



ATTACHMENTS

PART TWO

Ordinary Council Meeting
Under Separate Cover
Wednesday, 5 February 2020

This Page Intentionally Blank

Table of Contents

| | | |
|------|--|----|
| 14.2 | Section 86 - Delegated Committees of Council - Reports | |
| | Attachment 1 Elaine Recreation Reserve Committee of Management AGM Minutes 130919..... | 4 |
| | Attachment 2 Maddingley Park Committee of Management AGM Minutes 240919..... | 6 |
| | Attachment 3 Maddingley Park Committee of Management Minutes 240919 | 7 |
| | Attachment 4 Blacksmith's Cottage and Forge Committee of Management Minutes 221019..... | 9 |
| | Attachment 5 Bacchus Marsh Public Hall Committee of Management Minutes 260819.. | 12 |
| | Attachment 6 Bacchus Marsh Public Hall Committee of Management Minutes 281019.. | 21 |
| | Attachment 7 Bacchus Marsh Public Hall Committee of Management Minutes 251119.. | 30 |
| | Attachment 8 Gordon Public Hall Committee of Management Minutes 050619 | 37 |
| | Attachment 9 Greendale Recreation Reserves Committee of Management Minutes 271119..... | 39 |
| | Attachment 10 Lal Lal Soldiers' Memorial Hall Committee of Management Biennial General Meeting Minutes 100919 | 41 |
| | Attachment 11 Lal Lal Soldiers' Memorial Hall Committee of Management Minutes 100919..... | 49 |
| 14.3 | December 2019 Quarterly Financial Report | |
| | Attachment 1 December 2019 Quarterly Report..... | 54 |
| 14.7 | 2017-2021 Council Plan Second Quarter Progress for October - December 2019 | |
| | Attachment 1 Council Plan Actions Progress Report - Second Quarter..... | 73 |

| Annual General Meeting Elaine Recreation Reserve Committee of Management – Ratified Minutes | |
|---|---|
| Present | Di Cook, Joyce Read, Ronnie Read, Stephen Ford, Jo Adcock, Jimmy Connell, Ronny Wauchope |
| Apologies | Tash Ford, Julie Pantzidis |
| President Di Cook Declares meeting open | 6:01 pm |
| Minutes from previous meeting | Accepted as a true and correct record of proceedings. Jo moves that the minutes be accepted Stephen Ford 2 nd . |
| Grounds inspection | Oval mowed (3 times this week) but too wet for anything else at this stage. Bottle Brush inspected wind break at the side of the cricket nets. |
| Chairperson’s Report | Tabled. Presented by President Di Cook. See attached. Issues with birds, bees = extra costs – thank you Ronnie and Ron for all their work on these items. Council changed locks; keys being distributed currently. Wind farm grant received for heating, window etc. Thanks, to all committee members for a successful 1 st year of this C.O.M. |
| Financial Report | Tabled. Presented by Treasurer Stephen Ford. \$7,800 starting balance at start of financial year. Expenses: seed, new fence, general mowing related expenses etc. Income \$17.60 from interest. Payment \$8,392 annual payment from Moorabool Council. Closing \$8274.87 at end of financial year \$19,682.65 current bank balance – includes grant from Lal Lal Wind farm. Yesterday Stephen got an email from council re: next year’s allocation. Could rejig our figures from previous years due to unexpected expenses occurred this year (birds, bees) plus possibly need to get top soil and more rubbish removal. Stephen moves that the financial reports be accepted. Jo Adcock 2 nd . |
| Correspondence | Annual grant email sent to Stephen, from Moorabool Shire. Letter from Ronnie tendering resignation from Elaine Recreation Reserve Committee of Management, dated 7/08/2019, tabled. Thank you very much Ronnie for all your work. Letter from E.C.C. re; works request. Tabled. Items have been taken care of – mower can’t cut any lower than it is. Gravel surfaces whipper snipped and poisoned. We have inspected the small trees/shrubs mentioned on letter and cannot see how they are a safety issue. We will seek further information when we meet with User Groups and council representative next Wednesday. Letter from E.C.C. re: broken glass in Cricket Club room door. Cricket Club asked that C.O.M. pay ½ but council advised that this is the Cricket Club’s responsibility to pay for it. AGMs from User groups received but we need financial reports – Jo to follow up. Email from Lal Lal Wind farm received, by Stephen, to say that grant monies have been issued. |
| Business arising from previous minutes | Keys: Some still here for Cricket Club once they work out who is in charge of each team. 1 faulty key from Tennis Club – going back to council. There’s one for new president of E.T.C. |

| | |
|---------------------|---|
| | <p>There is a protocol in place for allocating and signing for keys. Chairperson of E.R.R. has register of keys.</p> <p>Grant works – we can go ahead and get someone in to do the window and ledge in the tennis club room. Di is speaking to Lara Glass. Also need to speak to Harvey Norman installer about the split system installation. Di will follow up.</p> <p>Recycling – Jo will start taking the bin now it is being used.</p> |
| New Business | |
| Grounds Maintenance | Ronnie will hire a ladder so that he can get up to block the birds from roosting in the lights. Will look at replacing fluorescents with LED lightbulbs too. C.O.M. approves costs. |
| Insurance | Insurance – need to look at what our policies cover. Get broker to come up when policy comes up for renewal perhaps. |
| Drain | Open drain out front needs to be fixed up as poses a danger when people backing out/turning around. Steph Lewin going to have a look at on Wednesday night. |
| Playground | Need to get in some new sand for under the digger. We need to take out some of the existing brickie’s sand and then can get in a load of sandpit sand. Hold off until a bit drier and we can get a truck in. |
| Issues | <p>Eski full of alcohol found in pavilion on 31/08/2019.</p> <p>Events being held late into the night without advice to C.O.M.</p> <p>Potential insurance liability risk due to injury/intoxication.</p> <p>Liquor Licence for ‘pre-booked’ functions between 5:00 and 8:00 pm.</p> <p>Cricket Club members telling other members of the public they cannot utilise the reserve.</p> <p>Calendar acceptance – needs to be actioned. User groups need to let us know when events being held via this medium.</p> |
| Next meeting | <p>Special meeting scheduled for Wednesday 18th September, 6:00 pm. Steph Lewin will be attending. Jo will email to User Group representatives requesting 3 members of each group in attendance.</p> <p>Keys will be available at this meeting.</p> |

Meeting closed: 7:30 pm

Maddingley Park Committee of Management

ANNUAL GENERAL MEETING

Meeting date: Tuesday 24th September 2019 at 7pm

Meeting venue Lerderderg Library

Present: Russ Hendry, Peter Sutherland, Heather Chambers, Peter Wakefield, Dotty Hazell, Gary Coles, Nadine Homewood, Nigel Bullen, Allan Comrie,

Apologies: Michael Love, Pamela Pinney

AGM

- Chairman Russell Hendry gave a report on the previous 2 years and thanked all committee members for their tireless efforts. He offered his thanks to the FOMP for their work on the rose gardens and advice on issues within the park, to Peter Wakefield for his excellent work as Treasurer, to Heather Chambers for running the park booking process and also to all user groups. The chair was vacated and handed over to Allan Comrie to Chair the meeting.
- Allan Comrie declared all positions vacant and called for nominations for Chair, Secretary and Treasurer. The following appointments were made:
 - **Chair:** Russell Hendry , moved Peter Wakefield seconded Nigel Bullen
 - **Secretary:** Nadine Homewood, moved Peter Sutherland seconded Peter Wakefield
 - **Treasurer:** Peter Wakefield moved Peter Sutherland seconded Gary Coles
- Meeting closed at 7.07 pm.

Maddingley Park Committee of Management

Minutes

Meeting date: Tuesday 24th September 2019

Meeting venue: Library

Chairperson: Russell Hendry

Meeting started at 7.07pm

Present: Russ Hendry, Peter Sutherland, Peter Wakefield, Dotty Hazell, Gary Coles, Heather Chambers, Nigel Bullen, Nadine Homewood, Cr Tonia Dudzic

Apologies: Michael Love, Pamela Pinney, Darren Smith

1. **Minutes from previous meeting-** Moved Gary Coles seconded Peter Sutherland that the minutes of meeting 30th July 2109 be approved with the alteration that Pamela Pinney was an apology and not present as recorded.
2. **Business arising-**
 - a. Nil - Will be covered in GB
3. **Finance Report-**
 - a. The report presented was for EOY 2018/2019 and approved at the previous meeting. No financial activity to reports since then.
 - b. Russ detailed the acquittal process required by Council by the end of September so that additional funding of \$7500 under the AMA can be approved.
4. **Correspondence**
 - a. Inwards
 - a. -075 Hire request from Easterfest for 2020
 - b. -076 Dementia sensory garden from Tineke Carr –CIRCULATED
 - c. -077 DjHS hire request for 2nd Feb Calleja car show
 - d. -078 Invitation to meeting re Cricket / netball nets from Mitch Jenkins
 - e. -079 Minutes of Netball/Cricket nets meeting – CIRCULATED
 - b. Outwards:
 - a. - Nil
 - The hire requests for Easterfest and DjHS were approved on a motion by Heather Chambers and seconded by Peter Sutherland.
 - The sensory garden request from Tineke Carr to locate near the exercise equipment site was approved in principal pending the outcome of the design and ongoing maintenance. Gary to follow this up with Tineke and report back to the CoM. Russ to inform council of this.
5. **Hire Requests/Upcoming events**
 - a. BM Rodders – October 2109
6. **Projects Update**

- a. Planting, irrigation upgrades, mulching and general maintenance has resulted in excellent outcomes. The park has never looked better.
- b. Retaining wall and fencing at the Tennis is complete and courts are almost done.
- c. Pitch has been cleared , rye poisoned and turf repaired for cricket season.
- d. Cricket net replacement discussed and Russ will check alternative surfaces that may be utilised.

7. Policy Issues

- a. Masterplan update documents still being prepared and expected to go to Tenderlink in November.

8. Facility Management

- a. The support from MSC staff is excellent resulting in far better outcomes.
- b. Gary raised the issue of the paths around the rose gardens. Heather indicated she will undertake works on these with the Melton Special school students in October.
- c. Issue of additional mulch near tanks was raised and will be checked.

9. Other Business

Meeting closed at 7.58 pm.

Next meeting dates: Tuesdays 7pm on:
26th November 2019



Minutes

Committee of Management: Bacchus Marsh Blacksmith's Cottage & Forge Special Committee

Date of Meeting: Tuesday, 22nd October 2019

Meeting Opened: 7.35 p.m.

Venue: Jean Oomes Room, Lerderderg Library, 215 Main Street, Bacchus Marsh

| | |
|----------------------|---|
| Minute taker: | Betty Charge |
| Apologies: | Helen Whiteley. |
| Absent: | |
| Attendees: | Allan Comrie, (Chair), Chris Stancliffe, Simon Fisher, Geoff Stancliffe, David Edwards, Ron Geurts, Margaret Simpson, Heather Robson, Lyn Egan, Betty Charge. |

Confirmation of quorum yes no

Apologies: Moved: D. Edwards; Seconded: M. Simpson; Carried.

| Item A Business Arising | | | | |
|--|--|--|--|--|
| Discussion: | | Action Items: | | |
| 1. Site assessment by Perrett Simpson – M. Simpson advised Chris Potter from Perrett Simpson having surveyed site tendered report late today, now forwarded to Committee members via email. Noted salt blooms in Forge & cracks in Cottage; does not believe adversely impact site. Forge should be monitored. Cottage: cracking on west wall less than previously observed, relying on movement – recommend no action, but observation. Recommend no new planting. S. Fisher inquired whether there is a threat to Forge from adjoining garden sprinklers. R. Geurts suggested mulch along wall no more than 1 metre. 2. Forge/Bookbarn closing up procedure - refer to Bookbarn report. | | R. Geurts to contact Real Estate Agent to engage w/new owner | | |
| Item: B Correspondence –C. Stancliffe. | | | | |
| Discussion: | | Action Items: | | |
| Inward Correspondence October 2019 Aust. Museums & Galleries Assoc. membership 26.09.19 Bendigo Bank 27.09.19* Ron Geurts account 03.10.19* Twelfth Martin Pty.Ltd. - cleaning 04.10.19* Telstra account 11.10.19* Central Highlands Hist. Assoc. magazine 14.10.19 Aust.Museums & Galleries Assoc. membership receipt. 16.10.19 | | * passed to S. Fisher. | | |
| Outwards Correspondence M'bool Shire re Operational Funding Report 2018/2019 03.10.19 | | Moved: C. Stancliffe; Seconded: D. Edwards; Carried. | | |

| C. Treasurer's Report - in the absence of S. Fisher, Treasurer's Report. | | | | |
|--|-------------------------------|---------------|---------------|--------------------|
| Bendigo Bank General Account – | | | | |
| Particulars | Reference | Debit | Credit | Balance |
| 23 July 2019 Opening Balance | | | | \$23,349.33 |
| 1 Aug 19 Interest | | | 5.72 | \$23,355.05 |
| 1 Aug 19 Cancelled Chq. 184 | | | 264.00 | \$23,619.00 |
| 2 Aug 19 Twelfth Marlin - Cleaning | 290 | 352.00 | | \$23,003.05 |
| 2 Aug 19 Origin | 291 | 182.07 | | \$22,820.98 |
| 19 Aug 19 Telstra | 292 | 95.25 | | \$22,725.73 |
| 19 Aug 19 Ron Geurts | 293 | 240.00 | | \$22,485.73 |
| 19 Aug 19 Wilsons | 294 | 31.65 | | \$22,454.08 |
| 29 Aug 19 Holy Trinity | 295 | 118.80 | | \$22,235.28 |
| 1 Sept 19 Fees | | 0.90 | | \$22,334.38 |
| 1 Sept 19 Interest | | | 2.91 | \$22,337.29 |
| 1 Oct 19 Interest | | | 1.84 | \$22,339.13 |
| 3 Oct 19 Telstra | 296 | 94.94 | | \$22,244.19 |
| 3 Oct 19 Ron Geurts | 297 | 240.00 | | \$22,004.19 |
| 3 Oct 19 Museums Aust.- Membership Fees | 298 | 143.00 | | \$21,861.19 |
| 3 Oct 19 Marmoset (L.Egan reimbursed) website | 299 | 291.00 | | \$21,570.19 |
| 3 Oct 19 H. Whiteley, Bookbarn supplies | 300 | 113.91 | | \$21,456.28 |
| 7 Oct 19 Ballarat South Probus | | | 150.00 | \$21,606.28 |
| 7 Oct 19 Cottage Donation | | | 80.00 | \$21,686.28 |
| 7 Oct 19 Book Sales Probus group | | | 12.00 | \$21,698.28 |
| 7 Oct 19 Book Barn | | | 1,885.40 | \$23,583.68 |
| 21 Oct 19 Telstra | 301 | 94.94 | | \$23,488.74 |
| 21 Oct 19 Twelfth Marlin | 302 | 440.00 | | \$23,048.74 |
| 21 Oct 19 Book Barn | | | 554.00 | \$23,602.74 |
| 21 Oct 19 Tour Group | | | 50.00 | \$23,652.74 |
| 21 Oct 19 Tour Group Purchase | | | 5.00 | \$23,657.74 |
| 21 Oct 2019 Closing Balance | | | | \$23,657.74 |
| Bendigo Bank Term Deposit: 157553157 | | | | |
| 23 May 19 Balance Held | | | | \$21,377.37 |
| Renewal date 23 November 2019 (4mth, higher interest rate) | | | | |
| Outstanding Accounts: | | | | |
| Name: | Particulars: | Amount | Due | |
| Nil | | | | |
| Item: D Other Reports. | | | | |
| Discussion: | Action items: | | Resp | Due |
| <p>Cottage –M. Simpson.</p> <ul style="list-style-type: none"> Tour Group in Oct, Gateway from Spotswood – disability group many with walking frames. Really interested in the age of the Cottage as it related to them. R. Geurts noted for BB Vols., only suitable for wheelchairs w/carers – not walking frame access available. Next Sunday, 27th October, Flower and Garden Show from 10am to 4pm. Quote sent to Mick Gorfine. Roof plumber attended. Calico ceiling assessed, to be attended to after S&C Weekend (16-17 Nov). With Vols. aging, should we hire removalist? Heavy furniture including piano & dresser. R. Geurts advised most should be movable or emptied. Prop. Date: Wed, 20 Nov. 9am-1pm, H. Robson & C. Stancliffe to attend to small items storage. | L. Egan to update Vol. notes. | | | |

| | | | |
|--|-----------------------------------|--|--|
| <p>Bookbarn – in the absence of H. Whiteley – L. Egan:</p> <ul style="list-style-type: none"> • Key safe box installed (Code 1850) on fuse box. Code will be updated to 1851 post trial. • Money box now being left in Bookbarn drawer for collection by C. Standcliffe. • Change of Hours from 1 Dec 2019, emailed to Vols – a few responses. Money and key to be placed in drawer by C. Standcliffe for Saturday opening. Bookmarks to be updated. Jamie Hine to update opening hours sign. • R. Geurts to assist w/OPEN flag – shall put a pipe behind picket fence. • Better lighting is needed to highlight that site is open. • Everything is working fine – and 1 new volunteer. | | | |
| <p>Website –L. Egan.</p> <ul style="list-style-type: none"> • Working well. • News articles from Newsletter to be loaded to website. | | | |
| <p>C.H.H.A. Report – C. Standcliffe.</p> <ul style="list-style-type: none"> • Next meeting, AGM, on 2 November in Tower Room at Eureka Centre in Ballarat. Will include a tour of Research Hub. | | | |
| <p>Building Works – R. Geurts.</p> <ul style="list-style-type: none"> • No urgent matters. • Key safe installed, on power board between 2 similar boxes – not prominent. • Shall trim front hedge before weekend.. | | | |
| <p>Heritage Advisory Committee –M. Simpson.</p> <ul style="list-style-type: none"> • After Joe Morgan Payler and Chris Rodda retiring, new Shire rep. not yet appointed. • Amendment to West Moorabool Study 2A "on hold" – no resources allocated to ensure consistency w/Council. No Shire staff yet on HAC and no Shire assistance w/Study 2A. D. Edwards advised on plan for completion. • Ballan, Gordon already studied. Local and smaller rural towns yet to be studied. D. Edwards advised Study 2A, Heritage Victoria funding study completed (on Shire site). Discussion ensued. D. Edwards advised work ID'd on places followed on Planning Scheme Adjustment. Within next 12 months should be complete. Rest of Shire is not assessed. • Street signs proposed by John Keogh to be in place in Bacchus Marsh, Ballan, Gordon – budgeted approved. | <p>D. Edward shall follow up.</p> | | |

All reports moved: G. Standcliffe; Seconded: H. Robson; Carried.

| Item E: General Business | | | |
|--|--------------------------------------|--|--|
| <ul style="list-style-type: none"> • G. Standcliffe confirmed Committee RSVPs for Annual Christmas Dinner on 26 Nov 2019, 6.30pm for 7.00pm at Back to Bacchus. • B. Charge reminded Committee next meeting is 19 Nov 2019 (one week early). • D. Edwards – re Community Grants: any funding up to \$50,000 is available. March next time zone. New rules: up to \$100,000 - 4 categories. Can be for an event, not a restoration matter. Apply under 3 different categories. Advise download Community Grants from Shire website. • A. Comrie – Historical Society photographic display at Lerderderg Library from 1800s-1900s. Best I've seen. | <p>(Agenda item for Nov 19 mtg).</p> | | |
| <p>Next Date: Tuesday, 19 November 2019.</p> | | | |
| <p>Time: 7.30 pm.</p> | | | |
| <p>Venue: Jean Oomes Room, Lerderderg Library, Main Street.</p> | | | |
| <p>Meeting closed at: 8.40 pm.</p> | | | |
| <p>Forward Meeting Dates: Annual Christmas Dinner - Tuesday, 26 November 2019, "Back to Bacchus". Tuesday, 21 January 2020.</p> | | | |

