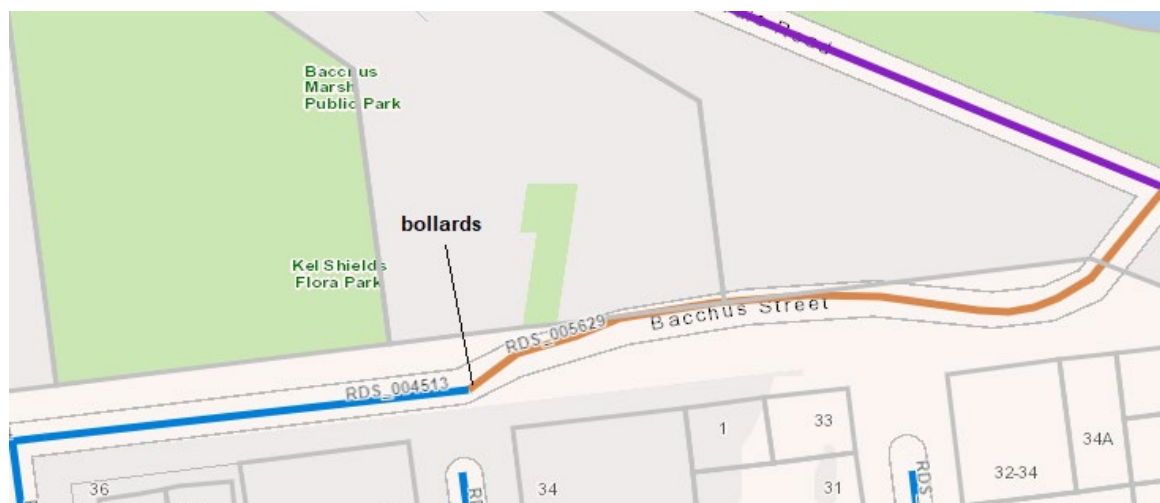


Figure 1 – Map view of Bacchus Street



Figure 2 – Street view of Bacchus Street

Place Naming Principles

The proposal to rename the eastern section of Bacchus Street, Maddingley to 'Rosella Close' has been assessed against the Place Naming Principles stipulated in Council's Place Naming Policy and the Place Naming Rules for Victoria 2022 (the Naming Rules):

Principle	Assessment
Principle A - Ensuring public safety Geographic names and boundaries must not put public and operational safety for emergency response at risk; or cause confusion for transport, communication and mail services.	Compliant The proposal will improve public safety and operational safety for emergency response vehicles and mail services.
Principle B - Recognising the public interest Cultural heritage names should be enduring. When naming or adjusting the geographic boundary of a place, Council must consider the long-term benefits and short-term effects on the wider community.	Compliant The proposal is in the short and long-term interest of the Bacchus Marsh community.
Principle C - Linking the name to place Names should have a link to place to ensure the preservation of our cultural heritage.	Compliant The location is the natural habitat of the Crimson Rosella, linking the naming proposal to the location.
Principle D - Ensuring names are not duplicated Names must not duplicate another name within a locality. Duplication is not allowed within the same locality within a 15-kilometre radius (regional).	Compliant The name is not duplicated within Bacchus Marsh. There is a Rosella Road in Lal Lal, approximately 44kms from the proposed renaming location.
Principle E - Recognition and use of Traditional Owner languages The use of Traditional Owner languages in the	Not applicable The proposal does not recommend the use of Traditional Owner languages in this instance.

naming of roads, features and localities is encouraged and is subject to agreement from the relevant Traditional Owner group(s).	
Principle F - Names must not discriminate or be offensive Place names must not discriminate or cause offense.	Compliant The proposal is not offensive or discriminatory in nature.
Principle G - Gender equality Gender equality in the naming of roads, features and localities is encouraged.	Not applicable The proposal does not address gender. This proposal does not negatively impact gender equality or adversely impact Council's target under the Victorian Gender Equality Strategy.
Principle H - Dual names Dual names may only be assigned to geographic features. Dual names cannot be assigned to roads or localities. Dual names with Traditional Owner place names are encouraged as a transitional step toward the adoption of the Traditional Owner name.	Not applicable A dual name is not proposed in this instance.
Principle I - Using commemorative names When deciding on the assignment of a commemorative name after a person, Council will consider the person's achievements, relevant history and association to the area and the significance of the family/person to the area/land. Commemoration of a living person is strongly discouraged.	Not applicable This proposal is not in commemoration of a person.
Principle J - Using commercial and business names Places should not be named after commercial businesses, trade names, estate names (which are solely commercial in nature) or not-for-profit organisations.	Compliant The proposal is not a commercial or business name.
Principle K – Language Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of a Traditional Owner language local to the area of the road, feature or locality. (etc...).	Compliant The proposal is written in standard Australian English and complies with the character limit and grammatical rules of this principle.
Principle L - Directional names to be avoided Cardinal directions (north, south, east and west) must be avoided.	Compliant The proposal does not include cardinal directions.

Principle M - Assigning extent to a road, feature or locality A naming proposal must clearly define the area and/or extent to which the name will apply.	Compliant The proposal clearly defines the areas to which the names will apply.
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Council Plan

The Council Plan 2025-2029 provides as follows:

Strategic Objective 1: Healthy, inclusive and safe communities

Priority 1.2: Improve the health, safety and wellbeing of the shire

The proposal is not provided for in the Council Plan 2025-2029 and can be actioned by utilising existing resources.

FINANCIAL IMPLICATIONS

The financial implications associated with this report can be managed within the current year's budget allocations.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

There are potential risks associated with public safety due to emergency services not being able to access the dwellings in these areas.

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consultation	Adjoining landowners and residents.	Direct letters	NA	September 2026 – October 2026	To ascertain support for the proposed road renaming.
Submission process	General community.	Call for written submissions over a 30 day period	Website and local newspapers	September 2026 – October 2026	To ascertain community support for the proposed road renaming.

There are three street addresses affected by the proposed change:

- 1 Bacchus Street Maddingley VIC 3340, Maddingley
- 1A Bacchus Street Maddingley VIC 3340, Maddingley
- Bacchus Street Maddingley VIC 3340, Maddingley - Southern Rural Water

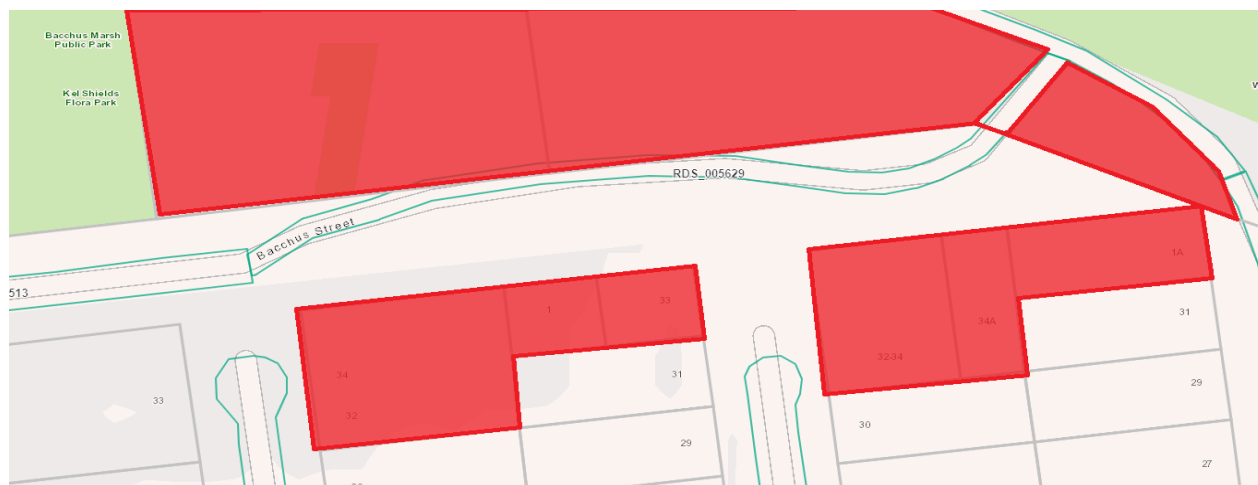


Figure 4 - Direct Consultation Area - Landowners

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

Chief Executive Officer – Derek Madden

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

Author – Joseph Spiteri

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

CONCLUSION

The consultation process as recommended in this report will identify whether the proposed road renaming is supported by the relevant stakeholders and the greater Moorabool community. On conclusion of the consultation process, a further report will be presented to Council.

11.3 PROPOSED ROAD RENAMING - SECTION OF DUNCAN STREET, BALLAN, OFF SIMPSON STREET

Author: Joseph Spiteri, Manager Governance & Civic Support

Authoriser: Derek Madden, Chief Executive Officer

Attachments: Nil

PURPOSE

The purpose of this report is to present Council with a proposal to rename part of Duncan Street, Ballan to 'Shamrock Court' in response to a request from a community member.

EXECUTIVE SUMMARY

- Council has received a request from a community member to rename the part of Duncan Street, Ballan to 'Shamrock Court'.
- Officers have assessed the proposal in accordance with Place Naming Principles stipulated in Council's Place Naming Policy 2024 and the Naming Rules for Victoria 2022 - Statutory requirements for naming roads, features and localities (the naming rules).

RESOLUTION

Moved: Cr John Keogh

Seconded: Cr Ally Munari

That Council:

1. **Approve the commencement of a 30-day community consultation process, to be undertaken via Have Your Say, with community members and stakeholders affected by the proposed renaming of a section of Duncan Street, Ballan, to 'Shamrock Court'.**
2. **Convene a Section 223 meeting for any submitters wishing to address Council directly.**
3. **Notes that at the conclusion of the community consultation period a further report will be brought back to Council.**

CARRIED

BACKGROUND

On the 6 April 2022 a proposed renaming of part of Duncan Street, Ballan was presented to Council with a recommendation to rename part of Duncan Street, Ballan, to Shamrock Court, however the matter was deferred for further consideration. At the same meeting, Council heard from a community member who presented an alternative name 'Simpson Court'. This name was assessed against the Place Naming Principles and was found not to comply, as the existence of 'Simpson Street' in Ballan presented a risk of confusion.

In 2019 the landowner of 26 Duncan Street, Ballan had submitted a request to Council to rename a section of Duncan Street to 'Shamrock Court'. Duncan Street is physically divided by Inglis Street, resulting in two separate, non-contiguous sections that share the same street name.

This division creates ongoing confusion for residents, visitors, emergency services, delivery drivers and service providers.

The proposed name 'Shamrock Court' holds historical and cultural significance within Ballan. St. Brigid's Church features entrance gates adorned with shamrocks, crafted by E. Wheelahan and installed in 1912 shortly after the church opened. These gates form part of an important phase in the church's early Irish heritage.

There are currently three residential properties addressed within the affected section of Duncan Street. Three residential addresses that are affected:

- 26 Duncan Street Ballan VIC 3342
- 27 Duncan Street Ballan VIC 3342
- 28 Duncan Street Ballan VIC 3342

Should the renaming proceed, these property owners will be required to update their address details with relevant agencies, including State Government departments and Australia Post.

PROPOSAL

It is proposed to rename the northern section of Duncan Street to 'Shamrock Court', as per the suggestion from the applicant. This section of road as shown in Figure 1 is the road in question.

Duncan street is commemoratively named after one of the Ballan's early settlers and landowners, William Duncan. This name will be retained on the remainder of the road.



Figure 1 – Map view of the section of Duncan Street



Figure 2 – None-Contiguous Section of Duncan Street

Place Naming Principles

The proposal to rename a section of Duncan Street, Ballan to 'Shamrock Court' has been assessed against the place naming principles stipulated in Council's place naming policy and the place naming rules for Victoria 2022 (the naming rules):

Principle	Assessment
Principle A - Ensuring public safety Geographic names and boundaries must not put public and operational safety for emergency response at risk; or cause confusion for transport, communication and mail services.	Compliant The proposal will improve public safety and operational safety for emergency response vehicles and mail services.
Principle B - Recognising the public interest Cultural heritage names should be enduring. When naming or adjusting the geographic boundary of a place, Council must consider the long-term benefits and short-term effects on the wider community.	Compliant The proposal is in the short and long-term interest of the Ballan community by addressing public safety issues associated with the current name.
Principle C - Linking the name to place Names should have a link to place to ensure the preservation of our cultural heritage.	Compliant Shamrocks have been recognised as having historical and cultural significance to the community of Ballan.
Principle D - Ensuring names are not duplicated Names must not duplicate another name within a locality. Duplication is not allowed within the same locality within a 15-kilometre radius (regional).	Compliant The name is not duplicated elsewhere within the Shire.
Principle E - Recognition and use of Traditional Owner languages The use of Traditional Owner languages in the	Not applicable The proposal does not recommend the use of Traditional Owner languages in this

naming of roads, features and localities is encouraged, and is subject to agreement from the relevant Traditional Owner group(s).	instance.
Principle F - Names must not discriminate or be offensive Place names must not discriminate or cause offense.	Compliant The proposal is not offensive or discriminatory in nature.
Principle G - Gender equality Gender equality in the naming of roads, features and localities is encouraged.	Not applicable The proposal does not address gender. This proposal does not negatively impact gender equality or adversely impact Council's target under the Victorian Gender Equality Strategy.
Principle H - Dual names Dual names may only be assigned to geographic features. Dual names cannot be assigned to roads or localities. Dual names with Traditional Owner place names are encouraged as a transitional step toward the adoption of the Traditional Owner name.	Not applicable A dual name is not proposed in this instance.
Principle I - Using commemorative names When deciding on the assignment of a commemorative name after a person, Council will consider the person's achievements, relevant history and association to the area and the significance of the family/person to the area/land. Commemoration of a living person is strongly discouraged.	Not applicable This proposal is not in commemoration of a person.
Principle J - Using commercial and business names Places should not be named after commercial businesses, trade names, estate names (which are solely commercial in nature) or not-for-profit organisations.	Compliant The proposal is not a commercial or business name.
Principle K – Language Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of a Traditional Owner language local to the area of the road, feature or locality. (etc...).	Compliant The proposal is written in standard Australian English and complies with the character limit and grammatical rules of this principle.
Principle L - Directional names to be avoided Cardinal directions (north, south, east and west) must be avoided.	Compliant The proposal does not include cardinal directions.

Principle M - Assigning extent to a road, feature or locality A naming proposal must clearly define the area and/or extent to which the name will apply.	Compliant The proposal clearly defines the areas to which the names will apply.
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COUNCIL PLAN

The Council Plan 2025-2029 provides as follows:

Strategic Objective 4: A Council that engages and adapts

Priority 2.3: Make the most of the shire's unique location and attributes to help drive visitation

The proposal is not provided for in the Council Plan 2025-2029 and can be actioned by utilising existing resources.

FINANCIAL IMPLICATIONS

The financial implications associated with this report can be managed within the current year's budget allocations.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

There are potential risks associated with public safety due to emergency services not being able to locate the dwellings in these areas.