Bacchus Marsh Public Hall Committee of Management

Committee Meeting Monday 26th August 2019

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

| | |
|----|--|
| 1. | Meeting Opened: 7.05pm. with S Deagan in the Chair. |
| 2. | Members present: S Deagan, K Currie, G Treloar, J Ginnane |
| 3. | Apologies received: E Daws, D Childs |
| 4. | Guests: Cr J Bingham, MSC – S Lewin, MSC – T Barry, R Geurts, J Fawkner, C Young |
| 5. | Disclosure of Conflicts of Interest: Nil |
| 6. | Confirmation of Minutes Resolution: <i>That the minutes of the Meeting of 29th July 2019 be confirmed.</i> Moved: G Treloar Seconded: S Deagan Carried |
| 7. | Actions arising from previous meetings |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 26th August 2019

| | |
|---|---|
| <p>7.1 Disabled Accessibility to Foyer and Stage 0616</p> | <p>R Geurts and J Fawkner met with S Cooke and have recognised 4 projects to be investigated to enable the conceptual drawings to proceed.</p> <ol style="list-style-type: none"> 1. Lift Access to Stage 2. Extension of Foyer (including automatic doors) and building in of alcove 3. Replacement of stage ceiling to accommodate hanging of curtains, prevent plaster falling, repair any leaking areas 4. Ceiling vaulting to improve the stage acoustics <p>Ron presented a quote forwarded from Shane Cooke from Quality Home Design amounting to \$2150 for the conceptual drawings for the first 3 items above</p> <p>S Lewin of MSC will investigate if documentation for Title Copies, Plan of Subdivision and any instruments, etc as listed on the quote, can be obtained directly through Council at not cost.</p> <p>Resolution: <i>That the Committee accepts the quote for conceptual drawings for the items 1-3 above with the cost of \$450 for documentation being removed. The final cost is \$1700 plus GST.</i></p> <p>Moved: K Currie Seconded: G Treloar Carried</p> <p>J Fawkner to contact Shane Cooke and advise him of the outcome.</p> |
| <p>7.2 Hall User Manual and Frequently Asked Questions 1017</p> | <p>The Hall User Manual is carried over.</p> <p>The Frequently Asked Question's document has been finalised and will be forwarded to C Young to have placed on our website. S Lewin of MSC would also like a copy of this document. The Floor plan will also be placed on our website.</p> |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 26th August 2019

| | | |
|--|---|--|
| | 7.3 Council Maintenance Timing and Advice of contracts issued by MSC 0319 | <p>S Lewin of MSC has organised that when Contractors are engaged to undertake works at the Hall, the information will be relayed to the Hall Committee, via the Community and Recreation Team. Unplanned works i.e. emergency works cannot be advised due to the timing of these works. The Booking Officer is to add S Lewin to the mailing list of key pick ups to enable Council to try and work around Hall Hirers in the Hall.</p> <p>Working with Children's Checks are not mandatory for Council Officers and Contractors. Concern was expressed by the Committee of Contractors entering the premises when children may be in attendance. T Barry expressed that it was not the responsibility of the Committee or Council to ensure that Contractors did have these checks but the responsibility of Hirers to ensure that one of their personnel was in attendance with children at all times.</p> <p>Committee expressed concerns that this could be a Risk Management issue in the future and T Barry will look further into the issue.</p> |
| | 7.4 Committee issued contracts 1018 | S Deagan has commenced work on the duty statements of the Booking Officer and Hallkeeper for the quote process handled by the Procurement area. T Barry to provide S Deagan with documents referred to in their meeting. |
| | 7.5 Public Hall Front of Lighting, stage lighting, stage ceiling repairs, curtains and stage acoustics 0717 | <p>Refer item 7.1. re stage ceiling.</p> <p>E Daws has provided quotes for Stage Lighting as a previous meeting. This is being held over until the repairs to the stage ceiling.</p> |
| | 7.6 Interpretive Signs 0917 | This has been approved by MSC and S Lewin will be contacting the Committee in the next couple of days regarding permits etc. |
| | 7.7 Masterplan 0618 | T Barry advised that this may take some time. The Masterplan has been sent to the General Manager who suggested that a new Masterplan be initiated with the assistance of Consultants. There is a Masterplan being prepared for the whole precinct which includes the RSL, Bowling Club and Village Green. |
| | 7.8 Security Shutter for rear door 0718 | R Geurts has removed the door surround and the components are in the Hallkeeper's cupboard. Item complete |
| | 7.9 Hall Layout 0219 | These have been laminated and give to R Geurts to place in the Hall and Supper Room |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 26th August 2019

| | |
|--|--|
| 7.10 Advertising by MSC | D Elshaugh of MSC is investigating if this can happen. C Young has suggested that all Halls and Recreation reserves in the Shire should have a contact detail on the MSC website T Barry advised that MSC is trialling an IMF platform for booking/payment for reserves and possibly extending to Hall's within the Shire |
| 7.11 Supper Room Lectern 0419 | E Daws and R Geurts have made repairs to the microphone stand on the lectern. Item Complete |
| 7.12 Gutter Guard 0419 | S Lewin has forwarded the quotes to the Assets Department and correspondence is forthcoming |
| 7.13 Key Cupboard 0519 | Sundry keys (heaters, crockery cupboard, lighting bar etc) have been placed in the Hallkeeper's key cupboard. There are no external door keys in this cupboard. Item Complete |
| 7.14 Sharp's Container 0519 | Cr Bingham has relayed our response to remove the Sharp's container near the kitchen door to the CEO. S Lewin to check with the contractor responsible for the emptying the container as to why this was not done. S Lewin will also check if the container can be relocated. |
| 7.15 Supper Room cupboard door closer 0519 | R Geurts has purchased the closer and will install. |
| 7.16 Community Framework Document 0619 | The Section 86 Committee of Management document is in progress as advised by S Lewin |
| 7.17 Procurement Policy 0619 | S Lewin has advised that the \$5000 limit is inclusive of GST. The question was asked if this is ever reviewed but it is a Local Government policy |
| 7.18 Paintwork 0619 | This has been included on the maintenance paintwork schedule. The Committee will require at least 2 months notice to enable booking space to be blacked out. |
| 7.19 Weatherproof seal for west facing Hall doors 0719 | R Geurts has purchased a weather seal and will fit to one of the west side doors to evaluate it's suitability |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 26th August 2019

| | |
|---|--|
| 7.20 Statutory Meeting 0719 | <p>S Lewin advised that the details of the meeting have been forwarded by the CEO's office for advertising.</p> <p>The updated fees and charges have been sent to S Lewin. T Barry advised that Section 86 Committees cannot delegate what the fees and charges should be. They should put in a recommendation to MSC for inclusion in the budget papers. The Fees and Charges when approved, would be effective 1st July each year.</p> <p>C Young advised that the recommendation for the current fees and charges not be changed due to the low inflation rate except a slight reduction in the kitchen cost. T Barry is to investigate the reduction in fees as they have not come across this previously and if approval is still required for this to happen.</p> |
| 7.21 J Faulkner Appointment to Committee 0519 | <p>S Lewin and T Barry advised that the lead time to get approvals from Council can take some time. This item is due to be placed before Council at the October meeting.</p> <p>S Lewin will send a copy of the current nomination form.</p> |
| 7.22 Steam Cleaning 0719 | <p>This has been organised with Graeme Elander to steam clean all the carpet tiles in the Foyer and Supper Room on Monday 2nd September 2019.</p> |
| 7.23 Gas Heater in Public Hall 0719 | <p>R Geurts advised that he happened to meet Brodie of MSC by chance at the Hall. Brodie was to install a sign advising of how the gas heater was to be turned off. Ron and Brodie tried many times to turn the heater off using the method required but they were both unable unsuccessful.</p> <p>S Lewin will contact Assets to have this further looked at. R Geurts to email S Lewin details of meeting with Brodie</p> |
| 7.24 Switchboards in Public Hall and Foyer 0719 | <p>This is a major project to relocate some switches outside of the switchboard and to consolidate the switch points in the Hall.</p> |
| | |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 26th August 2019

9 Treasurer's report

Cheque Account

| | Month July 2019 | 2019/20 YTD | 2018/19 YTD |
|---|---------------------|-------------|-------------------|
| INCOME | | | |
| Hall Hire - Public hiring | 1,110.00 | | 3,023.15 |
| Hall Hire - Council | 583.64 | | 51.82 |
| Cleaning/ Other Costs Recouped | - | | 45.45 |
| Hire - Crockery and Cutlery | - | | - |
| Operational Grant | - | | - |
| Public Liability Amounts Received | 41.00 | | 37.50 |
| GST on Income | 111.00 | | 306.90 |
| Interest Received | - | | 31.04 |
| Total Income | 1,845.64 | - | 3,420.86 |
| EXPENDITURE | | | |
| Advertising | | | |
| Booking & Secretarial Fees | 671.19 | | 653.54 |
| Cleaning | 680.10 | | 493.82 |
| Cleaning & Other Recouped | 50.00 | | - |
| Computer Expense | 135.00 | | 135.00 |
| Electricity | - | | - |
| Gas | 463.49 | | 704.62 |
| Hallkeeper | 250.00 | | 250.00 |
| Public Liability Insurance | 624.63 | | - |
| Skip Hire & Rubbish Removal | 117.42 | | 91.40 |
| Stationery & Postage | - | | - |
| Telephone | 78.18 | | 45.33 |
| Maintenance:- | | | 375.00 |
| building | 57.09 | | - |
| Equipment Purchases | 12.73 | | 1,503.98 |
| GST on Purchases | 278.08 | | 362.76 |
| Contra Account - Hall Hire Council | 583.64 | | 51.82 |
| Total Expenditure | 4,001.55 | - | 4,667.27 |
| Surplus/ Deficiency | - 2,155.91 | - | - 1,246.41 |
| Bank Account Balance B/Fwd | 49,362.88 | | |
| BANK ACCOUNT BALANCE -31st July 2019 | \$ 47,206.97 | \$ - | |

9.1 Accounts for Payment

Elms Bookkeeping \$645.70
 GJK Facility Services \$780.27
 Suez \$140.54
 Telstra \$37.75
 Ron's Maintenance Services \$250
 AGL Electricity

| Bacchus Marsh Public Hall CoM MINUTES | | Meeting Held – 26 th August 2019 |
|---------------------------------------|---|---|
| 9.2 Business Arising | <p>The Public Liability charge of \$624.63 was explained to S Lewin and T Barry being reimbursement to R Geurts</p> <p>Cr Bingham suggested R Geurts obtain a quote from QBE Insurance for comparative purposes</p> <p>Resolution:</p> <p>That the Treasurer's report be received.</p> <p>Moved: G Treloar Seconded: S Deagan</p> <p>Carried</p> | |
| 11. | Booking Officer's report | |
| | 11.1 Bookings Received | <p>MSC – Sophie Kuypers MSC – Claire Conlan Pentland Calisthenics BM Ladies Probus BM Dahlia Club B Hobbs R Silva MSC – Sophie Kuypers Vic Police Michael Crawford Funerals The Voice of 7 Angels – September</p> |
| | 11.2 Booking Enquiries | <p>S Romaszko – Basketball presentation Alanna Kapper – School Graduation Jessica Noble – 30th Birthday Kids Promotions – Play School MSC – Thomas Tonkin Indian Society Cultural Day Sri Lankan Society BM Airport – Training Aust Retailers Assoc – Training Jehovah Witnesses – Wake J Cooke – Breast Cancer Fundraiser</p> |
| | 11.3 Hall Viewings | <p>Jessica Noble BM Ladies Probus Ruvin Apple Radio</p> |

| Bacchus Marsh Public Hall CoM MINUTES | | Meeting Held – 26 th August 2019 |
|--|---|---|
| 11.4 Business Arising | Public Liability Insurance – Hirers that are a business or are incorporated, must provide their own PL insurance. C Young in contact with the BM Dahlia club regarding the provision of PL Insurance through the Victorian Branch. | |
| Resolution: That the Booking Officer's report be received. Moved: K Currie Seconded: S Deagan Carried | | |
| 12. | Hall Keeper's report | |
| 12.1. Tasks competed | Hall Viewings General Maintenance and cleaning | |
| 12.2 Business Arising | Most of the Hall hirers have cleaned up after their booking. The stage curtain to be replaced into the track. K Currie commended R Geurts and J Faulkner on the job they are doing to keep the Hall in great condition | |
| Resolution: That the Hall Keeper's report be received. Moved: S Deagan Seconded: J Ginnane Carried | | |
| 13. | General Business | |
| C Young advised that she may be stepping down as the Booking Officer effective 1 st March 2020 and will advise her decision at the next meeting to enable ample time to find a replacement. | | |
| 14. | The next meeting of the Committee will be held on Monday 23 rd September 219 in the Supper Room at 6.30 | |
| 15. | The meeting closed at 8.40 pm. | |

| | |
|-----|---|
| 7.0 | <p>The Chair welcomed both MSC CEO D Madden and Cr J Bingham to the meeting. CEO D Madden was given a tour of the facility, highlighting the proposed changes to the foyer and stage area. CEO D Madden asked which project was the most important, with the majority of members stating the Foyer, closely followed by the Stage.</p> <p>CEO D Madden advised the Committee of the following:</p> <ul style="list-style-type: none"> • There has been a restructure of some area of Council and Sally Jones has been appointed General Manager of Community Strengthening. • Parwan is planned to be the biggest employment area in Melbourne • The Moorabool Shire is planned to have 80,000+ people by 2041 • The demographic of the Shire is changing. • A finance portal should be available in March 2020 • Changes to the Public Hall are a community benefit and with the population increasing it is a major asset to the town. • That a MSC staff member should be attending Committee meetings <p>The Committee expressed their concerns on the following matters</p> <ul style="list-style-type: none"> • Responsiveness – lack of answers to items such as Masterplan, Car Park, Capital Improvement Programme • Governance – Section 86 Committees are concerned that they are told they can do something and then told later that it is not acceptable. • Continuity of MSC staff • Lack of alignment between MSC and Committee • Capital Improvement Programme • Approximately 18 months plus response time to Committee issued contracts i.e. Booking Officer and Hallkeepers contract. This is now extremely urgent due to the resignation of the Booking Officer. • Lack of understanding by MSC Staff of Booking Officer and Hallkeeper as contractors and not volunteers. • Council and Council contractors entering the premises without prior knowledge to the Committee. |
| 8. | Actions arising from previous meetings |

| Bacchus Marsh Public Hall CoM MINUTES | | Meeting Held – 28 th October 2019 |
|--|---|--|
| 8.1 Disabled Accessibility to Foyer and Stage repairs to Stage Ceiling and Curtains 0616 | <p>J Faulkner reported that Shane Cooke Homes were reluctant for a staff member to enter the ceiling area due to the possibility of asbestos.</p> <p>CEO D Madden will report back to Committee if an asbestos audit has been completed on the facility and if not, he will arrange for an audit to take place.</p> <p>J Faulkner has sent around the conceptual drawings for the Foyer and Stage area and these will be discussed at the next meeting</p> | |
| 8.2 Hall User Manual and Frequently Asked Questions 1017 | <p>S Deagan advised that the Hall User Manual is to be carried over to the next meeting</p> <p>The Frequently Asked Questions document has been inserted on our website.</p> | |
| 8.3 Council Maintenance, Timing and Advice of Contracts issued by MSC 0319 | <p>T Barry has advised that there is no legal requirement for Contractors to have a Working With Childrens Check. T Barry also advised that something can be added to the booking form that states "it is expected that the hirer abides by the Child Safety Standards" and she can provide the wording used in other agreement.</p> <p>Some concern was expressed that " is the hirer responsible for Contractors when they enter the building and would hirers know what the appropriate Child Safety Standards were.</p> | |
| 8.4 Committee Issued ontracts 1018 | <p>T Barry has sent the duty statements of the Booking Officer and the Hallkeeper to the Procurement Unit and they raised concerns around volunteer roles having a duty statement/position description. There is still more work to be done on this item</p> <p>C Young explained to the CEO D Madden that these are not voluntary positions. Both positions were advertised and interviews held. Both positions require the incumbent's to have an ABN and Public Liability Insurance. CEO D Madden will inquire further into the delay of the Duty Statements being approved.</p> | |
| 8.5 Public Hall Front of Stage Lighting, Stage Lighting, and Hall Lighting 0717 | <p>Long term project carried over until item 8.1 complete</p> | |
| 8.6 Interpretive Signs 0917 | <p>S Deagan has contacted the Works Within Municipal Roads Reserves who advised that the permit has to applied for by Council and therefore Council should be managing this project. S Deagan has drawn up some plans and will contact Council.</p> | |
| 8.7 Masterplan 0618 | <p>Awaiting response from MSC</p> | |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 28th October 2019

| | |
|--|--|
| 8.8 Gutter Guard 0419 | This is being installed on Wednesday 30 th and Thursday 31 st October. R Geurts will Project Manager the installation and ensure safe working practices are adhered to. |
| 8.9 Sharp's Container 0519 | D Child's advised that the RSL are not in agreement to the Sharp's container being moved to the west wall of the RSL due to children playing on the Village Green area. Awaiting update from S Lewin on removal to the library wall. |
| 8.10 Community Framework Document 0619 | Awaiting update from MSC |
| 8.11 Paintwork 0619 | Awaiting update from MSC |
| 8.12 Weatherproof Seal for West Facing Hall Doors 0719 | The seal that has been installed is working well and R Geurts will install seals on the other west facing doors. |
| 8.13 Fees and Charges 0719 | T Barry advised that this is with the General Manager for approval |
| 8.14 J Faulkner Appointment to Committee 0519 | T Barry advised that J Faulkner was approved as a Committee member at the October meeting of Council |
| 8.15 Gas Heater in Public Hall 0719 | Awaiting update from MSC – S Lewin |
| 8.16 Switchboards in Public Hall and Foyer 0719 | This is a major project and will align with Hall Lighting item 8.5 |
| 8.17 Stage Curtain Replacement into Track 0819 | R Geurts and J Faulkner will complete this within the next month now they are both back from leave. |
| 8.18 Booking Officer Contract Resignation 0819 | S Deagan to contact Programmable Soda re cloud based emails. S Deagan awaiting approval of Duty Statement prior to advertising the position. As there is only 4 months before Elms Bookkeeping officially resign from the contract, there is to be treated as extremely urgent due to Christmas being in this period. |
| 8.19 Acquittal Report and Maintenance Agreement 0919 | G Treloar and S Deagan advised that all forms had been sent to Council by 2 nd October 2019. As the Operational Grant was not received on 9 th October 2019 as stated in the correspondence, C Young is to contact MSC – S Lewin, to enquire if all forms had been received. The Operational Grant is now not expected until December 2019 |
| 8.20 Cleaning 0919 | C Young has contacted GJK and they have replaced the cleaners. They have offered to steam clean the Supper Room FOC at a time suitable to the Committee. |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 28th October 2019

| <u>Cheque Account</u> | Month September 2019 | 2019/20 YTD | 2018/19 YTD | |
|--|----------------------------|---------------------|------------------|----------------|
| <u>INCOME</u> | | | | |
| Hall Hire - Public hiring | 3,924.54 | 8,264.53 | 9,612.26 | - 16.3 % |
| Hall Hire - Council | 488.70 | 2,917.24 | 1,438.64 | 50.7 % |
| Cleaning/ Other Costs Recouped | 136.36 | 136.36 | 145.90 | |
| Hire - Crockery and Cutlery | - | - | - | |
| Operational Grant | - | - | - | |
| Public Liability Amounts Received | 41.00 | 82.00 | 184.50 | |
| GST on Income | 406.10 | 840.11 | 273.84 | |
| Interest Received | | | 31.04 | |
| Total Income | 4,996.70 | 12,240.24 | 11,686.18 | 4.5% |
| <u>EXPENDITURE</u> | | | | |
| Bank Charges | - | 1.10 | - | |
| Booking & Secretarial Fees | 748.75 | 2,006.94 | 1,989.49 | |
| Cleaning | 1,027.61 | 2,408.05 | 1,516.02 | |
| Cleaning & Other Recouped | - | 50.00 | - | |
| Computer Expense | - | 135.02 | 135.00 | |
| Electricity | 1,157.74 | 1,157.74 | 1,240.82 | |
| Freight | - | - | 45.00 | |
| Gas | 274.20 | 737.69 | 964.50 | |
| Hallkeeper | 250.00 | 750.00 | 750.00 | |
| Meeting Expense | 19.66 | 19.66 | - | |
| Public Liability Insurance | - | 624.63 | - | |
| Skip Hire & Rubbish Removal | 127.76 | 372.94 | 308.94 | |
| Stationery & Postage | - | - | - | |
| Telephone | 56.53 | 169.03 | 137.70 | |
| Maintenance:- Equipment | | 69.82 | 605.59 | |
| Purchases | - | - | 1,503.98 | |
| GST on Purchases | 352.45 | 785.37 | 1,185.47 | |
| Contra Account - Hall Hire Council | 488.70 | 2,917.24 | 1,438.64 | |
| Total Expenditure | 4,503.40 | 12,205.23 | 9,450.21 | 22.6 % |
| Surplus/ Deficiency | 493.30 | 35.01 | 2,235.97 | |
| Bank Account Balance B/Fwd | 48,904.59 | 49,362.88 | | |
| BANK ACCOUNT BALANCE -30th September 2019 | \$ 49,397.89 | \$ 49,397.89 | | |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 28th October 2019

| | | |
|---|--------------------------|--|
| | 10.2 Business Arising | <p>Although private bookings are down, Council bookings are up respectively. The total hours booked for the month were 177 which were up from 2018 of 152.</p> <p>G Treloar will be on leave from 20th November until 8th December 2019. S Deagan to check if he has internet access to the account to enable refunds to be submitted for hirers during this period.</p> |
| <p>Resolution:</p> <p><i>That the Treasurer's report be received.</i></p> <p>Moved: G Treloar Seconded: D Childs</p> <p>Carried</p> | | |
| 11. | Booking Officer's report | |
| | 11.1 Bookings Received | <p>Pentland Calisthenics BM Linedancers MSC – Jade Moerenhout The Voice of the 7 Angels BM Bowls Club x 2 Kids Promotions</p> |
| | 11.2 Booking Enquiries | <p>Marg – 18th Church – Kids Club Alanna Kapler – Exford Primary Loretta Kelly BM Jam Session Varietyville Productions Melbourne Water</p> |
| | 11.3 Hall Viewings | <p>Darley Football Netball Club Cailin Bickley</p> |
| | 11.4 Business Arising | <p>Cancelled Bookings</p> <p>BM Christian Church – not enough Sundays available</p> <p>BM Linedancers – Tuesdays nights due to not enough attending</p> |
| <p>Resolution:</p> <p><i>That the Booking Officer's report be received.</i></p> <p>Moved: E Daws Seconded: K Currie</p> <p>Carried</p> | | |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 28th October 2019