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consultation	Adjoining landowners and residents	Direct letters	NA	September to October 2026	To ascertain support for the proposed road renaming.
Submission process	General community	Call for written submissions over a 30-day period	Website and local newspapers	September to October 2026	To ascertain community support for the proposed road renaming.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

Chief Executive Officer – Derek Madden

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

Author – Joseph Spiteri

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

CONCLUSION

The consultation process as recommended in this report will identify whether the proposed road renaming is supported by the relevant stakeholders and the greater Moorabool community. On conclusion of the consultation process, a further report will be presented to Council.

12 COMMUNITY PLANNING AND DEVELOPMENT REPORTS**12.1 MOORABOOL PLANNING SCHEME AMENDMENT C114MOOR - REQUEST FOR AUTHORISATION**

Author: Demi Spencer, Senior Heritage Planner

Authoriser: Henry Bezuidenhout, Executive Manager Community Planning & Development

Attachments: 1. Planning Scheme Amendment C114moor (under separate cover)

PURPOSE

To seek authorisation from the Minister for Planning to prepare and exhibit Amendment C114moor.

EXECUTIVE SUMMARY

- Amendment C114 proposes to apply the Heritage Overlay to two properties and amend the existing Heritage Overlays HO22 - Carween Homestead and HO26 – Ballark Homestead.
- C114moor seeks to implement the recommendations of the heritage assessments by applying the Heritage Overlay to Phalp's Farm at 57 Ditchfield Road North, Yendon, and Blake Residence at 16 Taverner Street, Maddingley. The Amendment also proposes to correct the existing Heritage Overlays HO22 – Carween Homestead at 50 Ballan-Daylesford Road, Ballan and HO26 – Ballark Homestead at 1579 Ballan-Meredith Road, Morrisons.
- In preparing the amendment, Council officers have consulted with affected property owners, including providing copies of relevant Statements of Significance.

RESOLUTION

Moved: Cr Rod Ward

Seconded: Cr John Keogh

That Council:

1. Seeks authorisation from the Minister for Planning to prepare Planning Scheme Amendment C114moor to the *Moorabool Planning Scheme* in accordance with Attachment 1.
2. Upon receipt of authorisation, prepare and exhibit Amendment C114moor to the *Moorabool Planning Scheme* in accordance with relevant requirements of the *Planning and Environment Act 1987*.
3. Authorise the Executive Manager Community Planning and Development to make minor changes to the amendment documentation prior to exhibition where they do not alter the intent of the amendment.
4. Authorise the Executive Manager Community Planning and Development to liaise and resolve any issues that are raised by submitters during the exhibition process prior to the amendment being reported back to Council to consider submissions.

CARRIED

BACKGROUND

Council officers identified the need to undertake heritage assessments for four properties; two of which do not have existing heritage protection but were identified as having potential significance in previous municipal heritage studies, and two which are included in the Heritage Overlay but lack supporting documentation and decision-making guidance. To address these gaps, heritage assessments have been undertaken for each property. In preparing the amendment, affected property owners have been consulted and provided with copies of relevant Statements of Significance.

The background and details relating to each property are outlined below.

Blake Residence – 16 Taverner Street, Maddingley

In 2024 an application was made under s29A of the *Building Act 1993* for consent to demolish the dwelling at 16 Taverner Street, Maddingley. The property was identified as a place of local interest in the *Bacchus Marsh Heritage Study 1995*.

Plan Heritage consultants were subsequently engaged to complete a heritage assessment for the property using the standard criteria set out in *Planning Practice Note 1 – Applying the Heritage Overlay*. The assessment found that the place met the threshold for local significance and recommended inclusion in the Heritage Overlay to the *Moorabool Planning Scheme*.

Blake Residence is recommended for inclusion in the Heritage Overlay for its significance to the Moorabool Shire based on Criterion A - historical value and Criterion D - representative value. In addition to the standard requirements of the Heritage Overlay, solar energy system controls are recommended for the property. Refer to Figure 1 below.



Figure 1: 16 Taverner Street, Maddingley - proposed HO extent shown blue

Phalp's Farm – 57 Ditchfield Road North, Yendon

The property at 57 Ditchfield Road North, Yendon was identified in the *West Moorabool Heritage Study Stage 1 (2010)* and recommended for an assessment of cultural significance to determine potential for a Heritage Overlay.

In 2024, discussions with the property owner regarding business expansion prompted Council to engage Plan Heritage consultants to complete a heritage assessment using the standard criteria

set out in *Planning Practice Note 1 – Applying the Heritage Overlay*. The assessment found that the place met the threshold for local significance and recommended inclusion in the Heritage Overlay to the *Moorabool Planning Scheme*.

Phalp's Farm is recommended for inclusion in the Heritage Overlay for its significance to the Moorabool Shire based on Criterion A - historical value and Criterion D – representative value. In addition to the standard requirements of the Heritage Overlay, solar energy system controls, outbuilding and fence controls to the two-storey bluestone and red brick outbuilding, bluestone cow byre, long gable roof building and windmill, internal alteration controls to the bluestone rubble walls inside the metal and timber clad outbuilding and tree controls to the Hawthorn hedge are recommended for the property. Refer to Figure 2 below.



Figure 2: 57 Ditchfield Road North, Yendon - proposed HO extent shown blue

HO22 Carween Homestead and Garden – 50 Ballan-Daylesford Road, Ballan

Carween Homestead is currently included in the Heritage Overlay as HO22 with external paint controls, tree controls, and solar energy system controls. However, there is no existing documentation on its significance and therefore no information to assist planning application decisions. Through a building application process, it was identified that the Heritage Overlay mapping erroneously applies to the eastern portion of the property and excludes the dwelling and its features of significance.

Plan Heritage consultants were engaged to prepare a heritage assessment and Statement of Significance for the property in 2024. The assessment recommended:

- The application of outbuilding and fence controls to the wash house and sleep out on the property.
- Specifying that existing tree controls apply to the Privet and Hawthorn hedge plantings, mature Horse Chestnut, Bay Laurel and Holly trees, and single specimens of Maritime Pine and Pear.
- Appropriate mapping changes for the Heritage Overlay to include the dwelling, outbuildings, and significant landscape elements.

It was recommended that these changes be incorporated into the *Moorabool Planning Scheme*. Refer to Figure 3 below.

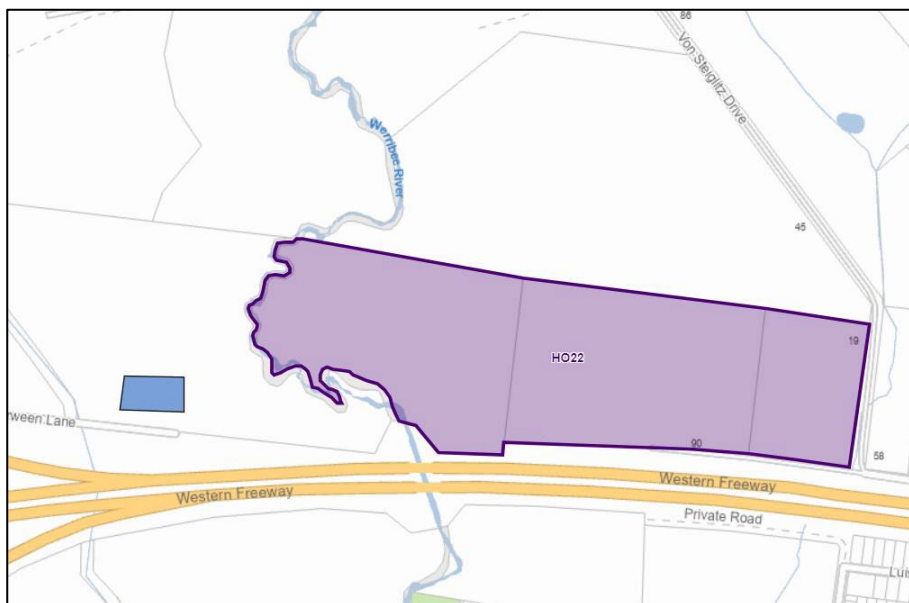


Figure 3: 50 Ballan-Daylesford Road, 90 Carween Lane, and 19 Von Steiglitz Drive, Ballan - existing HO extent

HO26 Ballark Homestead and Cemetery – 1579 Ballan-Meredith Road, Morrisons

Ballark Homestead is currently included in the Heritage Overlay as HO26 with external paint controls, tree controls, and solar energy system controls. A planning permit application was recently lodged proposing alterations and additions to the property. However, there is no existing documentation on its significance and therefore no information to assist planning application decisions.