Page 9 of 9

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 25th November 2019

| | |
|---|---|
| 7.1 Disabled Accessibility to Foyer and Stage, Repairs to Stage Ceiling and Replacement Curtains 0616 | <p>Update from J Faulkner on ceiling inspection by Shane Cooke Homes carried over to next meeting</p> <p>MSC – T Barry as provided a copy of the Asbestos Audit which should be emailed to contractors prior to commencement of work. A copy to be forwarded to all Committee members.</p> <p>Discussion on conceptual drawings for Stage and Foyer. R Geurts will request an estimate of cost from Shane Cooke Homes. The project to be divided into 2 projects with the Foyer rated 1 and the Stage rated 2. Once an estimate of costs is received, this can be sent to MSC for approval.</p> <p>J Ginnane attended a meeting of the disability group and they showed stairs that converted to a lift. J Ginnane to obtain further information and send to Committee members.</p> |
| 7.2 Hall User Manual 1017 | Carried over to next meeting |
| 7.3 Council Maintenance, timing and Advice of Contracts issued by MSC 0319 | <p>MSC – T Barry advised that the wording on the Application to Hire form can include Hirer's responsibility on people attending the Hall. The Committee considered that is was not the Hirer's responsibility to check Contractors entering the Hall.</p> <p>The Committee is still not being contacted prior to Contractors entering the Hall.</p> |
| 7.4 Committee Issued Contracts 1018 | S Deagan to draft a letter to MSC – T Barry due to the urgency of advertising for a new Booking Officer and forward to Committee prior to it being sent. It was considered not desirable for the MSC to take over bookings. |
| 7.5 Public Hall Front of Stage Lighting, Stage Lighting and Hall Lighting 0717 | Long term project carried over until item 7.1 is complete. |
| 7.6 Interpretive Signs 0917 | S Deagan has been advised that MSC should be applying for permits. Carried over to next meeting. |
| 7.7 Masterplan 0618 | Awaiting approval from MSC |
| 7.8 Gutter Guard 0419 | This has been completed. Thanks to R Geurts for his management of this project. |
| 7.9 Sharps Container 0519 | MSC – S Lewin advised that the MSC will not relocate the sharp's container. |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 25th November 2019

| | |
|--|---|
| 7.10 Community Framework Document 0619 | MSC – S Lewin has advised that this is with the Governance Department. S Deagan has requested that when the agenda is sent to Committee and MSC, that a note be sent with it for action items to be checked and reported on. S Deagan will forward wording to C Young for inclusion. |
| 7.11 Paintwork 0619 | MSC – S Lewin has advised that this has been placed on the painting programme |
| 7.12 Weatherproof Seal for West Facing Hall Doors 0719 | This has been completed as well as the kitchen and back door with a sign also on the back door to "Please close the door" |
| 7.13 Fees and Charges 0719 | MSC – T Barry has advised that this is with the General Manager for approval |
| 7.14 Gas Heater in Public Hall 0719 | MSC – S Lewin has advised that this has been repaired. |
| 7.15 Switchboards in Public Hall and Foyer 0719 | This is a major project and will align with item 7.5 |
| 7.16 Stage Curtain Replacement into Track 0819 | This has been completed as well as the Supper Room |
| 7.17 Booking Officer Resignation 0819 | S Deagan will contact Programmable Soda regarding email in the Cloud. |
| 7.18 Acquittal Report and Maintenance Agreement 0919 | These have been forwarded to MSC and the Operational Grant paid. |
| 7.19 Treasurer Absence 1019 | S Deagan to contact Bendigo Bank re approval of Booking Account transfers. |
| 7.20 Soap Dispenser in Ladies Toilets 1019 | The repair has been completed. |
| 7.21 Floor Stopper Men's Toilets 1019 | R Geurts has purchased the stopper and will install. |
| 7.22 Front Drain Leak 1019 | A request has been sent to MSC – S Lewin for repair |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 25th November 2019

| | | |
|---|---|--|
| 8. | Secretary's report | |
| 8.1 Inwards correspondence | Wilson Hardware Statement Telstra Invoice Department of Transport – Vicroads Merger GJK Facilities Management – Invoice/Statement Suez Waste Management Invoice MSC – T Barry – Asbestos Audit MSC – S Lewin – Agenda Items October – received 29/10/19 Gutter Knight – Invoice Quality Homes – Invoice MLO – B Wilkins – Change of Contact details and thank you. | |
| 8.2 Outwards correspondence | MLO – B Wilkins – Change of Contact details and thank you | |
| 8.3 Business arising | Nil | |
| <p>Resolution:</p> <p><i>That the Secretary's report be received.</i></p> <p>Moved: E Daws Seconded: S Deagan</p> <p>Carried</p> | | |
| 9. | Treasurer's report | |
| 9.1 Accounts for Payment | AGL Sales P/L Elms Bookkeeping GJK Facility Services Gutter Knight Balance Quality Home Design and Devel Suez Telstra Ron's Maintenance Services Wilsons Hardware | \$259.71 \$815.86 \$780.27 \$1875.28 \$1870.00 \$258.12 \$ 34.49 \$250.00 \$ 58.14 |
| 9.2 Business Arising | There has been an increase of bookings by 8.5% for outside Hirers and 52.3% for Council Bookings. | |

Bacchus Marsh Public Hall CoM MINUTES

Meeting Held – 25th November 2019

| | Month October 2019 | 2019/20 YTD | 2018/19 YTD | |
|--|---------------------|---------------------|--------------------|--------|
| INCOME | | | | |
| Hall Hire - Public hiring | 4,422.26 | 12,686.79 | 11,605.43 | 8.5% |
| Hall Hire - Council | 511.41 | 3,428.65 | 1,634.09 | 52.3% |
| Cleaning/ Other Costs Recouped Hire - Crockery and Cutlery | 50.00 | 186.36 | 145.90 | |
| Operational Grant | 31,370.37 | 31,370.37 | - | |
| Public Liability Amounts Received | - | 82.00 | 185.50 | |
| GST on Income | 388.33 | 451.78 | 502.67 | |
| Interest Received | | | 31.04 | |
| Total Income | 35,965.71 | 48,205.95 | 12,728.29 | 73.6% |
| EXPENDITURE | | | | |
| Bank Charges | - | 1.10 | | |
| Booking & Secretarial Fees | 715.66 | 2,722.60 | 2,656.76 | |
| Cleaning | 700.34 | 3,108.39 | 2,027.12 | |
| Cleaning & Other Recouped Computer Expense | 50.00 | 100.00 | - | |
| Electricity | 142.91 | 277.93 | 270.00 | |
| Freight | - | 1,157.74 | 1,240.82 | |
| G a s | - | - | 45.00 | |
| Hallkeeper | - | 737.69 | 964.50 | |
| Meeting Expense | 250.00 | 1,000.00 | 750.00 | |
| Public Liability Insurance | - | 19.66 | - | |
| Skip Hire & Rubbish Removal Stationery & Postage | - | 624.63 | - | |
| Telephone | 127.76 | 500.70 | 417.71 | |
| Maintenance:- | - | - | - | |
| building | 36.02 | 205.05 | 177.96 | |
| Equipment Purchases | - | 1,774.62 | 605.59 | |
| other | 1,704.80 | 1,700.00 | 27,003.98 | |
| GST on Purchases | 1,700.00 | 542.15 | 724.68 | |
| Contra Account - Hall Hire Council | 243.22 | 3,428.65 | 1,634.09 | |
| Total Expenditure | 5,695.68 | 17,900.91 | 38,518.21 | - |
| Surplus/ Deficiency | 30,270.03 | 30,305.04 | - 25,789.92 | 115.2% |
| Bank Account Balance B/Fwd | 49,397.89 | 49,362.88 | | |
| BANK ACCOUNT BALANCE -31st October 2019 | \$ 79,667.92 | \$ 79,667.92 | | |

Resolution:
That the Treasurer's report be received.
Moved: S Deagan Seconded: J Ginnane
Carried

10. Booking Officer's report

| | |
|------------------------|---|
| 10.1 Bookings Received | MSC – Claire Conlan Exford Primary School – Graduation Melissa Strang – Birthday Arbee Real Estate – Training Bushido 2020 Term 2 Levingi Matangi – Funeral Wake |
| 10.2 Booking Enquiries | Kylie Thomas – Fundraiser Christina Vella – Seniors Luncheon Harley – Church Childrens Group Chivon – 1 st Birthday |
| 10.3 Hall Viewings | Hayley Finnerty – Wedding Mauricio – Police Wellness Event BM Bowls Club Katie Smyth – Expo Levingi Matangi – Funeral Wake Angelo – School Graduation |
| 10.4 Business Arising | Nil |

Resolution:
That the Booking Officer's report be received.
Moved: D Childs Seconded: E Daws
Carried

12. Hall Keeper's report

| | |
|----------------------|---|
| 12.1. Tasks competed | Tasks as per above. Graffiti removed from back door Dummy security camera missing – probably hit by skip when being emptied. R Geurts to purchase 4 new ones. R Geurts to paint yellow lines where skip to be placed. |
|----------------------|---|

| Bacchus Marsh Public Hall CoM MINUTES | | Meeting Held – 25 th November 2019 |
|---------------------------------------|---|---|
| 12.2 Business Arising | <p>R Geurts has requested a 10ft A Frame ladder be purchased for the Hallkeepers cupboards.</p> <p>Resolution:</p> <p>That a 10ft A Frame Ladder be purchased with a budget of \$500.</p> <p>Moved: D Childs Seconded: E Daws</p> <p>Carried</p> <p>The fridge had to be emptied of water due to ice bags being left in there. C Young to laminate a sign for fridge.</p> <p>The skip had to be emptied prior to the Strawberries and Cherries festival due to someone placing broken furniture in the skip.</p> | |
| | <p>Resolution:</p> <p>That the Hall Keeper's report be received.</p> <p>Moved: J Ginnane Seconded: S Deagan</p> <p>Carried</p> | |
| 13. | <p>General Business</p> <hr/> <p>S Deagan, Cr J Bingham and C Young to meet with Sally Jones, General Manager of Community Strengthening and to discuss such items as:</p> <p>Contractors in Hall Working with Children's Checks</p> | |
| 14. | <p>The next meeting of the Committee will be held 7.00pm Monday 16th December 2019 at Back to Bacchus in Main St Bacchus Marsh. This may have to be changed if they are not open on Monday nights.</p> | |
| 15. | <p>The meeting closed at 8.35 pm.</p> | |

GORDON PUBLIC HALL

**Committee of Management
General Meeting Minutes 5th June, 2019**

Opening

The regular meeting of the Committee of Management was called to order at 7.30pm on 5th June, 2019.

Present: Lin Lawson, Beryl Forster, Frank Higgins, Nicole Smith, Sandra Jarrett, Stephen Derrick

Apologies: Sandra Baker, Maree Brooks, Eric Forster

Correspondence

- In: Department of Justice and Community Safety – Cancellation of Incorporation of Association
- Ballan Plumbing Pty Ltd Quotation for Men’s Urinal
- Fire Equipment Maintenance – Certificate of Service 5th June, 2019

President’s Report

Treasurer’s Report –

- o CBA Statement 23rd May 2019 Balance \$8818.85
- o Bendigo Bank Balance \$491.92

General Business

- Greendale Cleaning to go ahead with cleaning front of hall outside, linoleum in foyer and kitchen. Beryl to follow up, perhaps after streetscape works completed.
- Forward copy of quote from Ballan Plumbing to Steph Lewin
- Update from Stephen Derrick (representing Friends of Paddock Creek) regarding proposed Gordon Native Plant Propagation Centre. Structures to be made of steel to comply with Council’s fire safety regulations?
- 5 year Plan Wishlist – postpone till next meeting when streetscape works are hopefully completed
- Chairs and tables for deck – put on hold till next meeting
- New double Sink (as advised by Council Health and Safety representative???)
- Landscape side and rear yards
- Solar panels (good community example and cost effective)
- Playground equipment
- Virtual and physical filing systems
- Shade sail for deck area – permits required – Lin to get quotes
- Discussion regarding date of Biannual Committee meeting – Sandra to contact Council regarding date suitable for Council representative to attend – suggested Wednesday 7th August, 2019 or perhaps the Tuesday.

5th June, 2019

pg. 1

GORDON PUBLIC HALL

- Request from K Baker for price on using the hall for a weekly craft group to be established. Suggested a gold coin donation from those attending for the first term so that popularity and numbers could be established. Thereafter, a standard fee could be determined. Negotiations through Beryl Forster (Booking Officer)
- Motion proposed by Lin Lawson and seconded by Frank Higgins after discussion with Peter Haberstatt (Bendigo Fire Equipment Maintenance) – determined that there are no smoke alarms in the hall (perhaps a thermal detector in the kitchen, Sandra to follow up with Steph Lewin.
- Frank to do some maintenance work on the chair trolley

Minutes approved : Beryl Forster

seconded Nicole Smith

Meeting closed at 8.30pm

5th June, 2019

pg. 2

Greendale Reserves Committee of Management

| | | |
|--------------------------|--|------------------|
| Attendees: | John Speed, Phil O'Keefe, Sarah Duncanson, Paul Hilder, | |
| Apologies: | Nick Myrianthis, Eddie Salwe, | |
| Date & Time: | Wednesday 27 th November 2019, 7.30pm Greendale CFA | |
| | | |
| | | |
| Issue | Action | Timeframe |
| | | |
| Previous minutes | October 2019 minutes were confirmed | |
| Matters arising | | |
| | Sarah suggested establishing a sensory playground for younger children age 1 to 4 year old, be established at Egans Reserve. Sarah to obtain quotes – progressing with OT in Ballarat | |
| | Community Notice Board adjacent to Egan's Reerve cannot be unlocked. Eddie will use a portable grinder to remove the lock. | |
| | | |
| Treasurers report | Treasurer not in attendance | |
| | | |
| | | |
| Correspondence | | |
| | | |
| General Business | Greendale picnic & play group – <u>playground was too hot to play on on Wed 20/11 when the temp was 30 deg C.</u> Storage required for Playgroup at Egans Reserve – utility room in toilet block to be investigated. Sarah to investigate. Sarah needs written permission to obtain keys from pub, J Speed to supply. | |
| | Soft fall around childrens playground needs to be renewed – MSC to be advised. Thistles need to be removed around playground – CoM to meet at reserve Sat 30/11, 9am. Tree near toilet block has snapped & needs to be trimmed with chainsaw – CoM to meet at reserve Sat 30/11, 9am. | |
| | Paul Tatchell asked for a copy of the Table of Works from the 2017 Master Plan, so he could advocate on behalf of the CoM. CoM made the following priorities: 1. Water reticulation (2013 quote to be updated) 2. Sun Shade for playground (suppliers to be sourced for quote by Sarah) 3. Solar Panels & battery (Phil to get quote) Line marking for basketball / tennis courts | |
| | | |
| | Meeting closed 8.30.pm | |
| | | |
| | | |

| | | |
|--------------|---|--|
| Next meeting | 7.30pm, Wed 18th December, Egans Reserve | |
| | Landcare advised that they have CFA shed booked every 3 rd month starting April 2019 ie. IN APRIL, JULY, OCTOBER. | |
| | | |
| | | |
| | | |
| | CFA = C1950Z | |
| | | |
| | | |
| | | |

Proposed for Master Plan 2017 to 2022
Table of Works

| Recommendation | Priority | Cost (approx.) |
|---|-----------------|-----------------------|
| Community centre / Bushfire Shelter / upgrade of toilet block and new storage facility - feasibility study. | High | \$50,000 |
| Water reticulation system | High | \$50,000 |
| Solar panels for rotunda at Egan's Reserve | High | \$10,000 |
| Installation of shade structure over playground | Medium | \$15,000 |
| Line marking, new basketball rings. Completion of landscaping / drainage around tennis court | Medium | \$5,000 |
| Plan and implement improved vehicle parking facilities and pedestrian access | Medium | \$10,000 |
| Re-laying and marking of cricket pitch | Medium | \$1,000 |
| | | |
| | | |

Reserves managed by Greendale Reserves Committee:

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

Minutes: LAL LAL SOLDIER'S MEMORIAL HALL COMMITTEE**1. BIENNIAL GENERAL MEETING: Tuesday 10 September**

Meeting opened: 7: 15 pm

Present: Engels Leoncini (chair), Cr. Tom Sullivan, John McAuliffe, Anne Crick, Peter Witherspoon, Sue Witherspoon, Ursula Diamond-Keith, Graeme Diamond-Keith, Colleen Henriksen, John Crick, Geoff Hewitt

Apologies: Kristina Kitchingman

BIENNIAL REPORT (Attachment 1)

The Biennial Report was tabled and read by E. Leoncini

That Engels be acknowledged for his work on the Committee.

Moved: J. Crick

Seconded: G. Diamond-Keith Carried

TREASURER'S REPORT (Attachment 2)

The Treasurer's Report was tabled and read by C. Henriksen

Moved: C. Henriksen

Seconded: U. Diamond-Keith Carried

MAINTENANCE PROGRAMME AND PROPOSED ACTIVITIES (Attachment 3)

The Maintenance Programme, project work and proposed activities Report was tabled and read by J. Crick

Moved: J. Crick

Seconded: S. Witherspoon Carried

ELECTION OF OFFICE BEARERS

Cr. Tom Sullivan assumed the role of chairperson to conduct the election of office bearers and committee members and declared all positions open.

1. Chairperson

Engels Leoncini was nominated and being the only nomination was declared duly elected.

2. Deputy Chairperson

John Crick was nominated and being the only person nominated was declared duly elected.

3. Secretary

Geoff Hewitt was nominated and being the only nomination was declared duly elected.

4. Treasurer

John Crick was nominated and being the only nomination was declared duly elected.

5. Assistant Treasurer

John McAuliffe was nominated and being the only nomination was declared duly elected.

Committee (6)

The following candidates were nominated for six vacancies and there being no other nominations were declared elected: Anne Crick, Graeme Diamond-Keith, Ursula Diamond-Keith, Kristina Kitchingman, Peter Witherspoon, Sue Witherspoon.

E. Leoncini resumed the chair and thanked Colleen Henriksen for her service to the Committee as a member and more recently as Treasurer.

Meeting closed at 7.50pm.

NEXT MEETING: Second Tuesday of September 2021

ATTACHMENT 1: Biennial Report

**LAL LAL SOLDIERS MEMORIAL HALL
2019 BIENNIAL GENERAL MEETING**

The last two years have seen the continuation of our Section 86 Committee known as the Lal Lal Soldiers Memorial Hall where we strive to maintain this community facility for the benefit of the local Lal Lal community.

The Hall has provided a regular place for the Lal Lal Primary School, The Pathways Organisation, Mt Buninyong Fire Brigade community engagement meetings and various private local celebrations including, birthdays, weddings and funerals. The Lal Lal Photographic Group is a continual monthly user of the facility as well as their very successful annual photography exhibition held every August. The Line Dancing Group had a six month break but Lorraine Emmins has regained her energy and has recommended 2 months ago on every Wednesday night.

Our Spring market on the last Sunday of October still has a great attendance record with its festival type atmosphere. With the introduction of our new market coordinator, Nardia Elford, is well underway in planning for the 2019 market and has several stall holders already committed to attending again. Even though the Hall does not make a great deal of money from this event it has provided a place for other local non-profit groups to showcase their presence in the community and raise funds, such as the Mt Buninyong Fire Brigade and CFA Community Information and Education sessions, Landcare and the Lal Lal Primary School Parents & Friends just to name a few. I also must make mention that the Lal Lal Market would not be as successful without our collaboration with the Lal Lal Falls Hotel kindly allowing us to use their land.

Four years ago the Hall Committee instigated the creation of the Lal Lal ANZAC Memorial Park. Now having three very successful ANZAC day ceremonies our commitment to develop and maintain this site. Now with the financial support from the Lal Lal Wind Farm we have the funds to construct a post and rail fence and bluestone naming wall. This will be an exciting visual outlook for Lal Lal. Other projects planned include an extra room for storage of chairs and tables and a place to store local history files or artefacts and a backup small meeting room. I now must thank the Committee for their outstanding efforts and assistance over the past two years.

- Geoff Hewitt's tireless work as Secretary, he is a good contributor to the Market and has been a great asset to this committee compiling and preparing all sorts of papers, minutes, agendas and grant applications.
- John Crick and his wife Anne and son Robert have done a marvellous job with the maintenance of the premises and all their preparation for market day.
- Colleen Henrichson as treasurer has done a wonderful job in her time and I am sad to hear that she will not be taking up this position again. I thank you Colleen and your family for your services to the community.
- John McAulliffe who has been part of this Hall for over 40 years and he is still looking for jobs to do around the Hall, this is a great credit to John and demonstrates his commitment to this Committee and the Community.
- Kristina Kitchingman continues to keep the locals informed on Facebook and is always there to help out with her husband Allan at the Market or ANZAC day ceremonies.
- Graeme and Ursula Diamond Keith are long time locals who became involved with the ANZAC Park project and since then have assisted in organising social events and created and steered the Lal Lal History Group. Graeme is always energetic to help out at the market and ANZAC ceremonies

- Sue Witherspoon, along with husband Peter were involved with the Lal Lal Railway Station Project. Unfortunately this was put on hold but both are very keen to assist their community. Peter recently prepared a grant application through the Lal Lal Wind Farms for the ANZAC Park Fence Project which was successful. Sue was an enthusiastic and entertaining coordinator the games at our recent July Social Night too.

After writing about all the good things we do to hopefully benefit the local community as a strong working team, I cannot forget to mention that at a meeting in early April, Geoff and I met with two Council Community Officers informing us that we have been operating outside of our guidelines in regards to events not specific to hall maintenance and development and other matters such as Council grants, events like the market, ANZAC Ceremonies and any community social events held at the Hall or elsewhere. This was a real kick in the guts to say the least. The other most disappointing part to this was I have not received any correspondence on this matter or even a phone call to verify or resolve the issues. The thought of handing the key back to Council did cross my mind, but let's hope that common sense prevails and we can maintain a very healthy relationship we have had with the Council in the past.

With the exception of this hiccup I am very proud of our team in what we have achieved to date. Again, I congratulate everyone on a very successful two years and I look forward to seeing what the next two years brings us.

Engels Leoncini
Chairperson

ATTACHMENT 2: Treasure's Report: Part 1

| Statement of financial position as at 30 June 2019 | | |
|---|------------------|------------------|
| Balance at Bank 01 July 2018 | | 7,438.64 |
| Income | | |
| Interest Received Bendigo Bank | 41.97 | |
| GST Received | 133.16 | |
| Refund GST Moorabool Shire Council | 751.80 | |
| Hall Hire | 518.63 | |
| History Group | 160.30 | |
| Table Hire | 0.00 | |
| Market | 813.71 | |
| Hall Events | 0.00 | |
| Hall Donations | 0.00 | |
| Operational Support Grant | 3330.48 | |
| Grants | <u>6325.00</u> | |
| | 12,075.05 | 19,513.69 |
| Expenditure | | |
| GST Paid | 807.09 | |
| GST Repaid Moorabool Shire Council | 0.00 | |
| Water | 228.65 | |
| Electricity | 974.29 | |
| Gas | 218.19 | |
| Grants | 0.00 | |
| Purchase Capital | 0.00 | |
| Purchase Hall Equipment | 5102.22 | |
| Purchase Hall Consumables | 0.00 | |
| Hall Maintenance | 0.00 | |
| Anzac Opening | 0.00 | |
| Anzac Park | 0.00 | |
| Market | 1044.50 | |
| Sponsorship | 60.00 | |
| Social Events Group | 157.13 | |
| History Group | 668.62 | |
| Misc. | 0.00 | |
| Bank Fees/Taxes | <u>0.00</u> | |
| | 9260.69 | 10253.00 |
| Balance at Bank 30 June 2019 | | 10253.00 |

ATTACHMENT 2: Treasurer's Report: Part 2

| 2017-2018 & 2018-2019 EOFY Comparison | | |
|--|------------------|------------------|
| | Year | |
| | 2017-2018 | 2018-2019 |
| Income | | |
| Interest Received Bendigo Bank | 35.68 | 41.97 |
| GST Received | 205.31 | 133.16 |
| Refund GST Moorabool Shire Council | 443.78 | 751.80 |
| Hall Hire | 1,077.23 | 518.63 |
| History Group | 0.00 | 160.30 |
| Table Hire | 0.00 | 0.00 |
| Market | 1,334.36 | 813.71 |
| Hall Events | 455.00 | 0.00 |
| Hall Donations | 11.00 | 0.00 |
| Operational Support Grant | 3,271.59 | 3,330.48 |
| Grants | 0.00 | 6,325.00 |
| | 6,833.95 | 12,075.05 |
| Expenditure | | |
| GST Paid | 414.44 | 807.09 |
| GST Repaid Moorabool Shire Council | 27.89 | 0.00 |
| Water | 397.75 | 228.65 |
| Electricity | 929.05 | 974.29 |
| Gas | 404.55 | 218.19 |
| Grants | 0.00 | 0.00 |
| Purchase Capital | 0.00 | 0.00 |
| Purchase Hall Equipment | 365.36 | 5,102.22 |
| Purchase Hall Consumables | 307.98 | 0.00 |
| Hall Maintenance | 1,307.13 | 0.00 |
| Anzac Opening | 290.38 | 0.00 |
| Anzac Park | 90.91 | 0.00 |
| Market | 171.95 | 1,044.50 |
| Sponsorship | 0.00 | 60.00 |
| Social Events Group | 410.43 | 157.13 |
| History Group | 120.48 | 668.62 |
| Bank Fees/Taxes | 0.00 | 0.00 |
| Misc | 105.25 | 0.00 |
| | 5,343.55 | 9,260.69 |

ATTACHMENT 3: Maintenance & Projects Work

| Jobs Completed as at: 10/9/2019 | | | |
|--|--|--------------------|----------------------------|
| Location | Description | Actioned by | Comments/ Notes |
| Kitchen | Find / Replace charger unit for roller shutter (WWW.ozroll.com.au) Series 18650 E-part controller. P/N 15.600.001 (14.8 volt 1.6Ah) | J. Crick | COMPLETED |
| | Food Safety signs install better | | |
| | Move PP for fridge to more accessible location | | |
| | Replace missing door knob, tighten loose knobs, adjust hinges on cupboard doors | | |
| | Seal floor tile to kicker in front of sink | | |
| | Fit fire blanket to wall properly | | |
| | Paint ceiling, paint flaking | | |
| | Purchase extra 65 lt rubbish bins | C. Hendriksen | COMPLETED |
| Ladies toilet | Air lock door, Replace spring closer | | |
| | 1 st cubicle door sticking on door jamb (will not close) | J. Crick | COMPLETED |
| | 1 st cubicle, cistern fill valve seat requires replacing | J. Crick | COMPLETED |
| | Skirting water damaged | | |
| | 2 nd Cubicle, Door hinge binding | J. Crick | COMPLETED |
| | 2 nd Cubicle, Pan Gasket leaking, taped up at present | J. Crick | COMPLETED |
| | 2 nd Cubicle, align seat | J. Crick | COMPLETED |
| | 3 rd cubicle, patch plaster (door lock side) | J. Crick / G Price | COMPLETED |
| | Wash room, replace mirror/s | | |
| Disabled Toilet | Vanity basin, refix to wall | | |
| Gents Toilets | 1 st Cubicle, Repair / Replace door (hole in door) | | |
| | 1 st Cubicle, repair hole in plaster wall | J. Crick / G Price | COMPLETED |
| | 1 st Cubicle, align seat | J. Crick | COMPLETED |
| | 2 nd Cubicle, Section of floor collapsing ext wall side | Shire Maintenance | COMPLETED |
| | 2 nd Cubicle, Door lock not catching striker | J. Crick | COMPLETED |
| | 2 nd Cubicle, repair hole in plaster wall | J. Crick / G Price | COMPLETED |
| | Wash Room, Sliding door, reset stops | | |
| Store Room | Main door, repair old lock hole and striker in jamb | | |
| | Repair water damage to wall & ceiling above stage access landing | | |

| | | | |
|---|---|------------------|-----------------------------------|
| | Install flexible hose to wash trough outlet to facilitate filling mop buckets etc | | |
| | Clean out cupboard and throw out obsolete items etc | | In Progress |
| | Proper broom storage | | |
| | Door to stage jamming on floor | | |
| | Install broom rack on shower wall | | |
| Shower area | Tighten up door stop | | |
| | Repaint ceiling, paint flaking etc | | |
| Hall access to W/C's, exit & Store | Patch repair plaster | J.Crick /G Price | COMPLETED |
| | Repair pelmet to disabled door | J.Crick | COMPLETED |
| | Reset door stops, kitchen sliding door | J.Crick | COMPLETED |
| Main Hall General | New Clock | | |
| | Refit section of cornice L/H side near stage steps | | |
| | Repair removable jamb hall door | | |
| | Lining boards near wall heater bulging, nail back | | |
| | Movable wall sections, repair pad bolts etc | | |
| | Wash down walls as needed, drink splashes and marks | | ONGOING |
| | Remove string from O/H beams, sticky tape from columns etc | | ONGOING |
| | Patch plaster | J.Crick /G Price | COMPLETED |
| | Re stump under stage area R/H side | | |
| | Install more hooks etc for hanging decorations etc | | |
| Foyer | Repair hole in door / replace | | |
| | Entry door, fab & install lock plate at bottom | | |
| | Patch plaster wall near Honour Board | | |
| | Remove old section of bar from foyer and replace with something more suitable | Engels Leoncini | COMPLETED |
| Stage Area | Install passage set to stage door | | |
| | Stage Curtains?? | | <u>Part of Stage Up - grade</u> |
| | Racking system for tables | | <u>On hold, re hall extension</u> |
| | Install NON-SLIP tread to steps | J.Crick | COMPLETED |
| BBQ Area | Permanently install new BBQ | | <u>In design stage</u> |
| | Fab & install suitable protective cover for BBQ | | <u>In design stage</u> |

| | | | |
|---------------------|---|-----------|--|
| New Projects | Design & Construct storage extension to rear hall, to accommodate tables & chairs and create an area for Historical groups archives | Site plan | In hand re Engels |
| | Removal of several large trees to facilitate extension | | Shire |
| | Memorial Park, install Post & Rail fence. Install Bluestone wall with name plaque | Committee | Project funded via Lal Lal Wind Farm community funds |
| Stage | General up-grade to stage area | | ON HOLD |
| Kitchen | General Kitchen up-grade, new stove/s etc | | ON HOLD |
| Entry Foyer | Install lining boards to Dado height | | ON HOLD |

| | | | |
|--------------------|--|--|----------------------------|
| Misc. Items | Light Switch instructions, foyer & security light | | Temp instructions in place |
| | Side entry, Light switch instructions | | Temp instructions in place |
| | Label switch plate stage (i.e. Main Hall lights. Stage Lights) | | Temp instructions in place |

| Description | Number |
|--------------------------------|--------|
| White plastic folding tables | 20 |
| Wooden folding tables | 7 |
| Old type trestle tops (wooden) | 2 |
| Trestle legs | 6 |

Expenditure

| | | |
|---|---------------|------------------|
| Salt Bush Kitchen-Catering History Group Walk | 111.50 | |
| Origin Electricity | 246.58 | |
| Woolworths-History Group Walk | 33.00 | |
| Reject Shop-History Group Walk | 6.00 | |
| DeJ's Packaging-History Group Walk | 15.40 | |
| Coles-History Group Walk | 19.40 | |
| Foodworks-History Group Walk | 17.85 | |
| Officeworks-Printing | 27.60 | |
| Central Highlands Water | 76.50 | |
| Lal Lal Photographic Group- Trophies | 60.00 | |
| Lal Lal Automotive-Gas | <u>250.00</u> | |
| | 863.83 | |
| | | 10,469.27 |
| Balance at Bank 31 August 2019 | | 10469.27 |

Income Pending

| | | |
|--|------------------|--|
| Lal Lal Wind Farm | 17,324.20 | |
| Moorabool Shire council GST Refund | 21.20 | |
| Tony Shiels-Market Stall Hire | 25.00 | |
| Andrea Martens Naturally Berry-Market Stall Hire | <u>25.00</u> | |
| | 17,395.40 | |

Expenditure Pending

| | | |
|--------------------|---------------|--|
| Origin Electricity | <u>239.66</u> | |
| | 239.66 | |

CORRESPONDENCE IN

1. 10/7/19: Troy Jenssens, Hall extension plans
2. : U. Diamond-Keith, Section 86 grant rights: Pyrenees & Golden Plains
3. 19/7/19: R. Holton, Assets contact
4. : R. Holton, tree removal time frame
5. : T. Ward, Invoice request for Wind Farm grant payment
6. 30/7/19: E. Leoncini, Council information page: Community grants (via S. Lewin)
7. 9/8/19: S. Lewin, Council managed building survey
8. 13/8/19: Falls Committee, Building survey access issues
9. 14/8/19: S.Lewin, concern re late notice for building survey
10. 16/8/19: N.Elford, Market arrangements update
11. 5/9/19: S. Lewin, request for BGM agenda
12. : S. Lewin, acknowledging receipt of BGM agenda
13. 6/9/19: G. Hewitt, September meeting minutes, Falls Advisory Committee
14. 6/9/19: U. Diamond-Keith, Section 86 issues for sub-committees
15. 9/9/19: J. Horne, ANZAC Park fence project
16. : D. Luce, cc request to J. Horne to follow up on fence project
17. : J. Horne, promising follow-up on project requests

CORRESPONDENCE OUT

1. 11/7/19: Committee & contacts, Minutes 9 July meeting
2. 11/7/19: G. Diamond-Keith, copy of Council decision re market
3. 11/7/19: S. Lewin, Query re tabling of Committee minutes at Council meetings
4. 18/7/19: R. Holton, Assets contact & tree removal time frame
5. 23/7/19: R. Holton, acknowledgement & thanks for Assets & tree removal information
6. : E. Leoncini, copies of Assets & tree removal information
7. : Ross McCallum, ANZAC Park documents for fencing assessment.(Copy to Engels)
8. 26/7/19: S. Lewin, Notice of Biennial General Meeting date for advertisement
9. 9/8/19: Hall users, requesting responses to council managed building survey 2019
10. 14/8/19: S. Lewin, concern re late notice for building survey
11. 3/9/19: Committee, agenda, biennial and ordinary meetings September
12. 5/9/12: S. Lewin, BGM agenda
13. 10/9/19: J. Horne, clarifying fence project plan & requirements

BUSINESS ARISING FROM CORRESPONDENCE

None

REPORTS**1. Maintenance**

- Refer to BMG report for activity update

1. Kitchen priority:

- Bernie Keogh to provide a quote
- Stove type and size to be determined
- Related facility and design ideas need consideration

Action: Committee to provide feedback for discussion at November meeting

2. Stage:

- Photography group screen available for use.
- Related issue of mounted projector and computer link

Action: Sue and Peter Witherspoon to follow up re mounted projectors and report back

3. Hall Hire

In addition to regular bookings previously listed:

- 11 Sept., 10-11am, 4-6pm: School: dance rehearsal/ presentation and art show.
- Wed. nights: Line Dancing (except for 3ed Wed. each month: arrange with Photography Group)

3. ANZAC Park**1. Remembrance Day:**

- No formal activity planned

2. Fencing project:

- Blue stone delivered> needs storage behind hall
- The tree dropped and mulched (free to a good home)
- Justin Horne: onsite inspection to assess planning needs and engineering follow-up:
- committed to follow up re permit application process and offset from road

Action: Working party onsite Sat. 14 Sept. to peg out fence design

4. Lal Lal Market**1. Council Insurance cover:**

- Council agreed (5 June) to approve a tourism grant for 2019 market 'with the understanding that [its] insurance will extend to cover the event'.

- The Committee needs to ensure that a similar commitment is extended to future markets, either by an extension of the 2019 undertaking or by including the market in an expanded delegation authority.
2. Advertising:
 - Need to determine contents to commence design work & feed-back process
 - Include school activities and market activities in the promotion
 3. School:
 - Need to bring the school activities closer to the market site to improve links between the two venues.
 - School to manage the market bbq.
 4. Promotional signage:
 - The outdoors sign adjacent to the paddock gateway to be renovated: red lettering on white background
 - Nardia Elford is organising the process which may need commercial production
 - The sign will be removed and stored after the market

Action: Engels to arrange meet next week for a sub-committee of Nardia, Siobhan, Geoff and himself to finalise ad content

5. Social Committee

- Casserole night: small attendance (16) but enjoyable for all
- Raises issue of viability ongoing
 - join with school trivia night?
 - provide (different) activities
 - direction for next year
- Christmas break-up byo bbq

6. History Group

- Awaiting Shire decision regarding the Group's relationship to the Hall Committee
- Issue of meeting at the Hall problematic because members are not all Hall Committee members

7. Friends of the Lal Lal Railway Station

No report

GENERAL BUSINESS

General discussion with Cr. Sullivan on the following issues on the understanding that the Shire was in the process of reviewing its current committee delegation and grant application processes.

1. Auspice:
 - Council has affirmed the right of section 86 Committees to apply for grants, despite advice to the contrary from Community Development and Recreation.
 - Ian Waugh had left the Management of Community Development and Recreation
 - Committees still had the right to apply for grants with the Shire as the auspice body.
 - The issue of auspice ought to recognise that Groups responsible for Shire assets are independent of the Shire and their grant applications can be assessed in terms of criteria applicable to all applications without prejudice.
2. Grants process:
 - The grants process is under review to ensure that the relationship between volunteer organisations and the Shire is improved and that community groups retained the confidence and incentive to apply for grants.
 - Ian Waugh's commitment to a review of the round 1 grants result in August did not eventuate.
 - The initial granting of a round 1 application below 70 per cent has been rescinded.
 - As for auspice, groups responsible for Shire assets should be able to apply for grants in terms of criteria applicable to all applications without prejudice.

3. Sub-Committees of Section 86 Committees:
 - The issue of delegated responsibility creates an issue for section 86 committees establishing sub-committees with discreetly different responsibilities and focus.
 - The Shire's website is difficult to access compared to other Shires and is uninformative with respect to this issue.
4. Delegated rights for section 86 committees:
 - Interpreting the delegated rights of section 86 committees in a narrow sense restricts their capacity to initiate or conduct activities within terms of the spirit and intention of delegating responsibility to local community groups
 - The specific delegated role outlined for the Hall Committee needs to be revisited and revised to accommodate its role with respect to the annual market, ANZAC Memorial Park and other community-based ventures such as the History Group and hall hire.
 - Despite Shire requirements for individuals or groups to have their own insurance when hiring the Hall or to access short term insurance through the Shire, current advice from Community Development is that the Shire does not have the short-term insurance facility.

Action:

Cr. Sullivan to follow up on the issues raised with respect to these issues and report back to the committee.

NEXT MEETING:

7.00 pm, Monday, 7 October

Meeting closed: 9.00 pm

MOORABOOL SHIRE COUNCIL



2019/20

**Quarterly Financial Report -
December 2019**

CONTENTS

| | |
|--|-----------|
| 1 High Level Summary | 1 |
| 2 Operating Performance | 3 |
| Year to Date Operating Performance 31 December 2019 | 3 |
| Forecast Results for Year Ending 30 June 2020 | 5 |
| 3 Balance Sheet | 7 |
| 4 Forecast Cash Flows | 8 |
| 5 Council Funded New Initiatives | 10 |
| 6 Investment Activity Report | 11 |
| 7 Rating & Debtors Information | 12 |
| 8 Financial Statements as at 31 December 2019 | 14 |
| Income Statement | 14 |
| Balance Sheet | 15 |
| Cash Flow Statement | 16 |
| Capital Works Statement | 17 |

1 High Level Summary

1.1 Operating Budget

The Year End Forecast shows an overall Operating Surplus of \$14.604m, which is \$5.090m favourable to the Amended Budget. This surplus can be misinterpreted as it contains income relating to the Capital Improvement Program, Developer Contributions, and Reserves. After allowing for these adjustments (as seen in the table below) the Adjusted Surplus is forecast to be \$0.031m unfavourable to the Amended Budget.

| | Amended | Forecast | Variance | |
|--|---------------|---------------|--------------|----------|
| | \$'000 | \$'000 | \$'000 | F / U |
| Total Income | 63,349 | 70,671 | 7,322 | F |
| Total Expenses | 53,835 | 56,067 | (2,232) | U |
| Surplus (Deficit) for the year | 9,514 | 14,604 | 5,090 | F |
| Adjustments* | 957 | (4,163) | (5,120) | U |
| Operating Budget Adjusted Surplus (Deficit) | 10,472 | 10,441 | (31) | U |

* Adjustments include Capital Grants, Depreciation, Asset Sales, Written Down Value, Developer Contributions, Flood Recovery, Blackwood Septic Program, and Budget Carry Overs.