Landmark Heritage consultants were engaged to prepare a heritage assessment and Statement of Significance for the property in 2026. The assessment recommended refining the heritage curtilage mapping to the areas of significance, including the main homestead, Wallace family cemetery, Canary Oak trees, c1870s-80s timber Men's Quarters, c1920s timber stables, and the site of the original c1838 homestead. It also recommended specifying that the external paint controls apply to painted render, shingles and timber elements, the tree controls apply to three mature Canary Oak trees and applying new outbuilding and fence controls to the L-shaped stables-coach house wing and the 1920s stables. Refer to Figure 4 below.

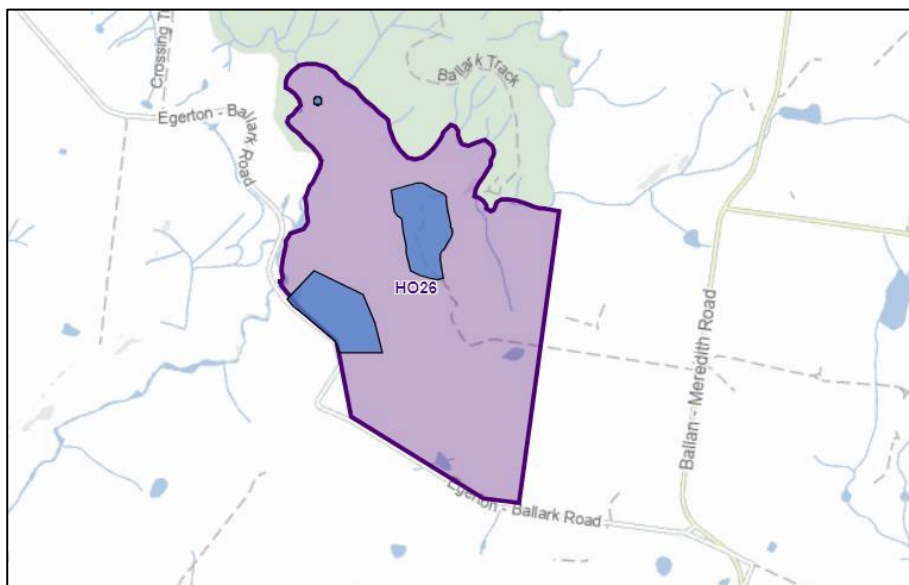


Figure 4: 1579 Ballan-Meredith Road, Morrisons - existing HO extent shown purple and proposed HO extent

THE AMENDMENT

It is proposed to implement the recommendations of the heritage assessments through Planning Scheme Amendment C114moor. Specifically, the amendment will:

- Apply the Heritage Overlay to Phalp's Farm – 57 Ditchfield Road North, Yendon (HO319) with:
 - Outbuilding and fence controls to the two-storey bluestone and red brick outbuilding, bluestone cow byre, long gable roof outbuilding, and windmill.
 - Internal alteration controls to bluestone rubble walls inside the metal and timber clad outbuilding.
 - Tree controls to the Hawthorn hedge.
 - Solar energy system controls.
- Apply the Heritage Overlay to Blake Residence – 16 Taverner Street, Maddingley (HO320) with:
 - Solar energy system controls.
- Amend Heritage Overlay (HO22) by:
 - Renaming the entry in the Heritage Overlay Schedule to 'Carween Homestead and Garden.'
 - Correct the address to 50 Ballan-Daylesford Road, Ballan.
 - Apply outbuilding controls to the wash house and sleepout.
 - Specify that existing tree controls apply to the Privet and Hawthorn hedge plantings, mature Horse Chestnut, Bay Laurel and Holly trees, and single specimens of Maritime Pine and Pear.
 - The existing external paint controls and solar energy system controls will remain unchanged.

- Correct the existing Heritage Overlay mapping.
- Amend Heritage Overlay (HO26) by:
 - Renaming the entry 'Ballark Homestead and Cemetery.'
 - Correct the address to 1579 Ballan-Meredith Road, Morrisons.
 - Specify that the tree controls apply to three mature Canary Oak trees.
 - Specify that the external paint controls apply to the painted render, shingles, and timber elements.
 - Apply outbuilding controls to the L-shaped stables-coach house wing and timber stables.
 - The existing external paint controls and solar energy system controls will remain unchanged.
 - Refine the Heritage Overlay mapping to the areas of significance as opposed to applying it to the whole property.
- Include the statements of significance for each place as Incorporated Documents in the Schedule to Clause 72.04 – Incorporated Documents.
- Include the heritage citations for each place as Background Documents in the Schedule to Clause 72.08 – Background Documents.

These changes will provide accurate and permanent protection for the significant places that demonstrate our shire's history and contribute to Moorabool's unique character. Heritage is important to our community and applying the Heritage Overlay will conserve significant heritage places for current and future generations.

NEXT STEPS

To prepare and exhibit Planning Scheme Amendment C114moor, Council is required to seek authorisation from the Minister for Planning.

Following receipt of authorisation:

- A period of public exhibition will be undertaken in accordance with the requirements of the Planning and Environmental Act 1987 and Ministerial Direction No. 15.
- Affected property owners and relevant state agencies will be invited to make a submission to Council on the proposed amendment.
- A report will be brought to Council following public exhibition to consider and respond to any submissions received.
- Council will be able to request a planning panel to consider any unresolved submissions to the amendment.

COUNCIL PLAN

The Council Plan 2025-2029 provides as follows:

Strategic Objective 3: Places and spaces that meet the needs of our many and varied communities

Priority 3.1: Enhance the natural and built environment

The proposed Moorabool Planning Scheme Amendment C114moor is consistent with the Council Plan 2025-2029. It implements the following actions from the Moorabool Heritage Strategy 2024-2028:

Action 2 – Prepare heritage citations for all 27 sites that do not currently have one. A review of the curtilage should be undertaken at the same time. A Planning Scheme Amendment will be required to incorporate the Statements of Significance in the Planning Scheme and make any changes to the curtilage.

Action 11 – Develop a program for protecting places of heritage significance identified through the gaps analysis and ongoing research and implement through Planning Scheme Amendment(s).

FINANCIAL IMPLICATIONS

As a Council initiated planning scheme amendment, Council is required to pay statutory fees in accordance with the *Planning and Environment (Fees) Regulations 2016*. Council is also responsible for covering other costs associated with the Amendment as allowed under the *Planning and Environment Act 1987*, including advertising and panel costs. The fees for Council led Planning Scheme Amendments are covered by the Growth and Development recurrent budget.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

No specific risks have been identified in seeking authorisation for Amendment C114moor.

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Individual property owners and Prescribed Ministers	Mail out, notification in gazette and Moorabool newspaper, and Council's Have Your Say website	Specific properties across Moorabool	40 business days (approx.) from receipt of authorisation from the Minister.	Submissions will be reported to Council. Unresolved submissions can be referred to an independent Planning Panel.

Exhibition of an amendment is the statutory process of consulting on a Planning Scheme Amendment under the *Planning and Environment Act 1987*. Section 19 of the Act requires Notice to be given to owners and occupiers of land that may be materially affected by the amendment as well as prescribed or affected Ministers, public authorities, and councils. Consultation will occur in accordance with the Act.

As part of the preparation of the Amendment, council officers consulted with the property owners affected by the amendment including owners of Phalp's Farm, Blake Residence, Carween Homestead and Ballark Homestead on the heritage assessment recommendations. A letter was also sent to the properties incorrectly identified as Carween Homestead in the Planning Scheme to advise them that Amendment C114 is proposed to remove heritage overlay controls that currently apply to their land. No response was received from any affected property owner. The Department of Transport and Planning was consulted on the preparation of the amendment documentation.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

Executive Manager – Henry Bezuidenhout

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

Author – Demi Spencer

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

CONCLUSION

Amendment C114moor proposes to apply the Heritage Overlay to two properties: Phalp's Farm at 57 Ditchfield Road North, Yendon, and Blake Residence at 16 Taverner Street, Maddingley. It is also recommended that existing Heritage Overlays HO22 - Carween Homestead and HO26 - Ballark Homestead be updated to ensure their significance is accurately captured and protected through the Planning Scheme.

The amendment will ensure accurate and permanent protection for the significant places that demonstrate our shire's history and contribute to Moorabool's unique character. This work contributes to the ongoing implementation of existing municipal heritage studies and Council's obligations to identify and protect places of local heritage significance.

13 COMMUNITY STRENGTHENING REPORTS**13.1 FEMALE FRIENDLY SPORT AND RECREATION PARTICIPATION AND INFRASTRUCTURE STRATEGY 2022-2032 - YEAR FOUR UPDATE**

Author: Travis Kirwood, Manager Community Development and Activation

Authoriser: Leigh McCallum, General Manager Community Strengthening

Attachments: 1. Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032 Year 4 Progress Update (under separate cover)

PURPOSE

The purpose of this report is to provide Council with an update on the implementation of the Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032 and to outline priorities for Year Four delivery.

EXECUTIVE SUMMARY

- The Moorabool Shire Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032 includes 17 actions comprising 91 activities scheduled for delivery during the first three years of implementation.
- Following a review of implementation progress, 16 activities have been completed, 32 activities are ongoing or embedded within Council operation, 31 activities are in progress, and 12 activities are proposed to be carried forward to Year Four.
- The review of the Strategy was undertaken through an evaluation of implementation plan actions, including project delivery outcomes, participation initiatives, infrastructure investments and strategic planning activities delivered in Years 1-3.

RESOLUTION

Moved: Cr Rod Ward

Seconded: Cr Sheila Freeman

That Council receives the Year Four progress report for the Moorabool Shire Council Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032.

CARRIED

BACKGROUND

The Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032 was adopted by Council at the Ordinary Meeting of Council on 3 March 2022.

The Strategy provides a long-term framework to increase participation and access for women and girls in sport and recreation through five strategic priorities:

1. Access and Opportunity
2. Celebration and Promotion
3. Welcoming Facilities

4. Safe and Sociable

5. Leadership and Capacity

While the Strategy is focused on improving outcomes for women and girls, many initiatives also contribute to broader community inclusion, participation and wellbeing outcomes.

This report provides a review of implementation progress across the first three years of the Strategy and identifies priority actions for Year 4. The review considered delivery outcomes across infrastructure projects, participation initiatives, facility planning, leadership development, community activation and strategic planning activities.

Implementation demonstrates continued progress across infrastructure delivery, participation programming, facility activation, leadership development and policy implementation.

The implementation review identified a total of 91 activities across the first three years of the Strategy. Of these, 16 activities have been completed and 32 activities are ongoing or embedded within Council operations. A further 31 activities remain in progress, and 12 activities are proposed to be carried forward into Year 4 implementation.

Status	Number of activities	Percentage
Completed	16	18%
Ongoing/Embedded	32	35%
In Progress	31	34%
Carry Forward	12	13%
Total	91	100%

The activities proposed to be carried forward primarily relate to long-term initiatives such as participation monitoring, partnership development, brand campaign delivery and evaluation processes that require ongoing implementation beyond the initial three-year period.

The Strategy continues to support implementation of Council's Fair Access Policy and Action Plan, adopted in 2024 in response to requirements under the Gender Equality Act 2020.

Key areas of alignment include:

- Gender Impact Assessments.
- Inclusive infrastructure planning and facility development.
- Participation monitoring and data collection.
- Leadership development opportunities.
- Improved participation pathways for women and girls.

An implementation summary of Years 1-3 activities and proposed Year 4 actions is included as an attachment.

PROPOSAL

It is proposed that Council notes the progress reported in implementing the Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032 and the priority actions identified for Year 4 implementation.

COUNCIL PLAN

The Council Plan 2025-2029 provides as follows:

Strategic Objective 1: Healthy, inclusive and safe communities

Priority 1.2: Improve the health, safety and wellbeing of the shire

The proposal to note the progress of the Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032 and Year 4 priority actions is consistent with the Council Plan 2025-2029.

FINANCIAL IMPLICATIONS

Implementation of annual actions is accommodated through existing operational programs, capital works projects, and external funding opportunities. Individual initiatives requiring future budget consideration will be brought to Council through normal budget development and project approval processes.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Strategic delivery	Inability to deliver identified actions due to funding, resource or partnership constraints.	Medium	Seek external funding opportunities, maintain partnerships and align actions within Council planning processes.
Community participation	Participation outcomes do not meet community needs.	Medium	Continue consultation, participation monitoring and needs assessment of community services, programs and activities.

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Involve	Internal Council departments	Annual implementation review and progress reporting.	Various	Various	Input into achievements, challenges and future priorities.
Involve	Sporting clubs, community organisations and project partners	Ongoing engagement through planning projects, forums and partnership activities.	Various	Various	Alignment of initiatives with community needs.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

General Manager – Leigh McCallum

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

Author – Travis Kirwood

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

CONCLUSION

Council continues to make steady progress in delivering the objectives of the Female Friendly Sport and Recreation Participation and Infrastructure Strategy 2022-2032. Achievements have been realised through infrastructure investment, expanded participation opportunities, improved planning processes and implementation of Fair Access principles. Continued delivery of Year 4 priorities will further support participation, inclusion and leadership opportunities for women and girls across Moorabool Shire.

13.2 LIBRARY STRATEGY COMMUNITY ENGAGEMENT PLAN

Author: Shannon Maloney, Manager Community Place and Prosperity

Authoriser: Leigh McCallum, General Manager Community Strengthening

Attachments: 1. **Moorabool Libraries Strategy 2027-2032 - Community Engagement Survey Questions (under separate cover)**

PURPOSE

The purpose of this report is to seek Council approval to undertake community engagement for the Moorabool Shire Council Library Strategy.

EXECUTIVE SUMMARY

- Council approval is sought to undertake community engagement to inform the new Moorabool Shire Council Library Strategy.
- The Strategy will respond to current and emerging community needs, align with the Council Plan 2025–2029, and guide library service delivery and planning from 2027 to 2032.
- Engagement is proposed for September to October 2026 and will include surveys, targeted consultation, internal Council input, drop-in opportunities and Councillor 1:1's.
- Engagement outcomes will inform a draft Strategy for Council consideration and public exhibition, with final adoption planned for June 2027.

RESOLUTION

Moved: Cr Rod Ward

Seconded: Cr Ally Munari

That Council:

1. **Approves the Library Strategy Community Engagement Plan.**
2. **Notes that once engagement has concluded a further report will be provided to Council for consideration.**

CARRIED

BACKGROUND

Council has included the development of a Library Strategy that responds to current and emerging community need in the 2025-2029 Council Plan.