1.2 Capital Budget

The table below shows the overall variance of the Capital Improvement Program (CIP). At this stage the CIP is expected to come in close to budget with Net Capital Expenditure at \$25.027m (capital expenditure less grants). After allowing for \$1.275m in potential carry forwards into 2020/21 and \$0.466m in other adjustments (for more detail please see section 4.3), the net variance is unfavourable by \$0.066m.

The CIP will be monitored each month and updated when officers have a better indication on the likelihood of projects being incomplete at year end.

| | Capital | Capital | Net |
|--|--------------|------------|-------------|
| | Exp. | Inc. | Cap Exp. |
| | \$'000 | \$'000 | \$'000 |
| Amended Budget | 30,922 | 5,152 | 25,770 |
| End of Year Forecast | 30,561 | 5,534 | 25,027 |
| Proposed Carry Over | 1,275 | 0 | 1,275 |
| Adjustments* | 466 | 0 | 466 |
| Capital Program Surplus (Deficit) | (448) | 382 | (66) |

* Adjustments include Capital Grants received in advance, increases/decreases in expected Asset Sales, and future Developer Contributions

1.3 Overall Impact on 2019/20 Budget

When combining the net adjusted results of both the Operating Budget and the Capital Budget, the table below shows that Council is Forecast to be \$0.097m unfavourable at year end.

| | Amended | Forecast | Variance | |
|--|---------------|---------------|-------------|----------|
| | \$'000 | \$'000 | \$'000 | F / U |
| Operating Budget Adjusted Surplus (Deficit) | 10,472 | 10,441 | (31) | U |
| Capital Program Surplus (Deficit) | (448) | 382 | (66) | U |
| Total Surplus (Deficit) for the year | | | (97) | U |

This represents a 0.18% unfavourable variance to the Amended Operating Budget. Officers will continue to monitor the year end forecast as the financial year progresses.

2 Operating Performance

Year to Date Operating Performance 31 December 2019

2.1 Overall:

For the six months to 31 December, the Net Result is a Surplus of \$20.778m with a favourable variance of \$1.720m compared to the year to date amended budget.

2.2 Operating Income [\$1.945m favourable]:

Rates and charges – As at the end of December is \$0.645m favourable compared to the year to date budget. This is mainly due to significant growth in property numbers in the first six months of the financial year. Rates income is \$0.470m better off than budget, and the net increase in Waste/Garbage charges is \$0.174m.

Statutory fees and fines – Unfavourable by \$0.141m mainly due to a decline in Statutory Planning Fees (\$0.091m). Statutory fees from large subdivisions are tracking lower than the previous financial year. Other decreases relate to Parking Infringements (\$0.026m) and Storm Water Legal Point of Discharge (\$0.012m).

User fees – Under budget by \$0.113m mainly due to a decline in Subdivision Fees (\$0.060m) which is mainly a timing issue and at this stage is still expected to come in close to budget at year end. The other main reduction is Building Fees (\$0.045m) which is primarily due to a decrease in applications.

Contributions - monetary – Favourable by \$0.761m due to an increase in Developer Contributions. Council is expected to receive a significant amount this financial year that was originally expected in future financial years.

Other income – At the end of December Other income is \$0.497m favourable mainly due to Council receiving \$0.304m in Wind Farm Dilapidation Deeds. This will be used on future remediation works for Council assets that have had a reduction in their condition as a result of construction activity at Wind Farms.

Other increases include; Flood/Storm Recovery Reimbursements (\$0.079m), Public Open Space Contributions (\$0.056m), and contributions towards the increase in costs for the disposal of Recycling material (\$0.032m).

2.3 Operating Expenses [\$0.226m unfavourable]:

Employee costs – Favourable variance of \$0.372m which mainly relates to vacancies in various departments across Council (including; Active Ageing and Community Access, Human Resources, Strategic Planning, Community and Recreation Development, Youth Services, and Statutory Planning). Some of these savings will be used to fund the use of contractors/agency staff engaged to cover the various vacant positions.

There has also been a saving on Council's Workcover Premium, \$0.063m.

Materials and services – Unfavourable variance of \$0.642m, which is mainly due to costs incurred for the December 2018 Flood/Storm Event (\$0.795m). This is slightly offset by the

timing of payments made for Community Grants (\$0.078m), Sealed Road Maintenance (\$0.049m) and Sportsgrounds (\$0.039m).

Forecast Results for Year Ending 30 June 2020

As at 31 December, the Forecast Surplus for the year has increased by \$5.090m. The Forecast is now expected to be a surplus of \$14.604m. Major variances include the following:

2.4 Operating Income [\$7.322m favourable]:

Rates and charges – Forecast to be \$0.526m favourable at year end due to significant growth in property numbers through the first half of the financial year. Rates income is forecast to be \$0.347m better off than budget, and Waste/Garbage charges will be \$0.179m favourable.

Statutory fees and fines – Forecast to be unfavourable by \$0.129m mainly due to a decline in Statutory Planning fees (\$0.112m). The cause of the reduction is an actual decline in the number of Planning applications, in addition to lower statutory fees from large subdivisions as compared to the prior year. Other forecast reductions include Storm Water Legal Point of Discharge (\$0.025m) and Parking Infringements (\$0.020m).

Grants – capital – Favourable by \$0.382m due to new funding received since the adoption of the budget. These include;

- Darley Park Oval Lighting - \$0.150m
- Jonathan Drive Path Lighting - \$0.099m
- Harris Road, Yendon - \$0.050m
- Main Street, Gordon - Kerb and Channel - \$0.033m

Contributions - monetary – Favourable variance of \$4.222m due to higher than anticipated monetary contributions from Developers. Stonehill Estate is nearing a major payment milestone in the current financial year.

Other income – Expected to be favourable by \$2.316m at year end primarily due to estimated reimbursements for restoration works for the Flood/Storm Event from December 2018. The latest estimate of works for 2019/20 is \$1.900m. At this stage all of the works due to be completed are forecast to be reimbursed to Council from the Department of Treasury and Finance. Progress claims will be lodged throughout the year to recoup any expenditure incurred.

The other main increase relates to Wind Farm Dilapidation Deeds (\$0.304m).

2.5 Operating Expenses [\$2.232m unfavourable]:

Employee costs – Forecast to be favourable at year end by \$0.613m mainly due to savings for vacant positions in a number of Council departments/services. These include Human Resources, Community Safety, Statutory Planning, Community and Recreational Development, Strategic Planning, Asset Management and Youth Services. Some of these savings will be used to fund the use of contractors/agency staff engaged to cover the various vacant positions.

Materials and services – Materials and services are forecast to be \$2.914m over budget at year end mainly due to costs associated with the Flood/Storm Event in December 2018 (\$1.900m). As discussed earlier, these costs will be reimbursed from the Department of Treasury and Finance.

In addition to this, at the December Ordinary Meeting of Council, Council approved the allocation of \$0.354m in savings reported in the September quarter to the Roads Maintenance

Program. It was resolved that Sealed Roads would receive a further \$0.244m and Unsealed Roads and Shoulders an additional \$0.110m.

Other increases relate to new funding received since the adoption of the budget. These include Youth Engagement Support Project (\$0.118m), Roadside Weeds and Pest Management Program (\$0.041m), and Road Safety Strategy (\$0.029m).

There are also increases for Corporate Software (\$0.115m) and \$0.082m funded from Council Reserves for a Car Parking Policy and Study.

3 Balance Sheet

The Balance Sheet shows the movements from the Budget to the Forecast, as well as the current year to date balance (31 December 2019) compared to the same time last year (31 December 2018).

3.1 Assets

Cash assets – The year to date cash balance is \$2.253m greater than the same time last year. This is mainly as a result of Council receiving \$3.185m in loan borrowings in September 2019.

The Forecast cash balance is \$5.451 million greater than the amended budget, primarily due to the expected increase in the amount of cash contributions to be received this year from developers (\$4.222m). Also, there is an estimated amount of \$1.275m in potential capital carry overs, which is discussed further in section 4.3.

Receivables - current – \$2.148m greater than the same time last year mainly due to some larger debtors being raised this financial year for Capital Grants and Wind Farm Dilapidation Deeds. There is also an increase in rates debtors due to a higher rate base than the previous 12 months.

Property, infrastructure, plant and equipment – The balance is \$79.348m more than last year, primarily due to the revaluation of infrastructure assets during the 2018/19 financial year (\$60.090m). The increase also relates to the completion of the Capital Improvement Program in the 2018/19 financial year, and capital works in the current financial year. It is also the net result of assets disposed, revaluations and depreciation.

3.2 Liabilities

Payables – The balance as at December is \$0.807m more than the same time last year. This is mainly due to the timing and size of the final creditor payment run in December.

Provisions - current – \$0.479m greater than December 2018 mainly due to an increase in the current portion of Long Service Leave (\$0.319m) and Accrued Annual Leave (\$0.128m).

Interest-bearing liabilities – The net balance is greater by \$2.064m overall (current and non-current) compared to the same time last year. This relates to the net impact of new borrowings and debt redemption in 2018/19, and the first two quarters of 2019/20.

3.3 Equity

Accumulated surplus – The increase of \$17.780m since December last year reflects Council's operating result during the 2018/19 financial year and the first six months of 2019/20.

Asset revaluation reserve – Overall increase of \$60.090m relates to the net revaluation increment in the 2018/19 financial year. Assets revalued included Roads, Footpaths, and Drainage, Kerb and Channel.

Statutory and other reserves – The increase of \$2.615m relates to the net movement of transfers to and from Reserves at the end of the 2018/19 financial year.

4 Forecast Cash Flows

4.1 Overall

The overall cash forecast for 30 June 2020 is \$22.705m and \$5.451m greater than the amended budget.

This forecast is a result of movements in each of the three types of cash flows as follows:

4.2 Operating Cash Flows [\$5.012m favourable]:

Rates and charges – Forecast to be \$0.526m favourable at year end due to significant growth in property numbers and revenue from wind farms through the first half of the financial year.

Capital grants and contributions – New funding has been received since the adoption of the budget, which is the main reason for the increase of \$0.382m. Some of these additional funds relate to;

- Grantly Estate Landscaping Works - \$0.266m
- Darley Park Lighting - \$0.150m
- Jonathan Drive Path Lighting - \$0.099m
- Harris Road, Lal Lal - \$0.050m

These increases have been offset by a reduction of \$0.190m that relates to the SES Storage Shed and Training Facility. This project was originally expected to be delivered by Council. However, the grant funds went directly to the SES and they completed the project.

Statutory fees and charges – Unfavourable by \$0.129m mainly due to a reduction in Statutory Planning Fees (\$0.112m). This is explained further in section 2.4.

Other revenue – Forecast to be favourable by \$6.539m due to an increase in expected cash contributions from developers (\$4.222m) and reimbursements for Flood Recovery (\$1.900m for Event of December 2018). This is explained further in section 2.4.

Employee costs – Expected to be favourable by \$0.627m which is due to savings for a number of vacant positions. These are explained further in section 2.5.

Materials and services – Unfavourable by \$2.954m mainly due to costs associated with the Flood/Storm Events from December 2018 (\$1.900m). Other increases relate to new funding received since the adoption of the budget, and also surplus funds allocated to the roads maintenance program. These are explained further in section 2.5.

4.3 Investing Cash Flows [\$0.439m Favourable]:

Payments for property, plant and equipment, infrastructure – Decreased overall by \$0.361m which mainly relates to the estimated value of capital projects forecast to be incomplete at year end. At this stage they total \$1.275m and include;

- Bacchus Marsh Racecourse and Recreation Reserve - \$0.500m
- Reseal Program - \$0.300m
- Sports Field Lighting Upgrade - \$0.300m
- Bacchus Marsh Indoor Recreation Facility - Preplanning - \$0.110m
- Open Space Improvement Plan - \$0.065m

The Capital Improvement Program will continue to be monitored monthly and a more reliable estimate will be presented in the March Quarterly Report.

Offsetting these potential carry forwards are new projects identified since the adoption of the budget. As discussed earlier, these include Grantleigh Estate Landscaping Works (\$0.266m), Jonathan Drive Lighting (\$0.099m) and Harris Road, Lal Lal (\$0.050m).

There is also a forecast overspend of \$0.466m on Werribee Vale Road, Maddingley. This overspend is to be funded from future years Developer Contributions.

4.4 Financing Cash Flows [no change]:

5 Council Funded New Initiatives

In the 2019/20 Budget there were a total of 28 New Initiatives approved totalling \$2.061m. These projects contained new staff, recurrent expenditure, and one-off project-based initiatives. The table below summarises the one-off projects that were approved. It shows that only \$17,725 has been spent as at December out of \$1.193m that was approved. Commentary on the status of each has been provided.

| COST CENTRE | YTD AMENDED BUDGET | YTD ACTUAL | AMENDED BUDGET | PROJECT FORECAST | % OF PROJECT FUNDS SPENT | EST. COMPLETION DATE | MANAGER COMMENTS | ESTIMATED CARRY FORWARD |
|---|--------------------|---------------|------------------|------------------|--------------------------|----------------------|--|-------------------------|
| PROJECTS APPROVED IN THE 2019/20 BUDGET - COUNCIL FUNDED | | | | | | | | |
| Community Assets & Infrastructure | | | | | | | | |
| Assets | | | | | | | | |
| 10041 Local Area Traffic Management Study - Stage 3 | 22,000 | 17,725 | 30,000 | 30,000 | 59.1% | 31/03/2020 | Phase 1 and 2 of public consultation has been completed. The final report is due to go to Council in March. | |
| 13351 LED Street Light Upgrade Program | 0 | 0 | 828,000 | 828,000 | 0.0% | 30/06/2020 | Quote has been received and a Ministerial Exemption has been requested for the procurement process, as there is only one supplier in the market (Powercor). A report with the status will be presented to Council. | |
| | 22,000 | 17,725 | 858,000 | 858,000 | 2.1% | | | 0 |
| Total Community Assets & Infrastructure | 22,000 | 17,725 | 858,000 | 858,000 | 2.1% | | | 0 |
| Community Planning & Economic Development | | | | | | | | |
| Statutory Planning & Building | | | | | | | | |
| 15036 Wind Farm Noise Compliance Assessment | 10,000 | 0 | 40,000 | 20,000 | 0.0% | 30/06/2020 | Expenditure is incident driven - amount required will be reviewed periodically and forecasts reduced if allocated amount no longer required. Forecast currently reduced by \$20,000. | |
| | 10,000 | 0 | 40,000 | 20,000 | 0.0% | | | |
| Strategic Planning | | | | | | | | |
| 15037 BM Irrigation District Planning Study | 0 | 0 | 50,000 | 25,000 | 0.0% | 30/06/2020 | Project to be expended from January 2020 through to June 2020. Budget originally had external funding of \$25k attached, but this will not be received. | |
| 15099 Infill Contributions Plan | 10,000 | 0 | 40,000 | 40,000 | 0.0% | 30/06/2020 | Inception meetings held in October with spending anticipated between January 2020 and June 2020. | |
| 17511 Rural Land Use Strategy | 0 | 0 | 80,000 | 20,000 | 0.0% | 30/06/2020 | Project is currently being scoped with expenditure predicted to start in January 2020. Likely to be incomplete at year end. | 60,000 |
| | 10,000 | 0 | 170,000 | 85,000 | 0.0% | | | 60,000 |
| Total Community Planning | 20,000 | 0 | 210,000 | 105,000 | 0.0% | | | 60,000 |
| Community Strengthening | | | | | | | | |
| Child, Youth & Family Services | | | | | | | | |
| 18966 Youth Space Rotary Park - Master Plan | 0 | 0 | 50,000 | 50,000 | 0.0% | 30/06/2020 | Currently forming project control group for the commencement of this project. Anticipate selecting a consultant in January/February 2020. | |
| 18991 Western Bulldogs Leadership Program | 0 | 0 | 15,000 | 15,000 | 0.0% | 30/06/2020 | Anticipated to start in February 2020. | |
| | 0 | 0 | 65,000 | 65,000 | 0.0% | | | 0 |
| Recreation & Development | | | | | | | | |
| 18396 Community Strengthening and Capacity Building | 0 | 0 | 60,000 | 60,000 | 0.0% | 30/06/2020 | Consultant has been engaged and project is expected to run from March 2020 to June 2020 | |
| | 0 | 0 | 60,000 | 60,000 | 0.0% | | | |
| Total Community Strengthening | 0 | 0 | 125,000 | 125,000 | 0.0% | | | 0 |
| Total New One Off Projects | 42,000 | 17,725 | 1,193,000 | 1,088,000 | 1.6% | | | 60,000 |

6 Investment Activity Report

In line with Council's Investment Policy (adopted November 2017), a quarterly report on investment activity will be presented to Council as part of the quarterly financial report.

Reconciliation of Cash Assets as at 31 December 2019:

| | |
|---------------|---------------------|
| Cash at Bank | \$793,159 |
| Cash on Call | \$3,543,041 |
| Term Deposits | \$14,000,000 |
| | \$18,336,200 |

Term Deposits and Investments as at 31 December 2019:

| Institution | Amount | Rate | Days | Maturity Date |
|----------------|---------------------|-------|------|---------------|
| CBA - At Call | \$3,543,041 | 0.90% | 1 | n/a |
| IMB | \$1,000,000 | 1.55% | 122 | 24/01/2020 |
| Gateway Bank | \$1,000,000 | 1.75% | 150 | 6/02/2020 |
| Judo Bank | \$1,000,000 | 2.20% | 180 | 17/02/2020 |
| Suncorp | \$1,000,000 | 1.65% | 152 | 24/02/2020 |
| NAB | \$2,000,000 | 1.60% | 92 | 10/03/2020 |
| BOQ | \$1,000,000 | 1.63% | 180 | 16/03/2020 |
| AMP Bank | \$1,000,000 | 1.90% | 180 | 16/03/2020 |
| Macquarie | \$1,000,000 | 1.60% | 90 | 16/03/2020 |
| NAB | \$1,000,000 | 1.55% | 90 | 16/03/2020 |
| ME Bank | \$1,000,000 | 1.55% | 120 | 15/04/2020 |
| Westpac | \$2,000,000 | 1.55% | 183 | 23/04/2020 |
| Bank of Sydney | \$1,000,000 | 1.85% | 182 | 22/06/2020 |
| | \$17,543,041 | | | |

Total Deposits held with each ADI:

| Institution | Amount | % of Portfolio |
|----------------|---------------------|----------------|
| CBA - At Call | \$3,543,041 | 20.2% |
| NAB | \$3,000,000 | 17.1% |
| Westpac | \$2,000,000 | 11.4% |
| AMP Bank | \$1,000,000 | 5.7% |
| Bank of Sydney | \$1,000,000 | 5.7% |
| BOQ | \$1,000,000 | 5.7% |
| Gateway Bank | \$1,000,000 | 5.7% |
| IMB | \$1,000,000 | 5.7% |
| Judo Bank | \$1,000,000 | 5.7% |
| Macquarie | \$1,000,000 | 5.7% |
| ME Bank | \$1,000,000 | 5.7% |
| Suncorp | \$1,000,000 | 5.7% |
| | \$17,543,041 | 100.0% |

The Investment Policy states that Term Deposits should not exceed \$1 million with any one Authorised Deposit Taking Institution (ADI), unless it is with CBA, NAB, ANZ or Westpac. The Investment Policy also states that there should be proper diversification in allowing (where possible) no more than 25% of the total investment portfolio to be invested with the one financial institution.

The above table shows that Council has complied with the policy as at the end of December.

7 Rating & Debtors Information

7.1 General Rating Information

The Total Rates and Charges raised for the 2019/20 year, as at 31 December, is \$36.055m, compared to the year to date Amended Budget of \$35.410m.

7.2 Rates & Sundry Debtors Outstanding

For the year to date, 38.2% of the 2019/20 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has decreased from \$2.540m (1 July 2019) to \$1.654m (31 December 2019).

Current Receivables as at 31 December 2019, as shown in the Balance Sheet, consist of:

| | | |
|--------------------|-----------|----------------|
| • Rates & Charges* | \$ | 24.963m |
| • Sundry Debtors | \$ | 1.347m |
| • GST Receivable | \$ | 0.307m |
| | \$ | 26.617m |

The outstanding Rates & Charges* consist of:

| | | |
|----------------------------------|-----------|----------------|
| • Current Year Rates and Charges | \$ | 21.964m |
| • Arrears (prior to 2019/20) | \$ | 2.549m |
| • Pensioner Rebate Claim (DHS) | \$ | 0.450m |
| | \$ | 24.963m |

* Does not include Fire Services Levy

7.3 Property Rate Debt Management Policy

Council first adopted this policy on 5 December 2007, with the requirement for Quarterly reporting on all applications made under this policy. The policy has since been updated and adopted on 1 July 2015. For the quarter to 31 December 2019, the table on the following page displays the applications that have been received.

Please note that this table also includes the following information:

- Rates outstanding by differential rate category
- Sundry debtors outstanding
- Infringement status

Property Rate Debt Management as at 31 December 2019

| Property Rate Debt Management Reporting | | | as at 31 Dec | | Year to Date | | | |
|--|--------------------------|--|--|---------------------|-------------------|-------------------|-------------------|----------------------|
| Type/Function | Authority Limit | Delegation | Number | Number Applications | Application Value | Approved Value | Denied Value | Comments |
| Special Payment Arrangements | All Arrangements | Revenue Service Unit | 886 | 596 | | | | |
| Escalation of Accounts to Debt Collection | All outstanding accounts | Revenue Services Co-ordinator | 229 | 116 | | | | |
| Value of Penalty Interest Calculated Year to Date | All calculations | Revenue Services Co-ordinator | | 2,156 | | | | |
| Waiver of Interest and Costs | Up to \$500 | Revenue Services Co-ordinator | | 7 | \$1,604.09 | \$1,604.09 | \$0.00 | |
| Waiver of Interest and Costs | >\$500 and <\$1,000 | Finance Manager | | 0 | \$0.00 | \$0.00 | \$0.00 | |
| Waiver of Interest and Costs | >\$1,000 | CEO/General Manager | | 4 | \$17,728.21 | \$1,670.60 | \$16,057.61 | |
| Waiver of Rates and Charges | All applications | Council via resolution (Closed Session) | | 1 | \$877.80 | \$877.80 | | |
| Application for Financial Hardship | Reviewed | Council via resolution (Closed Session) | | 0 | \$0.00 | \$0.00 | | |
| Appeal of Decision | All appeals | Council via resolution (Closed Session) | | NIL | | | | |
| Sale of Property for Unpaid Rates | All sales | Council via resolution (Closed Session) | | 4 | | \$82,408.66 | | Progressing |
| Sale of Property for Unpaid Rates | All sales | Council via resolution (Closed Session) | | 12 | | \$94,435.79 | | Sold and settled |
| Applications for partial Waiver - Cultural and Recreational Land | 50% General Rate | Revenue Service Co-ordinator/Finance Manager | | 6 | | \$10,018.58 | | |
| Other General Revenue Statistics | | | Summary of Outstanding Rates | | | | | |
| Function | Year To Date | Rate Category | Current | 1 Year | 2 Years | 3 Years | Over 3 Years | Total |
| Percentage of Rates Collected | 38.20% | General | 16,577,046.26 | 916,513.99 | 418,945.89 | 254,281.51 | 508,662.69 | 18,675,450.34 |
| Land Information Certificates | 735 | Residential Retirement | 107,501.30 | 2,623.25 | 1,601.55 | 760.50 | 419.30 | 112,905.90 |
| Value of Supplementary Rates Levied | \$571,628 | Commercial/Industrial | 1,449,724.66 | 152,537.08 | 37,101.33 | 49,484.45 | 12,027.40 | 1,700,874.92 |
| Objections Lodged (Closing Date 21 October 2019) | | | Vacant Land Commercial/Industrial | 147,820.79 | 111.05 | 0.00 | 0.00 | 147,931.84 |
| Under Review | 68 | Extractive Industry | 201,742.11 | 0.00 | 0.00 | 0.00 | 0.00 | 201,742.11 |
| Recommendation Notices | 9 | Farm | 2,659,901.42 | 37,219.62 | 19,902.04 | 16,371.49 | 36,289.15 | 2,769,683.72 |
| Disallowance Notices | 7 | Vacant Land General | 708,622.28 | 53,007.65 | 17,460.16 | 8,823.41 | 66,195.90 | 854,109.40 |
| Total Objections | 84 | Vacant Land FZ or RCZ | 799,832.46 | 29,151.17 | 16,700.55 | 9,752.28 | 71,431.04 | 926,867.50 |
| Pension Rebates | | | Vacant Land GRZ | 1,034,372.98 | 57,496.55 | 7,192.64 | 161.15 | 1,099,223.32 |
| Total Pensioners as at end of last quarter | 2,515 | Non Rateable FSPL Leviable and Garbage Only | 108,596.25 | 3,111.10 | 750.80 | 725.00 | 0.00 | 113,183.15 |
| Changes | 27 | Grand Total Rates Outstanding | 23,795,160.51 | 1,251,771.46 | 519,654.96 | 340,359.79 | 695,025.48 | 26,601,972.20 |
| Closing Balance | 2,542 | | | | | | | |
| Sundry Debtor Overview | | | Penalty Infringement Overview | | | | | |
| Sundry Debtors | Balance | % Outstanding | Infringement Status @ March Audit | # Infringements | \$ Infringements | | | |
| Current | 53,624.41 | 5.3% | Infringement Court - Remain Valid | 700 | 189,464.32 | | | |
| 30 Days | 437,623.92 | 43.0% | Infringement Court - Expired - Write Off | 33 | 7,225.90 | | | |
| 60 Days | 321,459.50 | 31.6% | Infringement Court - Lodgement issues | 89 | 23,747.00 | | | |
| 90 Days | 36,828.65 | 3.6% | Infringements to go to Magistrates Court | 97 | 95,210.40 | | | |
| 120+ Days | 169,092.81 | 16.6% | MSC Arrangements | 25 | 6,251.20 | | | |
| Total Outstanding | 1,018,629.29 | 100.0% | MSC Objections | 14 | 1,644.40 | | | |
| | | | MSC Holds | 41 | 10,523.50 | | | |
| | | | Infringements within timeframes escalating | 134 | 38,991.70 | | | |
| | | | Grand Total of Infringement Trial Balance | 1,133 | 373,058.42 | | | |

8 Financial Statements as at 31 December 2019

Income Statement

| | Last Year \$'000 | Amended \$'000 | Year to Date | | | Annual | | | |
|--|---------------------|-------------------|------------------|--------------------|------------|-------------------|--------------------|--------------------|------------|
| | | | Actual \$'000 | Variance \$'000 | % | Amended \$'000 | Forecast \$'000 | Variance \$'000 | % |
| Income | | | | | | | | | |
| Rates and charges | 34,138 | 35,410 | 36,055 | 645 | 2% | 36,170 | 36,696 | 526 | 1% |
| Statutory fees and fines | 899 | 681 | 540 | (141) | -21% | 1,274 | 1,145 | (129) | -10% |
| User fees | 3,200 | 1,276 | 1,163 | (113) | -9% | 3,118 | 2,992 | (126) | -4% |
| Grants - operating | 10,850 | 3,446 | 3,554 | 108 | 3% | 10,083 | 10,197 | 114 | 1% |
| Grants - capital | 3,594 | 1,622 | 1,772 | 150 | 9% | 5,152 | 5,534 | 382 | 7% |
| Contributions - monetary | 4,292 | 993 | 1,754 | 761 | 77% | 1,053 | 5,275 | 4,222 | 401% |
| Contributions - non-monetary assets | 10,443 | 0 | 0 | 0 | 0% | 4,858 | 4,858 | 0 | 0% |
| Other income | 3,130 | 551 | 1,048 | 497 | 90% | 1,018 | 3,334 | 2,316 | 228% |
| Interest received | 673 | 88 | 126 | 38 | 43% | 623 | 641 | 18 | 3% |
| Total Income | 71,218 | 44,067 | 46,012 | 1,945 | 4% | 63,349 | 70,671 | 7,322 | 12% |
| Expenses | | | | | | | | | |
| Employee costs | 20,074 | 11,146 | 10,774 | 372 | 3% | 21,934 | 21,321 | 613 | 3% |
| Materials and services | 17,878 | 8,419 | 9,061 | (642) | -8% | 18,884 | 21,798 | (2,914) | -15% |
| Depreciation | 9,109 | 5,163 | 5,163 | 0 | 0% | 10,326 | 10,326 | 0 | 0% |
| Finance costs | 583 | 261 | 265 | (4) | -2% | 657 | 657 | 0 | 0% |
| Other expenses | 567 | 263 | 237 | 26 | 10% | 550 | 560 | (10) | -2% |
| Net gain (loss) on disposal of property, infrastructure, plant and equipment | 952 | (244) | (265) | 21 | -9% | 1,484 | 1,406 | 78 | 5% |
| Total Expenses | 49,162 | 25,009 | 25,235 | (226) | -1% | 53,835 | 56,067 | (2,232) | -4% |
| Surplus (deficit) for the year | 22,056 | 19,058 | 20,778 | 1,720 | 9% | 9,514 | 14,604 | 5,090 | 53% |

Balance Sheet

| | Last Year \$'000 | Last Year \$'000 | Year to Date | | | Annual | | | |
|---|---------------------|---------------------|-------------------|------------------|------------|-------------------|--------------------|--------------------|------------|
| | | | Current \$'000 | Change \$'000 | % | Amended \$'000 | Forecast \$'000 | Variance \$'000 | % |
| Assets | | | | | | | | | |
| Current Assets | | | | | | | | | |
| Cash assets | 22,290 | 16,083 | 18,336 | 2,253 | 14% | 17,254 | 22,705 | 5,451 | 32% |
| Receivables | 6,171 | 24,468 | 26,616 | 2,148 | 9% | 6,263 | 6,476 | 213 | 3% |
| Other assets | 1,192 | (4) | (7) | (3) | 73% | 1,192 | 1,168 | (24) | -2% |
| Total current assets | 29,653 | 40,547 | 44,945 | 4,398 | 11% | 24,709 | 30,349 | 5,640 | 23% |
| Non-current assets | | | | | | | | | |
| Receivables | 85 | 78 | 104 | 26 | 34% | 85 | 88 | 3 | 4% |
| Property, infrastructure, plant and equipment | 564,165 | 487,994 | 567,342 | 79,348 | 16% | 587,806 | 587,445 | (361) | 0% |
| Total non-current assets | 564,250 | 488,072 | 567,446 | 79,374 | 16% | 587,891 | 587,533 | (358) | 0% |
| Total Assets | 593,904 | 528,619 | 612,391 | 83,772 | 16% | 612,601 | 617,883 | 5,282 | 1% |
| Liabilities | | | | | | | | | |
| Current liabilities | | | | | | | | | |
| Payables | 5,953 | 567 | 1,374 | 807 | 142% | 6,107 | 5,781 | (326) | -5% |
| Trust funds | 1,630 | 1,377 | 1,309 | (68) | -5% | 1,569 | 1,694 | 125 | 8% |
| Provisions | 4,389 | 4,273 | 4,752 | 479 | 11% | 4,704 | 4,861 | 157 | 3% |
| Interest-bearing liabilities | 1,120 | 1,121 | 1,120 | (1) | 0% | 1,439 | 1,439 | 0 | 0% |
| Total current liabilities | 13,092 | 7,338 | 8,555 | 1,217 | 17% | 13,818 | 13,774 | (44) | 0% |
| Non-current liabilities | | | | | | | | | |
| Provisions | 807 | 414 | 418 | 4 | 1% | 492 | 728 | 236 | 48% |
| Interest-bearing liabilities | 10,007 | 11,127 | 13,192 | 2,065 | 19% | 18,778 | 18,778 | 0 | 0% |
| Total non-current liabilities | 10,814 | 11,540 | 13,610 | 2,070 | 18% | 19,270 | 19,506 | 236 | 1% |
| Total Liabilities | 23,906 | 18,878 | 22,165 | 3,287 | 17% | 33,088 | 33,280 | 192 | 1% |
| Net Assets | 569,998 | 509,741 | 590,226 | 80,485 | 16% | 579,512 | 584,602 | 5,090 | 1% |
| Represented by: | | | | | | | | | |
| Accumulated surplus | 180,888 | 183,336 | 201,116 | 17,780 | 10% | 190,402 | 193,337 | 2,935 | 2% |
| Asset revaluation reserve | 378,249 | 318,159 | 378,249 | 60,090 | 19% | 378,249 | 378,249 | 0 | 0% |
| Statutory and other reserves | 10,861 | 8,246 | 10,861 | 2,615 | 32% | 10,861 | 13,016 | 2,155 | 20% |
| Total Equity | 569,998 | 509,741 | 590,226 | 80,485 | 16% | 579,512 | 584,602 | 5,090 | 1% |

Cash Flow Statement

| | Last Year \$'000 | Year to Date | | | | Annual | | | |
|---|---------------------|-------------------|------------------|--------------------|-------------|-------------------|--------------------|--------------------|------------|
| | | Amended \$'000 | Actual \$'000 | Variance \$'000 | % | Amended \$'000 | Forecast \$'000 | Variance \$'000 | % |
| Cash flows from operating activities | | | | | | | | | |
| Receipts | | | | | | | | | |
| Rates and charges | 33,641 | 14,554 | 14,798 | 244 | 2% | 36,170 | 36,696 | 526 | 1% |
| Operating grants | 10,850 | 3,446 | 4,440 | 994 | 29% | 10,058 | 10,197 | 139 | 1% |
| Capital grants and contributions | 3,594 | 1,622 | 1,772 | 150 | 9% | 5,152 | 5,534 | 382 | 7% |
| User fees and charges | 3,083 | 1,276 | 1,163 | (113) | -9% | 3,118 | 2,992 | (126) | -4% |
| Statutory fees and charges | 899 | 681 | 540 | (141) | -21% | 1,274 | 1,145 | (129) | -10% |
| Other revenue | 8,162 | 1,544 | 3,749 | 2,205 | 143% | 2,071 | 8,610 | 6,539 | 316% |
| Interest received | 673 | 88 | 126 | 38 | 43% | 623 | 641 | 18 | 3% |
| Net GST refund/payment | 2,349 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| | 63,250 | 23,210 | 26,588 | 3,378 | 15% | 58,466 | 65,814 | 7,348 | 13% |
| Payments | | | | | | | | | |
| Employee costs | (19,737) | (11,146) | (10,800) | 346 | -3% | (21,948) | (21,321) | 627 | -3% |
| Materials and services | (20,084) | (10,090) | (11,707) | (1,617) | 16% | (18,844) | (21,798) | (2,954) | 16% |
| Other expenses | (838) | (263) | (237) | 26 | -10% | (550) | (560) | (10) | 2% |
| | (40,659) | (21,499) | (22,744) | (1,245) | 6% | (41,342) | (43,678) | (2,336) | 6% |
| Net cash provided by (used in) operating activities | 22,591 | 1,711 | 3,844 | 2,133 | 125% | 17,123 | 22,135 | 5,012 | 29% |
| Cash flows from investing activities | | | | | | | | | |
| Proceeds from sale of property, plant and equipment, infrastructure | 445 | 244 | 265 | 21 | 9% | 329 | 407 | 78 | 24% |
| Payments for property, plant and equipment, infrastructure | (15,621) | (13,053) | (10,434) | 2,619 | -20% | (30,922) | (30,561) | 361 | -1% |
| Net cash provided by (used in) investing activities | (15,176) | (12,809) | (10,168) | 2,641 | -21% | (30,593) | (30,154) | 439 | -1% |
| Cash flows from financing activities | | | | | | | | | |
| Borrowing costs | (583) | (261) | (265) | (4) | 2% | (657) | (657) | 0 | 0% |
| Proceeds from interest bearing liabilities | 0 | 3,185 | 3,185 | 0 | 0% | 10,736 | 10,736 | 0 | 0% |
| Repayment of interest bearing liabilities | (1,121) | (550) | (549) | 1 | 0% | (1,646) | (1,646) | 0 | 0% |
| Net cash provided by (used in) financing activities | (1,703) | 2,374 | 2,371 | (3) | 0% | 8,433 | 8,433 | 0 | 0% |
| Net increase (decrease) in cash and cash equivalents | 5,711 | (8,724) | (3,954) | 4,770 | -55% | (5,036) | 415 | 5,451 | -108% |
| Cash and cash equivalents at the beginning of the financial year | 16,578 | 22,290 | 22,290 | 0 | 0% | 22,290 | 22,290 | 0 | 0% |
| Cash and cash equivalents at the end of the financial year | 22,290 | 13,566 | 18,336 | 4,770 | 35% | 17,254 | 22,705 | 5,451 | 32% |

Capital Works Statement

| | Last Year \$'000 | Year to Date | | | | Annual | | | |
|--|---------------------|-------------------|------------------|--------------------|------------|-------------------|--------------------|--------------------|------------|
| | | Amended \$'000 | Actual \$'000 | Variance \$'000 | % | Amended \$'000 | Forecast \$'000 | Variance \$'000 | % |
| Property | | | | | | | | | |
| Land | 50 | 245 | 248 | (3) | -1% | 245 | 245 | 0 | 0% |
| Buildings | 227 | 355 | 136 | 219 | 62% | 2,331 | 2,031 | 300 | 13% |
| Total Property | 277 | 600 | 384 | 216 | 36% | 2,576 | 2,276 | 300 | 12% |
| Plant and equipment | | | | | | | | | |
| Plant, machinery and equipment | 1,699 | 1,216 | 1,005 | 211 | 17% | 2,469 | 2,469 | 0 | 0% |
| Computers and telecommunications | 553 | 69 | 183 | (114) | -166% | 874 | 874 | 0 | 0% |
| Library books | 97 | 0 | 0 | 0 | 0% | 105 | 105 | 0 | 0% |
| Total plant and equipment | 2,349 | 1,285 | 1,188 | 97 | 8% | 3,448 | 3,448 | 0 | 0% |
| Infrastructure | | | | | | | | | |
| Roads | 7,866 | 5,199 | 4,114 | 1,085 | 21% | 12,082 | 12,355 | (273) | -2% |
| Bridges | 297 | 266 | 29 | 237 | 89% | 666 | 666 | 0 | 0% |
| Footpaths and cycleways | 1,425 | 789 | 840 | (51) | -6% | 1,076 | 1,079 | (3) | 0% |
| Drainage | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Recreational, leisure and community facilities | 3,251 | 2,340 | 1,632 | 708 | 30% | 9,041 | 8,691 | 350 | 4% |
| Parks, open space and streetscapes | 18 | 459 | 146 | 313 | 68% | 1,883 | 1,894 | (11) | -1% |
| Other infrastructure | 138 | 21 | 7 | 14 | 65% | 150 | 150 | 0 | 0% |
| Total infrastructure | 12,994 | 9,075 | 6,768 | 2,307 | 25% | 24,897 | 24,836 | 61 | 0% |
| Total capital works expenditure | 15,621 | 10,960 | 8,340 | 2,620 | 24% | 30,922 | 30,561 | 361 | 1% |
| Represented by: | | | | | | | | | |
| New | 2,938 | 1,851 | 1,244 | 607 | 33% | 10,427 | 10,028 | 399 | 4% |
| Renewal | 11,332 | 6,345 | 4,816 | 1,529 | 24% | 15,082 | 15,485 | (403) | -3% |
| Expansion | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Upgrade | 1,351 | 2,763 | 2,280 | 483 | 17% | 5,412 | 5,047 | 365 | 7% |
| Total Capital Works | 15,621 | 10,960 | 8,340 | 2,620 | 24% | 30,922 | 30,561 | 361 | 1% |



Moorabool Shire Council
PREMIUM Action and Task Progress Report

July 2019 - December 2019

Report Filters:
Date From :01-07-2019
Date To :31-12-2019
Display Task : No
Action Filter :Council Plan





Action Progress Against Targets



- 53 Actions reported on
- 48 At least 90% of action target achieved
- 4 Between 60 and 90% of action target achieved
- 1 Less than 60% of action target achieved
- 0 Actions with no target set

Key Result Area: 1 Providing Good Governance and Leadership
Objective: 1.1 (1A) Our Assets and Infrastructure


STRATEGY: 1.1.4 Produce 10 Year Capital Improvement Programs

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|------------|--------------|------------|
| 1.1.4.1 Produce 10 Year Capital Improvement Programs (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Asset Management | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| An amount for each annual Capital Improvement Program for the next ten years is allocated within Council's Strategic Financial Plan. The 2020/21 draft Capital Improvement Program, including a five year forecast, is currently being prepared for presentation to Council in March 2020 as part of the annual budget process. | | | | | | |
| Last Updated - 14/01/2020 | | | | | | |


Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 1.1.5 Deliver Annual Capital Improvement Programs

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|--------------------|---------------|-------------------|-------------------|---------------------|---|
| 1.1.5.1 Deliver Annual Capital Improvement Programs (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 50% | 52% |  |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Capital Works | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| <p>The Capital Improvement Program for 2019/20 consists of 62 Projects and is currently on schedule.</p> <p>Projects complete - 16 Projects underway - 42 Project yet to start - 4</p> <p>New Projects are added during the year. Currently there are 2 new Projects.</p> <p>Projects complete - 0 Projects underway - 1 Project yet to start - 1</p> <p>The Capital Improvement Program progress is reported quarterly to Council and provides details on each individual project.</p> <p>Last Updated - 14/01/2020</p> | | | | | | |

STRATEGY: 1.1.6 Develop and implement a Fleet and Plant Strategy

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|--------------------------|---------------|-------------------|-------------------|---------------------|---|
| 1.1.6.1 Develop and implement a Fleet and Plant Strategy | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Fleet Management | Recurrent 'One Off' Item | | | | | |
| Action Progress Comments | | | | | | |
| <p>Draft Fleet and Plant Strategy is currently in circulation. This strategy will be refined/enhanced as data from the new GPS System becomes available. The Strategy will be finalised once the new format for Council asset management plans is known.</p> <p>Last Updated - 30/10/2019</p> | | | | | | |



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 1.1.7 Finalise the Community Infrastructure Framework

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---|-------------|-----------|-----------|--------|------------|
| 1.1.7.1 Finalise the Community Infrastructure Framework | Sarah Kernohan - Strategic Planning Coordinator | In Progress | 2/07/2018 | 6/03/2020 | 90% | 90% |



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

Action Progress Comments

The Community Infrastructure Framework was presented to Councillors at the August Ordinary Meeting of Council for endorsement for community consultation . Community consultation was held from 24 September 2019 - 25 October 2019. Submissions are currently being reviewed and will be reported to the February 2020 meeting of Council.