It is proposed that the Strategy will provide a framework to guide library service delivery and planning over a five-year period from 2027 to 2032. It will establish a shared vision, strategic priorities and an action plan for the future of library services, informed by community needs, industry trends and Council's broader strategic direction.

While there has not been a specific budget allocated for this work, it is proposed that the strategy will be developed in house by Council officers using existing resources and staff capacity. Officers

have prepared a project scope and project plan to support the delivery of this Council Plan action, and as such no external consultancy costs are anticipated.

Input and guidance received through community engagement will form a key component of the Strategy's development. Following the consideration of all community and stakeholder feedback, officers will prepare a draft strategy for presentation to Council. Subject to Council support, the draft strategy will be released for public exhibition. Feedback received during this period will inform the final proposed strategy, which will be presented to Council for adoption.

PROPOSAL

It is proposed that Council support the Community Engagement Plan presented below.

COUNCIL PLAN

The Council Plan 2025-2029 provides as follows:

Strategic Objective 1: Healthy, inclusive and safe communities

Priority 1.1: Improve access to services for all communities

The proposed Community Engagement for the development of a draft Library Strategy is consistent with the Council Plan 2025-2029.

FINANCIAL IMPLICATIONS

Financial implications associated with the Community Engagement Plan and Library Strategy include officer time to undertake the work.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

Risks associated with not proceeding with the Community Engagement Plan include:

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Perception – Lack of trust in Council	A lack of consultation can erode community trust, lead to projects that don't reflect local needs and increase community opposition that may delay or obstruct implementation.	Medium	Implement a structured Community Engagement Plan; provide transparent updates; demonstrate how feedback influences decisions.
Quality of Strategy	The Strategy does not appropriately reflect the needs of the community or Council's capacity to deliver identified actions.	Medium	Implement a structured engagement plan. Internal consultation.
Delay in Strategy development due to non-approval of Community Engagement Plan	If the Community Engagement Plan is not approved, the development of the Library Strategy will be delayed.	Medium	Implement a structured Community Engagement Plan; provide transparent updates; demonstrate how feedback influences decisions.

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Inform	General Moorabool Shire Community		Various	September - October 2026	Community is aware of feedback opportunity
Consult	Community Groups	Meetings with applicant groups	Various	September - October 2026	Key target audience influence the Strategy
Consult	Library members	Have Your Say portal Hard copy surveys at Customer Service and libraries Phone concierge service to receive feedback Postcards at key facilities In person feedback sessions Drop-in session	Various	September - October 2026	Key target audiences influence the Strategy
Consult	Neighbourhood Houses Local seniors related groups Service providers Peak / advocacy body Senior Citizens Clubs	Direct email Phone call/interview	Online and phone	September - October 2026	Key organisations influence the Plan
Consult	Internal Council Teams	Direct email Individual meetings	Via email / in person	September - October 2026	Key Council teams influence the Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Collaborate	Councillors	One on One meetings available with Staff	In person meeting	September - October 2026	Councillors have input into the creation of the Strategy.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

General Manager – Leigh McCallum

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

Author – Shannon Maloney

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

CONCLUSION

The proposed Community Engagement Plan will support the development of a Library Strategy that is informed by community and stakeholder feedback, aligned with the Council Plan 2025-2029 and responsive to current and emerging community needs. Approving the plan will enable officers to undertake engagement as indicated in this report, reduce risks associated with limited consultation and provide a clear pathway for preparing a draft Strategy for Council consideration, public exhibition and final adoption.

13.3 ADVISORY COMMITTEES OF COUNCIL - REPORTS

Author: Kaylene Bowker, Executive Assistant

Authoriser: Leigh McCallum, General Manager Community Strengthening

Attachments:

1. Minutes - Bacchus Marsh Public Hall Advisory Committee Meeting, 7 April 2026 (under separate cover)
2. Minutes - Positive Ageing Advisory Committee Meeting, 15 April 2026 (under separate cover)

BACKGROUND

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

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

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

EXECUTIVE SUMMARY

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

Committee	Meeting Date	Council Representatives
Bacchus Marsh Public Hall Advisory Committee	Tuesday 7 April 2026	Cr Jarrod Bingham Cr Steve Venditti-Taylor (sub)
Positive Ageing Advisory Committee	Wednesday 15 April 2026	Cr Sheila Freeman Cr Paul Tatchell (Sub)

RESOLUTION

Moved: Cr Ally Munari

Seconded: Cr Sheila Freeman

That Council receive and note the following Advisory Committee Minutes:

1. Bacchus Marsh Public Hall Advisory Committee Meeting Minutes for Tuesday 7 April 2026.
2. Positive Ageing Advisory Committee Meeting Minutes for Wednesday 15 April 2026.

CARRIED

14 CUSTOMER AND CORPORATE SERVICES REPORTS**14.1 UPDATED CUSTOMER CHARTER - COMMUNITY CONSULTATION**

Author: Leanne Manton, Manager Customer and Communications

Authoriser: David Jackson, General Manager Customer and Corporate Services

Attachments: 1. Draft Customer Charter (under separate cover)

PURPOSE

To seek approval to undertake community engagement of the updated Customer Charter in accordance with Council's Community Engagement Policy.

EXECUTIVE SUMMARY

- A review of the Customer Charter has been completed with internal and external stakeholders.
- The insights gained through this review have resulted in the development of the attached updated Customer Charter that informs customers on how Council delivers its services in a timely manner.
- Officers are now seeking to formally engage with the community for a period of four weeks to ensure the changes align with community expectations and needs.

RESOLUTION

Moved: Cr Rod Ward

Seconded: Cr Ally Munari

That Council:

1. Approves the release of the updated Customer Charter for community consultation for a four-week period.
2. Notes that once engagement has concluded a further report will be provided to Council for consideration.

CARRIED

BACKGROUND

Council's first Customer Service Charter was developed in 2014 and outlines what customers can expect when contacting Council.

The Charter has been regularly reviewed and updated since its inception and it was renamed the Customer Charter during the last review in 2021. This makes it clear that excellent customer service is not just a responsibility of the dedicated customer service team but applies to all staff.

An update of the Customer Charter is an action of the Customer Experience Strategy 2025-2027. As such, it is a foundation document that underpins the Customer Experience Strategy moving forward. It was designed to ensure a transparent, consistent, and timely delivery of services; with a large focus on improving the customers' overall experience now and into the future.

The current charter focuses on four commitments designed to reflect what matters most to the customer, which are:

- We understand your needs
- We are easy to deal with
- We keep you updated
- We do what we say we will.

These four commitments align with the Service Victoria's Customer Experience Principles and are consistent with our own research findings on what matters most to the customer, obtained through annual Customer Satisfaction Survey results and our Voice of the Customer program results.

The principles of the Customer Charter also underpin the way we will design and deliver internal customer experiences to ensure they meet the needs and expectations of staff and service units.

The Customer Charter has now been reviewed and updated to ensure that it reflects Council's commitment to the entire end to end experience which includes service design, customer service, and service delivery.

Analysis of this data indicates that the current Customer Charter accurately reflects customer expectations, and therefore only minor changes to the existing Customer Charter are suggested.

PROPOSAL

It is proposed that Council undertake a four-week community engagement process to ensure the updated Customer Charter appropriately reflects community expectations.

An extensive communications and consultation plan will support this process, ensuring as many customers as possible (both internal and external) are aware of the opportunity to provide feedback.

The insights received will inform further updates, if required, prior to the finalised Customer Charter and associated service level commitments being presented to Council for adoption in coming months.

COUNCIL PLAN

The Council Plan 2025-2029 provides as follows:

Strategic Objective 4: A Council that engages and adapts

Priority 4.1: Listen, understand and advocate for community needs

The proposal to adopt the updated Customer Charter is consistent with the Council Plan 2025-2029.

FINANCIAL IMPLICATIONS

Financial resourcing for update and implementation of the Customer Charter is provided in Council's annual budget.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community feedback not captured	Community feedback not addressed	Medium	Multiple streams of community engagement proposed.

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community members	Variety of online and offline promotions	Various	3 September-1 October 2026 inclusive	Community members encouraged to submit feedback

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

General Manager – David Jackson

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

Author – Leanne Manton

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

CONCLUSION

Officers are seeking approval to undertake community consultation on the updated Customer Charter.

15 COMMUNITY ASSETS & INFRASTRUCTURE REPORTS**15.1 CAPITAL IMPROVEMENT PROGRAM - QUARTERLY (FINAL) REPORT JUNE 2026**

Author: Ewen Nevett, Manager Engineering Services

Authoriser: Phil Jeffrey, General Manager Community Assets & Infrastructure

Attachments: 1. Individual Project Status Report (under separate cover)

PURPOSE

This quarterly report provides Council with an overview of the progress of Council's 2025-2026 Capital Improvement Program (CIP) to 30 June 2026.

EXECUTIVE SUMMARY

The delivery of the 2025-2026 CIP progressed with:

- CIP expenditure in 2025-2026 was \$21.64M.
- There were 69 projects reported to Council, including two projects added during the year.
- 46 CIP projects were completed during the year with a further four projects expected to be completed by October 2025. Seven projects are "on hold" pending matching grant funding allocations and/or third-party confirmation of scope.
- The 46 completed projects represent 90.2% of the 51 projects planned for completion in 2025-2026

RESOLUTION

Moved: Cr John Keogh

Seconded: Cr Sheila Freeman

That Council receives the 2025-2026 Capital Improvement Program Quarterly (and final) Report to 30 June 2026.

CARRIED

BACKGROUND

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

PROPOSAL

This quarterly report provides Council with an overview of the outcome of Council's 2025-2026 CIP to 30 June 2026.

Implementation of the 2025-2026 CIP

The 2025-2026 CIP consisted of 69 projects (up from 67 at the start of the year), of which seven (10.1%) remained 'On Hold'. Of the seven projects underway, three represent multi-year projects or projects added during the year and are ongoing with carry forward into the 2026-2027 CIP.

This full list of projects incorporates projects from various sources including but not limited to the following:

- Projects carried forward from 2024-2025 program.
- 2025-2026 Council budgeted projects.
- State and Federal Grant funded/part-funded projects, including:
 - Roads to Recovery
 - Transport Accident Commission
 - Sports and Recreation Victoria
 - Regional Development Victoria

A number of highlights include:

- Small Town Enhancement Program, Lal Lal – Completion of the Clarendon-Lal Lal Road upgrade works incorporating underground drainage, kerb and channel and asphalt surfacing. Footpath network and landscaping
- Griffith Street Northern Shared Use Path – Approximately 800m of new shared user path and six raised pedestrian crossings
- Bacchus Marsh Local Area Traffic Management Suite:
 - One raised intersection
 - Four raised intersections with raised pedestrian crossings
 - Two raised pedestrian crossings
- Rural Road Reconstructions: Approx 9.3 kilometres of rural roads have been widened and rehabilitated
- Windle Street, Ballan – Road Upgrade, pavement rehabilitation, asphalt surfacing, footpath connectivity improvements and kerbing.
- Steiglitz Street, Ballan – Road Upgrade, pavement rehabilitation, asphalt surfacing, footpath connectivity improvements and kerbing.
- Federation Park, Darley – Completion of park upgrade including replacement of public amenities, construction of new playground, picnic facilities and car park upgrade works.
- Bacchus Marsh Racecourse Recreation Reserve – Completion of dog park.
- Carberry Drive Reserve, Hopetoun Park – Completion of reserve upgrade including new playground, half basketball court, picnic facilities, pathways and landscaping.
- Ballan Senior Citizens – Completion of upgrades to amenities.
- Ballan Office – Completion of upgrade to western section of office and decommissioning of old depot site and removal of redundant buildings and structures.

Community Assets and Infrastructure nominate seven key stages of the project delivery process and reports with reference to these stages regarding the overall program status.

The table below summarises the overall program status on 30 June 2026:

CIP Program Delivery Stage	Actual as of 30 June 2026				
	No. of Projects				Per Cent (%)
	Capital Works	Major Projects	Other	Total	
Not Commenced - inactive/ "On Hold"	1	5	1	7	10.1
Not Commenced	0	0	0	0	0.0
Documentation/Design Preparation	3	3	1	7	10.1
Tender/Quote Stage	2	1	0	3	4.3
Project Awarded – Waiting Commencement	3	0	0	3	4.3
In Progress/Under Construction	2	1	0	3	4.3
Complete	31	12	3	46	66.7
TOTAL	42	22	5	69	100.0

The attached report details the status, including specific comments in relation to the progress, of each individual project for 2025-2026.

Program Status and Financial Year Performance

Of the 69 projects, there are 23 projects that will be carried forward into the 2025-2026 CIP, including the seven projects currently 'on hold', 11 'multi-year' projects and projects added during the year with completion dates beyond 30 June 2026. Five projects remain incomplete as at 30 June 2026.

The status of all 69 projects is summarised on the attachment '2025-2026 Capital Improvement Program - Project Status'.

Considering the projects either 'on hold,' 'multi-year,' or 'added during the year,' 46 (88%) projects out of a possible 51 projects were completed by 30 June 2026.

Factors contributing to the six incomplete projects included tender prices above budget requiring re-tendering or value management resulting in delayed procurement and works commencing on site.

Key aspects of the 2025-2026 CIP delivered projects include:

- 37.3 kilometres of roads resealed or resurfaced
- 10.6 kilometres of sealed roads reconstructed
- 8.4 kilometres of gravel roads re-sheeted
- 4.8 kilometres of unsealed shoulders sealed
- 4.9 kilometres of new footpaths.

'On-Hold' Projects

The following table provides an update of the four projects that are currently "On-Hold":

On-Hold Projects		
#	Project Description	Project Status (on 30 June 2026)
1	Connor Court Drainage	Drainage Renewal associated with Melbourne Water drainage improvement and awaiting advice.
2	Woolpack Road Bridge (Parwan Ck)	Replacement of existing Parwan Creek Bridge pending grant funding approval.
3	Masons Lane Rec Res, BM (Aths Track) C1023	Design completed. Construction is on hold pending external funding.
4	Maddingley Park Netball Facility	Project on hold pending finalisation of scope.
5	Werribee River Pump Station	Awaiting response from Southern Rural Water.
6	BMRRR Poultry Club (Internal Structural Works)	Project on hold pending finalisation of scope.
7	Young Street Kindergarten, BM (Kindergarten Upgrade)	Design is complete. Grant application successful. Project on Hold with construction scheduled for 2028.

Program Financial Status

The original budget approved by Council in June 2025 and adjusted for 2024-2025 carry forward projects was \$37.63M. \$16.56M will carry forward into 2026-2027 of which \$10.22M relates to Grant funding for Multi-year and/or On Hold projects, while a further \$1.64M relates to On Hold projects funded by Council.

COUNCIL PLAN

The Council Plan 2025-2029 provides as follows:

Strategic Objective 4: A Council that engages and adapts

Priority 4.3: Focus resources to deliver on our service promise in a sustainable way

The proposal, implementation of the 2025-2026 CIP, is consistent with the Council Plan 2025-2029.