Last Updated - 07/01/2020



Moorabool Shire Council

Action & Task Progress Report

Objective: 1.2 (1B) Our People

STRATEGY: 1.2.1 Councillor Development

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|--|---------------|------------|------------|---------|--------|------------|
| 1.2.1.1 Councillor Development – induction and ongoing professional development (2017-2021) - Year 3 Progress | Derek Madden - Chief Executive Officer | Completed | 1/07/2019 | 30/06/2020 | 100% | 50% | |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|--------------|-------------|--------|------------|------------|--------------|
| CEO's Office | Recurrent | | | | |

Action Progress Comments

Ongoing support and training opportunities are available to Councillors as required. Council passed a resolution at the Ordinary Meeting of Council on 5 September 2017 in relation to this issue.

Last Updated - 12/07/2019

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---|---------------|------------|------------|---------|--------|------------|
| 1.2.2.10 Prepare an Organisational Development Strategy | Karen Jansen - Executive Manager - People and Culture | In Progress | 1/07/2018 | 30/06/2020 | 50% | 50% | |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|----------------------|-------------|--------|------------|------------|--------------|
| Business Improvement | Recurrent | | | | |

Action Progress Comments

A framework has been developed for consultation and will be consolidated for final dissemination to all parties in February 2019. The framework includes strategies and plans for leadership development, employee engagement, integration of systems and process, future workforce planning including reward and recognition. Stakeholder consultation has been conducted. Initial Stakeholder meeting part 1 kicked off W/S 6/10. Will follow consultation and new Exec Team on board. Consultation Started with current Executive Team 11/10/19.

Last Updated - 06/01/2020

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|--|---------------|------------|------------|---------|--------|------------|
| 1.2.3.1 Revise the Community Engagement Policy and Framework | Tania Barry - Coordinator Community Recreation and Development | In Progress | 1/01/2019 | 31/03/2020 | 65% | 60% | |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|----------------------------|-------------|--------|------------|------------|--------------|
| Recreation and Development | Recurrent | | | | |

Action Progress Comments

Project scoping has commenced and a project plan being developed. The project is scheduled for completion in March 2020. A health check of our community engagement processes has been completed by an independent party.


Last Updated - 16/01/2020



Moorabool Shire Council

Action & Task Progress Report


STRATEGY: 1.2.6 Risk and OHS Management

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---------------------------------|---------------|------------|------------|---------|--------|---|
| 1.2.6.1 Develop an OHS Strategy | Completed | 1/07/2017 | 31/10/2019 | 100% | 0% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|-----------------------|-------------|--------|------------|------------|--------------|
| Risk Management & OHS | Recurrent | | | | |

Action Progress Comments


Occupational Health and Safety Strategy adopted by the Executive Team on 29 October 2019.
Last Updated - 15/11/2019

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|---------|--------|---|
| 1.2.6.2 Enhance our OHS systems and procedures for the organisation (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 18/12/2020 | 41% | 43% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|-----------------------|-------------|--------|------------|------------|--------------|
| Risk Management & OHS | Recurrent | | | | |

Action Progress Comments

2019/20 will focus on developing and implementing service unit OHS action plans across the organisation. The sixteen Occupational Health and Safety procedures deemed as priority have been developed and presented to the OHS Committee for feedback (mail out). The next steps will see these procedures reviewed by the Committee through a weekly focus group (commenced final quarter 2019, all Committee members invited) until all have been agreed to and then implemented. A Risk based Incident system (CAMMS) has been developed and finalised in the second quarter (2019/20). This new module will capture and provide a structure for recording & actioning incidents/ hazards and near misses. Staff will be trained during the second quarter (2019) and third quarter (2020) to use this system.
Last Updated - 02/12/2019


| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|---------|--------|---|
| 1.2.6.3 Review identified corporate, strategic and operational risks (2017-2021) - Year 3 Progress | In Progress | 1/07/2018 | 28/11/2019 | 98% | 100% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|-----------------------|-------------|--------|------------|------------|--------------|
| Risk Management & OHS | Recurrent | | | | |

Action Progress Comments

Council's Strategic Risk Profile was adopted by the Council at its Ordinary Meeting Wednesday 3 April 2019. Operational risks have been reviewed by the risk officers and reviewed by individual service units. Management team has reviewed and identified the main corporate risks and these risks are being prepared for final review. The additional coordinator resource in the Risk/OHS area will see the project finalised within the first quarter of 19/20.
Last Updated - 15/01/2020



| Moorabool Shire Council | | Action & Task Progress Report | | | | | | |
|---|---|-------------------------------|------------|------------|--------------|--------|---|--|
| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
| 1.2.6.4 Implement child safety standards across the organisation (Year 3 Progress) | Karen Jansen - Executive Manager - People and Culture | Completed | 1/07/2019 | 30/06/2020 | 100% | 50% |  | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | | |
| Human Resources | Recurrent | | | | | | | |
| Action Progress Comments | | | | | | | | |
| <p>The child safety standards and reportable conduct scheme policies were adopted by Council at its meeting in May 2018. An action plan has been developed and this is currently being implemented across the organisation. A presentation was made to the Management Team in August 2018 outlining how these policies relate to all areas of Council. A child safety statement is now listed on job advertisements for Council and all new or updated staff position descriptions reflect Council's commitment to child safety. The next step is for each manager to complete an action plan for their areas in relation to how their unit meets the Child Safety standards.</p> | | | | | | | | |
| Last Updated - 02/10/2019 | | | | | | | | |



Moorabool Shire Council

Action & Task Progress Report

Objective: 1.3 (1C) Our Business & Systems

STRATEGY: 1.3.1 Legislative and Regulatory

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|------------------------------|--|-------------|-----------|------------|--------|------------|--|
| 1.3.1.1 Review the Local Law | Andy Gaze - Coordinator Community Health & Safety | In Progress | 1/07/2019 | 30/06/2020 | 90% | 100% | |

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

Action Progress Comments

At the Ordinary Meeting of Council on Wednesday 7 August 2019, Council adopted the Community Impact Statement and the Moorabool Shire Council Community Local Law 2019. A notice was placed in the Victorian Government Gazette in the first gazettal for October 2019. A copy is being prepared for the Minister of Local Government.
Last Updated - 03/10/2019

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|--|---|-------------|-----------|------------|--------|------------|--|
| 1.3.1.2 Review the Municipal Planning Scheme | Sarah Kemohan - Strategic Planning Coordinator | In Progress | 1/07/2018 | 30/06/2020 | 40% | 45% | |

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

Action Progress Comments

The Moorabool Planning Scheme Review comprises of two stages. The first two stages (review and recommendations) will be delivered by a Consultant. Stage One draft report was presented to Council for input at the June 2019 Section 88 Moorabool Growth Management Committee. Consultation is required on Stage 1 before progressing to Stage 2.
Last Updated - 28/11/2019

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|--|--|-------------|-----------|------------|--------|------------|--|
| 1.3.1.57 Develop an Enforcement Policy | Andy Gaze - Coordinator Community Health & Safety | In Progress | 1/07/2019 | 30/06/2020 | 42% | 50% | |

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

Action Progress Comments

Draft policy has been completed and will be presented to the executive in July with the view to trial for 12 months before full adoption.

Draft policy presented to Exec in July. Exec requested further information and details regarding the policy. Policy is currently being reworked.

Discussed policy with sally Jones week commencing 11/11/19. Agreed that I was to involve other sections in the policy development including Community assets and infrastructure and CC and A.
Last Updated - 18/11/2019



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 1.3.2 ICT

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|------------|--------------|------------|
| 1.3.2.3 Implement Phase 3 (GIS replacement) of the Digital Strategy - Year 3 Progress | Completed | 1/07/2019 | 30/06/2020 | 100% | 50% | |
| Lalitha Koya - Manager ICT | | | | | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Digital | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| As a part of Implement Phase 3 of the Digital Strategy (2017-2019), Current Geographic Information System (GIS) platform is now successfully moved to Spectrum Spatial Analyst (SSA) platform across all council's service units. | | | | | | |
| Last Updated - 10/09/2019 | | | | | | |

STRATEGY: 1.3.3 Service Reviews

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|------------|--------------|------------|
| 1.3.3.1 Develop Service Plans for all services (2017-2019) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 70% | 50% | |
| Karen Jansen - Executive Manager - People and Culture | | | | | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Business Improvement | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| Each Service Unit has a completed Integrated Service Plan and Business Review for 2019.20. | | | | | | |
| With the new Organisational Structure in place, Service Plans will be updated for Service Units that have had changes and New Managers will be given the opportunity to review plans prior to 2020/21. | | | | | | |
| Last Updated - 30/10/2019 | | | | | | |

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|------------|--------------|------------|
| 1.3.3.2 Governance: Undertake service review in accordance with the policy and framework and as determined by Council | Completed | 1/07/2019 | 30/06/2020 | 100% | 50% | |
| Yvonne Hansen - Manager Governance and Risk | | | | | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Risk Management | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| Presented and endorsed by Executive Group. | | | | | | |
| Last Updated - 25/10/2019 | | | | | | |



Moorabool Shire Council

Action & Task Progress Report

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|---|--|-------------|-----------|------------|--------|------------|--|
| 1.3.3.6 Visitor Information Centre: Undertake service review in accordance with the policy and framework and as determined by Council | Andy Waugh - Coordinator Economic Development | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% | |

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

Action Progress Comments
 Service review of the Bacchus Marsh Visitor Information Centre has been completed. Workshops were held in April 2019 with Volunteers. Findings were documented and are currently being reviewed against a comprehensive set of criteria.
 A presentation to Council, outlining the review findings and proposed recommendations and will be provided to the Ordinary Meeting of Council in February 2020. Further consultation is being undertaken with the volunteers during December 2019 to provide additional insight into options for the centre.
 Last Updated - 05/12/2019

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|--|---|------------|------------|------------|--------|------------|--|
| 1.3.3.9 Align finance system with service plans, system views and ESC requirements | Steven Ivelja - Chief Financial Officer | Completed | 26/08/2019 | 30/06/2020 | 100% | 50% | |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|--------------------------------|-------------|--------|------------|------------|--------------|
| Strategic Financial Management | Recurrent | | | | |

Action Progress Comments
 Finance system was updated to reflect the Business Excellence Systems Views at the lowest level (L4)
 Last Updated - 10/10/2019

STRATEGY: 1.3.4 Financial Sustainability

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|---|--|-------------|-----------|------------|--------|------------|--|
| 1.3.4.12 Annually review the Long Term Financial plan 2020/21 | James Hogan - Senior Business Accountant | In Progress | 1/09/2019 | 31/12/2020 | 90% | 100% | |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|----------------------|-------------|--------|------------|------------|--------------|
| Finance and Accounts | Recurrent | | | | |


Action Progress Comments
 The long term financial plan is currently being reviewed. Significant rework of the model has occurred to incorporate the Developer Contribution database which will provide a greater level of accuracy around the delivery of S.173 project commitments. In addition to this, there are a number of material changes to the LTFP which are currently being modelled and very close to being finalised.
 Last Updated - 15/01/2020



| Moorabool Shire Council | | Action & Task Progress Report | | | | | | |
|---|--|-------------------------------|------------|------------|--------------|------------|--|--|
| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | | |
| 1.3.4.13 Annually review the need to make a rate cap variation for 2020/21 year | Steven Ivelja - Chief Financial Officer | Completed | 1/11/2019 | 31/12/2019 | 100% | 100% | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | | |
| Finance and Accounts | Recurrent | | | | | | | |
| Action Progress Comments | | | | | | | | |
| Council formally resolved to not apply for a rate cap variation for the 2020/21 financial year at the Ordinary Council Meeting on the 4th of December 2019. | | | | | | | | |
| Last Updated - 10/12/2019 | | | | | | | | |
| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | | |
| 1.3.4.3 Identify and develop shared services with other LGs, community and private sector organisations (2017-2021) - Year 3 Progress | Sally Jones - GM Community Strengthening | In Progress | 1/07/2019 | 30/06/2020 | 75% | 50% | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | | |
| Child Youth and Family | Recurrent | | | | | | | |
| Action Progress Comments | | | | | | | | |
| The project is being undertaken in phases over the four-year life of the Council Plan 2017-2021. Phase one was the preparation of a report to the Executive Management Team; phase 2 is the preparation of scoping/business plans for new or expanded shared service opportunities including the determination of charge out rates and preparation of marketing materials including capability statements; phase three is the implementation of the new or expanded shared service opportunities. | | | | | | | | |
| Opportunities for shared services with Hepburn Shire Council and Golden Plains Shire Councils are progressing in relation to waste, recycling and building surveying services. The Central Highlands Group of Councils (including Moorabool Shire) have established an incorporated association and secured resources from the Victorian Government to facilitate the establishment of shared services in the region. Discussions are currently taking place with a number of Councils in relation to a joint road asset condition collection project. Discussions are also currently taking place with the regional waste and resource recovery group in relation to joint procurement opportunities for waste services. This action is being implemented over the life of the council plan. | | | | | | | | |
| Last Updated - 29/10/2019 | | | | | | | | |

Moorabool Shire Council

Action & Task Progress Report

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|------------|--------------|---|
| 1.3.4.4 Seek funding for new, upgrade and renewed community facilities (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |
| Tania Barry - Coordinator Community Recreation and Development | | | | | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Recreation and Development | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| <p>\$7M has been received for BMRRR Master Plan- Stage 1 Delivery via the Community Sports Infrastructure Loan Scheme \$1.6M has been received to fund 5 oval lighting upgrades via the Community Sports Infrastructure Loan Scheme \$800,000 has been received for MOOR Sport- BMRRR Pavilion via the 2019-20 Community Sports Infrastructure Fund- Major \$30,000 has been received to conduct a feasibility study on activating Bald Hill \$100,000 has been received to help fund irrigation works at Wallace Recreation Reserve \$120,000 has been received from the State Government's Pick My Project program to install a playground at Masons Lane. \$50,000 has been received to resurface the netball courts and upgrade the lighting at Bailan Recreation Reserve \$18,000 has been received for the upgrade of outdoor facilities at Mt Wallace Hall \$200,00 has been received to upgrade the lighting at Darley Park Recreation Reserve (combination of Community Sport Infrastructure Grant Program (Sport Australia) and Country Football Netball Program) \$20,000 was received from VicHealth to undertake a feasibility study on addressing barriers to female participation in physical activity at BM Leisure Centre \$250,000 has been received to upgrade the netball courts at Gordon Recreation Reserve</p> <p>Sport and Recreation Victoria grants have just opened and submissions will be made for the round closing in February 2020.</p> <p>Last Updated - 16/01/2020</p> | | | | | | |




Moorabool Shire Council

Action & Task Progress Report


Key Result Area: 2 Minimising Environmental Impact

Objective: 2.1 (2A) Built Environment

STRATEGY: 2.1.1 Develop frameworks for each small town & action plans to address components in (current) strategies

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|--|--|-------------|------------|------------|--------------|------------|---|
| 2.1.1.1 Develop the Gateways Strategy (2017-2021) - Year 3 progress | Justin Home - Manager Environmental Management | In Progress | 1/11/2019 | 30/06/2020 | 5% | 5% |  |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | |
| Environmental Planning | Recurrent | | | | | | |
| Action Progress Comments | | | | | | | |
| Staff are in the progress of developing a preliminary scope for the Gateways Strategy. When completed it is proposed that it will be presented at a Councillor Briefing to inform the next stages of the project including budgets and resourcing for delivery in 2020/21 financial year | | | | | | | |
| For update on progress of Township Improvement Plans, please see 1.1.1.21 | | | | | | | |
| Last Updated - 06/11/2019 | | | | | | | |

STRATEGY: 2.1.2 Implement the Gordon Infrastructure & Structure Plans

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|--|--|------------|------------|------------|--------------|------------|---|
| 2.1.2.1 Implement the Gordon Infrastructure Plan. (2017-2019) - Year 2 Progress | Ewen Nevett - Manager Engineering Services | Completed | 1/07/2018 | 31/12/2019 | 100% | 100% |  |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | |
| Project Management | Recurrent | | | | | | |
| Action Progress Comments | | | | | | | |
| Contact works were completed in October 2019 and the project is now in the defects liability period (which extends for 12 months). Minor issues with maintenance of landscape areas. Separate quotation arranged as maintenance was not included in Contract specification | | | | | | | |
| Last Updated - 24/12/2019 | | | | | | | |



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 2.1.4 Work with relevant authorities to ensure that flooding and bushfire risks are addressed

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|---------|--------|------------|
| 2.1.4.1 Incorporate flood mapping into the Planning Scheme (2017-2021) Year 2 Progress: Prepare and exhibit Moorabool Planning Scheme Amendment C91. | In Progress | 21/12/2018 | 30/06/2020 | 40% | 25% | |

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

Action Progress Comments

Amendment C91 which seeks to introduce flood controls to the Moorabool Planning Scheme. Following the preparation of the flood study and mapping in conjunction with Melbourne Water, a report was presented to the Ordinary Meeting of Council in September 2019, where Councillors endorsed seeking authorisation from the Department of Environment, Land, Water and Planning (DELWP) and exhibiting the Amendment. Conditional authorisation was received from DELWP on 25 November 2019, to prepare and exhibit the amendment. Exhibition will commence in February 2020.
Last Updated - 03/12/2019

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|---------|--------|------------|
| 2.1.4.3 Work with relevant authorities to ensure that flooding risks are addressed and flood mapping incorporated into the planning scheme (2019-2021) | Completed | 1/07/2019 | 30/06/2020 | 100% | 50% | |

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

Action Progress Comments

This action is a duplication of 2.1.4.1
Last Updated - 02/12/2019

STRATEGY: 2.1.5 Review and implement a Bacchus Marsh Avenue of Honour Management Plan

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|---------|--------|------------|
| 2.1.5.1 Review and implement a Bacchus Marsh Avenue of Honour Management Plan | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% | |

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

Action Progress Comments

An external consultant has been engaged to assist with finalising the plan. It is anticipated that a draft updated plan will be presented to the Project Control Group in February 2020 and then to Council following internal review.
Last Updated - 14/01/2020



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 2.1.9 Complete Bald Hill Activation Plan Feasibility Study

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|--|-------------|-----------|------------|--------|------------|
| 2.1.9.1 Complete Bald Hill Activation Plan Feasibility Study | Justin Horne - Manager Environmental Management | In Progress | 1/07/2019 | 30/06/2020 | 90% | 50% |

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

Action Progress Comments

Draft feasibility study is was received by staff in October 2019. Presentation to Councillors was held on 4 December to provide a summary of the key findings and recommendations and the document is proposed to be listed on the February Council meeting agenda to receive the report.

Last Updated - 14/01/2020



Moorabool Shire Council

Action & Task Progress Report

Objective: 2.2 (2B) Natural Environment

STRATEGY: 2.2.1 Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|---|--|-------------|------------|------------|--------------|------------|--|
| 2.2.1.1 Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy (2017-2021) - Year 3 Progress | Justin Home - Manager Environmental Management | In Progress | 1/10/2019 | 30/06/2020 | 25% | 50% | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | |
| Environmental Planning | Recurrent | | | | | | |
| Action Progress Comments | | | | | | | |
| This is a multi year project across the period 2017 to 2021. A full assessment of actions for the 2019/20 period is currently being undertaken and actions will be provided in the next update. However, three key projects identified for delivery in 2019/20 are: | | | | | | | |
| 1. Solar installation completed on three Council buildings- contract awarded and due to commence early 2020. | | | | | | | |
| 2. Monitoring of density of pest plants and animals on Council managed / owned roadsides and reserves completed | | | | | | | |
| 3. LED Lighting upgrades undertaken at least one Council building | | | | | | | |
| Last Updated - 14/01/2020 | | | | | | | |

STRATEGY: 2.2.3 Develop an Open Space Integrated Water Management Plan

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|---|--|-------------|------------|------------|--------------|------------|--|
| 2.2.3.1 Develop an Open Space Integrated Water Management Plan - Stage One | Corinne Jacobson - Senior Project Engineer | In Progress | 1/07/2019 | 30/06/2020 | 90% | 50% | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | |
| Management | Recurrent | | | | | | |
| Action Progress Comments | | | | | | | |
| The Open Space Integrated Water Management Plan is a strategic document that informs the policy, infrastructure and systems required to improve amenity and functionality of the open space areas in Moorabool and manage water resources equitably. The draft plan has been completed. | | | | | | | |
| Last Updated - 14/01/2020 | | | | | | | |

STRATEGY: 2.2.4 Develop and implement a policy on allocation use and trading of water for Council water assets

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
|---|--|-------------|------------|------------|--------------|------------|--|
| 2.2.4.1 Develop and implement a policy on allocation, use and trading of water for Council water assets - Stage One | Corinne Jacobson - Senior Project Engineer | In Progress | 1/07/2019 | 30/06/2020 | 70% | 50% | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | |
| Management | Recurrent | | | | | | |
| Action Progress Comments | | | | | | | |
| A Draft Water Allocation, Use and Trading policy has been developed, alongside the Open Space Integrated Water Management strategy. | | | | | | | |
| Last Updated - 03/10/2019 | | | | | | | |





Moorabool Shire Council

Action & Task Progress Report

Key Result Area: 3 Stimulating Economic Development

Objective: 3.1 (3A) Land Use Planning

STRATEGY: 3.1.1 Incorporate strategic documents into the Planning Scheme

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|------------|--------------|---|
| 3.1.1.1 Incorporate strategic documents into the Planning Scheme - Ballan Strategic Directions (2017-2021) - Year 3 Progress | In Progress | 6/06/2018 | 28/02/2020 | 95% | 90% |  |
| Henry Bezuidenhout - Executive Manager Community Planning and Economic Development | | | | | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Strategic Planning | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| Council adopted Amendment C88 Ballan Strategic Directions at the Ordinary Meeting of Council in October 2019. The Amendment has been submitted to the Minister for Planning for approval. Awaiting amendment to be gazetted by Minister for Planning, which will conclude its incorporation into the Planning Scheme. | | | | | | |
| Last Updated - 02/12/2019 | | | | | | |
| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
| 3.1.1.3 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017-2021) - Complete review of heritage citations, seek authorisation of amendment and exhibit amendment. | In Progress | 1/07/2019 | 30/06/2020 | 30% | 50% |  |
| Sarah Kernohan - Strategic Planning Coordinator | | | | | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Strategic Planning | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| The consultants undertaking the amendment have completed a review of West Moorabool Heritage Study 2a to ensure the study is consistent with the Planning Practice Note 1: Applying the Heritage Overlay. As a result of this review, a number of changes are required to the statements of significance and heritage cartilages to ensure consistency with the practice note. A request for quote has been drafted to reengage the consultant to undertake these changes and progress the planning scheme amendment . | | | | | | |
| Last Updated - 16/01/2020 | | | | | | |



Moorabool Shire Council

Action & Task Progress Report


STRATEGY: 3.1.2 Implement the adopted Small Towns and Settlement Strategy

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|--|---------------|------------|------------|---------|--------|---|
| 3.1.2.1 Develop a program for services and utilities in small towns (2017-2021) | Henry Bezuidenhout - Executive Manager Community Planning and Economic Development | In Progress | 1/07/2019 | 30/06/2020 | 40% | 50% |  |

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

Action Progress Comments
 Structure planning is required to assist in determine the likely future population of these small towns and to plan for the provision of infrastructure in conjunction with the water authorities, state government and the comment.
 Officers have had discussions with Central Highlands Water and is developing a program for the delivery of infrastructure to the towns .
 An advocacy item was prepared and discussions initiated with RDV and other key stakeholders to source funding and support in providing water and sewerage.
 The next step is to develop a growth scenario and formalise the MOU.
 In preparation of a framework plan the following documentation and background studies were reviewed, services analysis report, options report, and flood study. These will inform the framework plan and the update the MOU.
 Last Updated - 16/01/2020

STRATEGY: 3.1.5 Develop a long term strategy for the Bacchus Marsh Civic Precinct

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|--|---------------|------------|------------|---------|--------|---|
| 3.1.5.1 Develop a long term strategy for the Bacchus Marsh Civic Precinct | Henry Bezuidenhout - Executive Manager Community Planning and Economic Development | In Progress | 1/07/2019 | 30/06/2020 | 45% | 50% |  |

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

Action Progress Comments
 Council has completed a high level strategic analysis and urban design investigation of the Bacchus Marsh main street followed by the identification of a consolidated land area to be investigated as a future civic precinct including community and commercial uses to activate the town centre and cater for future growth.
 An advocacy item was developed to source funding and promote the establishment of a civic precinct.
 Conversations initiated with RDV and Development Victoria to investigate a partnership approach .
 Conceptual layout and uses were developed to inform conversations.
 Detail design and community consultation will form part of future processes.
 Last Updated - 13/01/2020



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 3.1.6 Review future opportunities for the Darley Civic Precinct

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|--|---------------|------------|------------|---------|--------|---|
| 3.1.6.1 Review future opportunities for the Darley Civic Precinct (2019-2021) | Sally Jones - GM Community Strengthening | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|----------------------------|-------------|--------|------------|------------|--------------|
| Recreation and Development | Recurrent | | | | |

Action Progress Comments

Negotiations have taken place with Belgravia Kids to replace Acrofun as the provider of a Gymnastics program at the current location at Darley . This lease agreement will continue for 2 years. Future use of the facility after this time will be reviewed in 20/21 financial year.

Van Go received confirmation of funding arrangement for an extended 12 months. The NFP organisation will continue to utilise administrative and consulting space at the site during this time.

Research will continue via Social Planner role during 20/21 to undertake analysis of future community needs in relation to location and accessibility of the site.

Last Updated - 14/01/2020




Moorabool Shire Council

Action & Task Progress Report

Objective: 3.2 (3B) Investment & Employment

STRATEGY: 3.2.1 Implement the action plan of the Economic Development Strategy

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|---------|--------|---|
| 3.2.1.1 Implement the action plan of the Economic Development Strategy (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

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

Action Progress Comments

The implementation of the action plan associated with the Economic Development Strategy is continuing for the 2019/20 period of the Council Plan.

To date the following has been actioned:

- Industry sector development - industrial, agricultural and accommodation
- Investment attraction materials (print and digital) produced in English and Chinese
- Investment trip to China
- Business engagement breakfast delivered to 120+ local business and community members
- Completed 50 points of engagement with business during 2019 consisting of networking, training and business development opportunities.
- E-news delivered to 2,500+ businesses monthly.
- Work commenced on the marketing and branding for the Parwan Employment Precinct.
- Analysis underway to understand the needs of the agricultural sector.
- Employment program commenced to connect youth with local employers.
- Business breakfast delivered to 120+ participants offering networking and information sharing.
- Event analysis underway for 2 key events in Shire to determine economic and community return.
- Initial exploration of marketing and promotional options for local produce.
- Attendance at PCG and PWG for the development of a business case for the - Fiskville site, in conjunction with stakeholders.


Last Updated - 10/12/2019



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 3.2.4 Facilitate Parwan Employment Precinct planning and marketing

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|--|---------------|------------|------------|---------|--------|---|
| 3.2.4.1 Facilitate the Parwan Employment Precinct planning and marketing (2017-2021) - Year 3 Progress | Henry Bezuidenhout - Executive Manager Community Planning and Economic Development | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

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


Action Progress Comments

Council was successful in obtaining funding from the Victorian Planning Authority under Streamlining for Growth. This funding will assist with final background studies and further work on a Precinct Structure Plan.
 Council Officers are undertaking investigations of stakeholder engagement of existing and potential businesses in the PEP with the aim to facilitate economic investment, expansion of current businesses and to inform future planning studies.

Meeting held with the Victorian Planning Association (VPA), Invest Victoria, and Regional Development Victoria (RDV) to strategically plan for the purpose and identification of the Parwan Employment Precinct. This resulted in a vision statement for the Agri Business Precinct, a workshop is planned with Councilors in early 2020 to further enhance this vision. Invest Victoria, in conjunction with Council is preparing a funding proposal under the Federal Government City Deals initiative.
 Council is also working closely with Invest Victoria and service providers to secure the upgrade/provision of key infrastructure to facilitate catalyst projects.
 Next step is to develop a marketing strategy targeted at Agri Business investors. This is currently being prepared.

Last Updated - 05/12/2019

STRATEGY: 3.2.5 Construct the Ballan depot

| Action | | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|--|---------------|------------|------------|---------|--------|---|
| 3.2.5.1 Construct the Ballan Depot (2019-2021) | Corinne Jacobson - Senior Project Engineer | In Progress | 1/07/2019 | 30/06/2020 | 20% | 20% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|------------|-------------|--------|------------|------------|--------------|
| Management | Recurrent | | | | |

Action Progress Comments

Council has budgeted for initial site works in 2019/20. Design is progressing on the facility and site works included in a recent tender for Haddon Drive extension. Initial site works are due to commence in February 2020 and be completed in May.


Last Updated - 14/01/2020



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 3.2.6 Advocate resource and implement the Bacchus Marsh Integrated Transport Strategy (BMITS) action plans

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|--|------------|------------|---------|--------|---|
| 3.2.6.1 Advocate, resource and implement the Bacchus Marsh Integrated Transport Strategy (BMITS) action plans - Year 3 Progress | Phil Jeffrey - GM Community Assets and Infrastructure In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|------------|-------------|--------|------------|------------|--------------|
| Management | Recurrent | | | | |

Action Progress Comments

The infrastructure actions from the Bacchus Marsh Integrated Transport Strategy have been included in Council's Long Term Capital Improvement Program for consideration, along with other priority projects, as part of each annual budget process. Currently working with Regional Roads Victoria on scoping further capacity improvement projects along Gisborne Road and Grant Street. Council is also part of the Steering Committee for the Eastern Link Road planning study that is currently in progress.

Last Updated - 10/10/2019

STRATEGY: 3.2.9 Advocate for improved Ballarat Line rail and integrated public transport outcomes through the Ballarat Line Action Committee (BRAC)

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---|------------|------------|---------|--------|---|
| 3.2.9.1 Advocate for improved Ballarat Rail Line and integrated public transport outcomes (2017-2021) - Year 3 Progress | Derek Madden - Chief Executive Officer In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|--------------|-------------|--------|------------|------------|--------------|
| CEO's Office | Recurrent | | | | |

Action Progress Comments

Advocacy continues to be made to the State Government on Ballarat Rail Line Action Committee issues. Significant investment approved as part of the state government Budget.

Last Updated - 13/01/2020



Moorabool Shire Council

Action & Task Progress Report

Key Result Area: 4 Improving Social Outcomes

Objective: 4.1 (4A) Health & Wellbeing

STRATEGY: 4.1.1 Health & Wellbeing Plan

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---|------------|------------|---------|--------|---|
| 4.1.1.1 Prepare and implement an advocacy and partnership plan to attract investment in government and non-government services in the municipality. (2017-2021) - Year 3 Progress | Sally Jones - GM Community Strengthening In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|----------------------------|-------------|--------|------------|------------|--------------|
| Recreation and Development | Recurrent | | | | |

Action Progress Comments

Council endorsed advocacy material at the Ordinary Meeting of Council held on the 6 June 2018. The material forms a key part of the Council's advocacy strategy. The aim of the advocacy efforts is to attract investment in government and non-government services in the municipality. The purpose of the advocacy is to ensure that the Shire's current and future residents have access to a range of community services needed to maximise their health, safety and well-being. The advocacy is being undertaken over the life of the Council Plan 2017-2021. 1/10/19-new advocacy documents have been created and are currently sitting with the Office of the CEO for refining.

Discussions are being held with representatives of the Grampians Sports Central in relation to a worker being based at Council to provide club development programs and assist with the implementation of initiatives in the Council's Health & Well-being Plan to increase physical activity.

Group Training Organisations and the Highlands Local Learning and Employment Network have worked with Council staff on the provision of work experience and pre-employment programs for jobseekers in Moorabool.

Discussions are also being held with Jesuit Social Services about the delivery of Men's Behavioural Changes program.

Officers supported the Moorabool Drug Action Group in submitting a successful application to the Australian Drug Foundation for registration as a Local Drug Action Team and \$10,000 in funding to prepare a community action plan. 1/10/19-this was funded and Officers are currently in discussions with the ADF for \$10,000 for a second CAP.

Council is participating in the development of a Strategic Plan being prepared by Djerriwarrh Health Services. A key part of the strategic planning process will involve the identification of service gaps and proposals on how the gaps can and will be addressed.

This action is being implemented over the life of the council plan.

Last Updated - 14/01/2020



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 4.1.2 Municipal Early Years Plan

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|------------|--------------|------------|
| 4.1.2.1 Plan and design the proposed West Maddingley Community Facility | In Progress | 1/10/2019 | 30/06/2020 | 30% | 30% | |
| Activity: Sharon McArthur - Manager Child, Youth & Family Budget Type: Recurrent | | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Action Progress Comments This project is currently in its infancy, council officers have commenced work on the business case and engagement plans for the project. Last Updated - 16/01/2020 | | | | | | |
| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
| 4.1.3.1 Implement the Reserve Management Framework (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 90% | 50% | |
| Activity: Tania Barry - Coordinator Community Recreation and Development Budget Type: Recurrent | | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Action Progress Comments The Council Fees and charges have been issued in accordance with the Recreation Reserve User Fees and Charges Policy and 2019-20 Budget. User agreements have been completed for summer season tenants (Oct - March). Annual Management Agreements (AMAs) have also been put in place and operational funding provided to committees as per the Recreation Reserve Funding Policy. Last Updated - 10/07/2019 | | | | | | |
| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
| 4.1.3.2 Construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve (2017-2019) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 45% | 45% | |
| Activity: Corinne Jacobson - Senior Project Engineer Budget Type: Recurrent | | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Action Progress Comments Stage 1 of the project includes the construction of pony club facilities, a BMX track, sports fields and a pavilion at the Bacchus Marsh Racecourse Recreation Reserve site to be constructed over three years. Works completed to date: - bulk earthworks - equestrian cross country - multipurpose sports oval (soccer, cricket and football) - BMX Track Remaining works are scheduled for Year 3 (2019/20) with civil works and utilities in progress and pavilion construction due to commence early 2020. Last Updated - 15/01/2020 | | | | | | |



| Moorabool Shire Council | | Action & Task Progress Report | | | | | | |
|--|--|-------------------------------|------------|------------|--------------|--------|------------|--|
| Action | Responsible Officer | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
| 4.1.3.3 Finalise the Open Space Framework including beautification and irrigation of neighbourhood parks (2017-2019) - Year 3 Progress | Justin Home - Manager Environmental Management | In Progress | 1/07/2019 | 30/06/2020 | 90% | 50% | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | | |
| Environmental Planning | Recurrent | | | | | | | |
| Action Progress Comments | | | | | | | | |
| The Draft Bacchus Marsh and Ballan Open Space Framework was placed on public exhibition from July to August 2019. The public exhibition period has closed. Council officers are currently reviewing responses and finalising the Framework with the intention of presenting it to Council at the February 2020 Ordinary Meeting of Council. | | | | | | | | |
| Last Updated - 14/01/2020 | | | | | | | | |
| Action | Responsible Officer | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
| 4.1.3.4 Design indoor courts in Bacchus Marsh | Tania Barry - Coordinator Community Recreation and Development | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | | |
| Recreation and Development | Recurrent | | | | | | | |
| Action Progress Comments | | | | | | | | |
| The EOI process was completed and has now been tendered and is currently being evaluated. This included master planning for the Mill Park site along with master planning for a Bacchus Marsh Sports Precinct (including Maddingley Park, Siberia, Taverner Street and Peppertree Park). The tender includes master planning which includes full detailed design and documentation for the splashparks and the indoor sports courts. Preliminary plans have been developed by the architect. | | | | | | | | |
| Last Updated - 16/01/2020 | | | | | | | | |
| Action | Responsible Officer | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget | |
| 4.1.3.5 Prepare and revise a rolling cycle of Reserve Master Plans (2017-2021) - Year 3 Progress | Tania Barry - Coordinator Community Recreation and Development | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | | | |
| Community Development | Recurrent | | | | | | | |
| Action Progress Comments | | | | | | | | |
| Master plan for Darley Park is in progress. Precinct planning for Maddingley Park, which includes a master plan for the Maddingley Park recreation reserve. | | | | | | | | |
| Last Updated - 16/01/2020 | | | | | | | | |



Moorabool Shire Council

Action & Task Progress Report


| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|------------|--------------|------------|
| 4.1.4.6 Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality. (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% | |
| Tania Barry - Coordinator Community Recreation and Development | | | | | | |
| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance | |
| Recreation and Development | Recurrent | | | | | |
| Action Progress Comments | | | | | | |
| <p>The Bacchus Marsh Arts Council is utilising workshop space at the Darley Civic & Community Hub. Ongoing support continues to be provided to the Arts Council in building the capacity of its group and examining opportunities for joint projects and funding. Support is being provided to the Arts Council to exhibit art work in the common areas/foyers of the building it is sharing with other groups at the Darley Civic & Community Hub.</p> <p>In August 2018, the Council allocated \$7,600 to 3 Arts and Cultural projects: 1) 'WinterKnits' Group Ballan; 2) Gordon Community Fair and; 3) Bacchus Marsh & Melton District Community Theatre Incorporated.</p> <p>The Council's Youth Strategy outlines the development of a new arts program for young people with a focus on improved mental health of young people by using arts as a medium . A project to create a mural and other art work has been undertaken with young people at the Bacchus Marsh Skate Facility (Rotary Park) as part of a Victorian Government funded graffiti education project. This action has been completed.</p> <p>In March 2019, the Council allocated \$2,700 to one Arts and cultural project via its community grants program: "Framing your art for exhibition"</p> <p>In the 2019/2020 budget, council approved the appointment of an Arts and Culture Officer. The PD has been developed for this.</p> <p>This will be created upon commencement of the Arts and Culture Officer.</p> <p>Last Updated - 14/01/2020</p> | | | | | | |



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 4.1.6 Youth Strategy

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|---|---------------|------------|------------|---------|--------|---|
| 4.1.6.1 Advocate and support the development of programs and services to increase employment opportunities for young people (2017-2019) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|------------------------|-------------|--------|------------|------------|--------------|
| Child Youth and Family | Recurrent | | | | |

Action Progress Comments

The aim of the project is to increase employment opportunities for young people in Moorabool. The objectives are: increase investment in educational opportunities to improve the educational attainment levels of young people; increase investment in programs and services to support young people experiencing multiple barriers to employment; and develop the capacity and diversity of the Moorabool workforce by developing the skill set of the young people of Moorabool. The Youth Services team and the Economic Development team at Council are working together to deliver this action.

A Lifeguard Scholarship program was first introduced in 2018/2019 and applications have recently closed for 2019/2020, this program assists local young people to undertake Lifeguard qualifications and gain employment at Council's outdoor pools.

Council's youth strategy 2018-2021 outlines key actions relating to increasing employment opportunities for young people aged under 25 years. The Youth Engagement Support (YES) project has been funded by the Department of Premier and Cabinet for the employment of an additional youth worker to support young people who have or are at risk of disengaging from education or employment, referral to this project and engagement by young people in the first six months of this project has been significant.

The advocacy is being undertaken over the life of the Council Plan 2017-2021.

Last Updated - 14/01/2020

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|---------|--------|---|
| 4.1.6.3 Undertake a Master Plan including concept and cost plan for a youth space at Rotary Park, including the Andy Arnold Facility | In Progress | 20/09/2019 | 30/06/2020 | 40% | 40% |  |

| Activity | Budget Type | Budget | YTD Budget | YTD Actual | YTD Variance |
|------------------------|-------------|--------|------------|------------|--------------|
| Child Youth and Family | Recurrent | | | | |

Action Progress Comments

This project is currently in its infancy, council officers have commenced work on a project plan and Community engagement plans for approval. An initial meeting on the project with internal stakeholders has occurred and this identified relevant internal and external stakeholders.

Further collaboration with internal departments to identify community needs including youth, Community Development and Active Ageing

Last Updated - 16/01/2020



Moorabool Shire Council

Action & Task Progress Report

Objective: 4.2 (4B) Community Connectedness and Capacity

STRATEGY: 4.2.2 Emergency Management Plan

| Action | Action Status | Start Date | End Date | % Comp. | Target | % OnTarget |
|--|---------------|------------|------------|---------|--------|---|
| 4.2.2.1 Deliver community emergency management education program (2017-2021) - Year 3 Progress | In Progress | 1/07/2019 | 30/06/2020 | 50% | 50% |  |

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

Action Progress Comments

Fire prevention inspections are occurring and a social media campaign to educate and advise the community. Lal Lal was successful for a Safer Together Program for the 2019/2020 year with agency and council involvement as required. Assisted DELWP to provide community education and liaison for planned burning prior to summer season. A social media campaign on home safety, insurance campaigns and house fire incidents was undertaken. Emergency Service Agencies and Council are developing a Search and Rescue Plan for the Werribee Gorge and Lerderberg State Park and then an education program will follow. Blackwood Community Fire Refuge Open Night and Bushfire Planning Scenario Workshop was held in November. Submitted a grant application for a Bushfire Mitigation Education and Engagement Officer.

Last Updated - 14/01/2020