FINANCIAL IMPLICATIONS

The expenditure associated with the capital improvement program forms part of Council's overall financial reporting and is incorporated into the quarterly financial reports to Council. The forecast expenditure is consistent with the whole of life cost reporting for the program throughout the year and is within budget.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

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

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

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

General Manager – Phil Jeffrey

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

Author – Ewen Nevett

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

CONCLUSION

This report provides a summary of the 2025-2026 Capital Improvement Program delivery for the full year to 30 June 2026 for the information of Councillors.

16 OTHER REPORTS

Nil

17 NOTICES OF MOTION

Nil

18 NOTICES OF RESCISSION

Nil

19 MAYOR'S & COUNCILLORS REPORTS**19.1 MAYOR'S REPORT****Author:** Dianne Elshaug, Co-ordinator CEOs Office**Authoriser:** Derek Madden, Chief Executive Officer**Attachments:** Nil**PURPOSE**

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

EXECUTIVE SUMMARY

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

RESOLUTION**Moved:** Cr Sheila Freeman**Seconded:** Cr Ally Munari

That Council receives the Mayor's Report.

CARRIED**Cr Steve Venditti-Taylor – Mayor's Report****Date:** 2 September 2026

6 August	Opening – Bacchus Marsh Racecourse & Recreation Reserve Dog Park, Bacchus Marsh
8 August	Artist Gathering, Ballan Library and Community Hub
10 August	- Maddingley Park Advisory Committee Meeting - Moorabool Health and Wellbeing Advisory Committee Meeting
11 August	Pentland Hills Landcare Group Talk, St Anne's Winery
12 August	- Positive Ageing Advisory Committee Meeting - Councillor Briefings - Capital Improvement Program – Quarterly (final) Report June 2026; Proposed Renaming of Eastern Section of Bacchus Street, Maddingley; Proposed Road Renaming – Section of Duncan Street, Ballan off Simpson Street; CWA Bacchus Marsh Branch – New Licence Agreement; Female Friendly Sport & Recreation Participation & Infrastructure Strategy 2022-2032- Year Four Update; Consideration of the Updated Customer Charter; Rationalisation of Disused Buildings at Darley Park and Bacchus Marsh Racecourse and Recreation Reserve; Review of the DAC Agenda

13 August	• Moorabool Youth Services Zine Launch, West Maddingley Early Years Hub
14 August	• Platypus Animation Launch, Platypus Alliance Bacchus Marsh
15 August	• Mt Egerton Recreation Reserve Paint and Sip • Little Athletics State Cross Country, Lake Dewar Discovery Camp • Bacchus Marsh Pony Club Jumping Day • Bacchus Marsh Tigers Baseball Club Past Players Day, Last Home Game plus draw
19 August	• Audit & Risk Advisory Committee Meeting • Peri Urban Councils Victoria – Meeting with Minister Sonya Kilkenny • Councillor Briefings – Review of the OMC Agenda • Development Assessment Committee
20 August	• MAV Impacts of AI on Governance and Democratic Innovation: Roundtable discussion with international guest Prof. Beth Noveck, online
21 August	• Victorian Local Government Grants Commission Statewide Information Session (Session 1), online
22 August	• Ballan Library & Community Hub 1st Birthday Celebrations, Ballan
23 August	• Lal Lal Moorabool Photographic Group Inc. – 14th Annual Photography Exhibition, Lal Lal

19.2 COUNCILLORS REPORTS**Author:** Dianne Elshaug, Co-ordinator CEOs Office**Authoriser:** Derek Madden, Chief Executive Officer**Attachments:** Nil**PURPOSE**

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

EXECUTIVE SUMMARY

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

RESOLUTION**Moved:** Cr John Keogh**Seconded:** Cr Sheila Freeman**That Council receives the Councillors Reports.****CARRIED****Cr Sheila Freeman*****Date:*** 2 September 2026

3 August	Meeting with Council, Economy Strategy Tourism/Marketing
4 August	Meeting with Council, CEO
5 August	- Community Bank Ballan, Arts Display and winners - Ordinary Meeting of Council
6 August	Opening – Bacchus Marsh Racecourse & Recreation Reserve Dog Park, Bacchus Marsh
8 August	Arts Strategy Plan, Ballan
10 August	- Maddingley Park Advisory Committee Meeting - Moorabool Health and Wellbeing Advisory Committee Meeting - Community Bank Ballan, Catch up
12 August	Councillor Briefing
17 August	Bacchus Marsh Aerodrome Management online meeting

19 August	• Councillor Briefing • Development Assessment Committee Meeting
21 August	• Arts Strategy Meeting, Ballan
25 August	• Meeting with Council, Community Strengthening
26 August	• Meeting with Council, CEO • Councillor Briefing
28 August	• Autumn Festival meeting in Ballan
1 September	• Local Business Advisory Committee

Cr John Keogh

Date: 2 September 2026

5 August	• Ordinary Meeting of Council
6 August	• Opening – Bacchus Marsh Racecourse & Recreation Reserve Dog Park, Bacchus Marsh
11 August	• Pentland Hills Landcare Group Talk, St Anne's Winery
15 August	• Ballan Library Community Grants, Arts Application
19 August	• Councillor Briefing • Development Assessment Committee Meeting
22 August	• Ballan Library & Community Hub 1st Birthday Celebrations, Ballan

Cr Ally Munari

Date: 2 September 2026

23 August	• Shape-Note Singing at St Martin's Chapel, Blackwood
23 August	• Ballan Scout Group Annual Reports and Awards Presentation (ARAP)

Cr Tom Sullivan**Date:** 2 September 2026

20 August	• Timber Towns Victoria online meeting
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Cr Rod Ward**Date:** 2 September 2026

The Western Highway Action Committee was formed in 1999 and is a collaboration of 10 councils from Melton, as the interface council to metropolitan Melbourne, through to the South Australian border.

The 10 councils along the route work together, and we have recently finalised our advocacy document, which will be released to all levels of government and the media in the coming weeks.

We wrote to the Minister for Roads and Road Safety seeking an opportunity to present the document. We also wrote to the Shadow Minister for Transport Infrastructure and the Shadow Minister for Roads and were fortunate to meet with them last week.

The document reflects the shared vision of the 10 councils to achieve an efficient freight transport route through the corridor to the South Australian border, while providing communities with a safe, effective and accessible connection. It also seeks to increase capacity and future-proof this important transport corridor.

We are aiming for a reduce accident and fatality rates, so keep an eye out for the document's release.

I would like to pay tribute to Mayor Steven Venditti-Taylor for donating paint and painting three rooms at the Blackwood Historical Society's old stables. It is a great representation of the community. I would also like to acknowledge your involvement in the Big Freeze fundraiser for MND, where \$21,000 was raised. Well done.

20 URGENT BUSINESS

Nil

Cr John Keogh left the meeting at 6.15pm.

211 CLOSED SESSION OF THE MEETING TO THE PUBLIC

RESOLUTION

Moved: Cr Rod Ward

Seconded: Cr John Keogh

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(2)(a) of the *Local Government Act 2020*:

21.1 Extension of Audit and Risk Advisory Committee Independent Member - Simon Dalli

This matter is considered to be confidential under Section 3(1) - h of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

21.2 C0196-2026/2027 Rehabilitation of Ballan-Meredith Rd, Bungai

This matter is considered to be confidential under Section 3(1) - g(i) and g(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

21.3 C0197-2026/2027 Steiglitz Street, Ballan (Ch706 - Ch922)

This matter is considered to be confidential under Section 3(1) - g(i) and g(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

CARRIED

RESOLUTION

Moved: Cr Rod Ward

Seconded: Cr Ally Munari

That Council moves out of Closed Session and resumes the Open Session of Council.

CARRIED

Cr John Keogh returned to the meeting at 6.16pm.

22 MEETING CLOSURE

The Meeting closed at 6.16pm.

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CHAIRPERSON