



AGENDA

Ordinary Council Meeting Wednesday, 6 November 2019

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Wednesday, 6 November 2019

Time: 6.00pm

Location: Council Chamber, 15 Stead Street, Ballan

**Derek Madden
Chief Executive Officer**

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1 OPENING OF MEETING AND PRAYER

Almighty God be with us as we work for the people of the Shire of Moorabool. Grant us wisdom that we may care for the Shire as true stewards of your creation. May we be aware of the great responsibilities placed upon us. Help us to be just in all our dealings and may our work prosper for the good of all. Amen.

2 ACKNOWLEDGEMENT OF COUNTRY

We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.

3 RECORDING OF MEETING

In accordance with Moorabool Shire Council's Meeting Procedure Local Law, the Council will be recording this meeting. The following organisations have also been granted permission to make an audio recording:

- The Moorabool News; and
- The Star Weekly

4 PRESENT**5 APOLOGIES****6 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - Wednesday 2 October 2019

Special Council Meeting - Wednesday 16 October 2019

7 DISCLOSURE OF CONFLICTS OF INTEREST

Under the *Local Government Act 1989*, the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest (section 77A and 77B). The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the *Local Government Act 1989* set out the requirements of a Councillor or member of a Special Committee to disclose any conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

Definitions of the class of the interest are:

- A direct interest (section 77A, 77B)
- An indirect interest (see below)
 - indirect interest by close association (section 78)
 - indirect financial interest (section 78A)
 - indirect interest because of conflicting duty (section 78B)
 - indirect interest because of receipt of gift(s) (section 78C)
 - indirect interest through civil proceedings (section 78D)
 - indirect interest because of impact on residential amenity (section 78E)

Time for Disclosure of Conflicts of Interest

In addition to the Council protocol relating to disclosure at the beginning of the meeting, section 79 of the *Local Government Act 1989* (the Act) requires a Councillor to disclose the details, classification and the nature of the conflict of interest immediately at the beginning of the meeting and/or before consideration or discussion of the Item.

Section 79(6) of the Act states:

While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a special committee must:

- (a) Leave the room and notify the Mayor or the Chairperson of the special committee that he or she is doing so; and
- (b) Remain outside the room and any gallery or other area in view of hearing of the room.

The Councillor is to be notified by the Mayor or Chairperson of the special committee that he or she may return to the room after consideration of the matter and all votes on the matter.

There are important reasons for requiring this disclosure immediately before the relevant matter is considered.

- Firstly, members of the public might only be in attendance for part of a meeting and should be able to see that all matters are considered in an appropriately transparent manner.
- Secondly, if conflicts of interest are not disclosed immediately before an item there is a risk that a Councillor who arrives late to a meeting may fail to disclose their conflict of interest and be in breach of the Act.

8 PUBLIC QUESTION TIME

The aim of Public Question Time is to provide an opportunity for the public to ask general questions at Council Meetings requiring routine responses. Public Question Time is conducted in accordance with Section 6.9 of the Council's Meeting Procedure Local Law No. 9.

Questions must be in writing on the form provided by the Council and submitted by 5.00pm on the day before the meeting. Members of the public can contact a Councillor and raise a question which the Councillor will submit on their behalf.

A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that:

- (i) the person directing the question is present in the gallery;
- (ii) the question does not relate to a matter of the type described in section 89(2) of the Act (for confidential matters);
- (iii) the question does not relate to a matter in respect of which Council has no power to act;
- (iv) the question is not defamatory, indecent, abusive or objectionable in language or substance;
- (v) the question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and

- (vi) the question is not asked to embarrass a Councillor, member of Council staff or member of the public.

A Councillor or Council officer may:

- (i) immediately answer the question asked; or
- (ii) elect to have the question taken on notice until the next Ordinary meeting of Council; at which time the question must be answered and incorporated in the Agenda of the meeting under Public Question Time; or
- (iii) elect to submit a written answer to the person asking the question within 10 working days.

Responses to public questions answered at the meeting, will be general in nature, provided in good faith and should not exceed two minutes. These responses will be summarised in the minutes of the meeting.

Public Question Time does not substitute for other forms of communication with or other formal business procedures of the Council.

9 PETITIONS

9.1 PETITION - HOGANS ROAD, BALLAN - RESURFACE

Author: Michelle Morrow, Co-ordinator Governance
Authoriser: Derek Madden, Chief Executive Officer
Attachments: Nil

PURPOSE

Council has received a petition containing 53 signatures from residents and visitors of Hogans Road, Ballan.

EXECUTIVE SUMMARY

The petition states:

'Hogans Road could very well be known as one of the worst roads in Ballan.

The purpose of this petition is to create awareness of the bad condition of Hogans Road Ballan. As it is a built up, residential area, it is considered to narrow and many times unsafe when passing other vehicles at various points on this road. Given the traffic and houses surrounding this area – the road and its surrounding residents deserve an upgrade'

The petition meets Council's Local Law No. 9, Meeting Procedure Local Law, Part 6 - Clause 6.7.

RECOMMENDATION

- 1. That the petition containing 53 signatures in relation to the condition of Hogans Road, Ballan be received by Council.**
 - 2. That a report be prepared by officers for Council's consideration pertaining to the petitioners' request for resurfacing to be undertaken on Hogans Road, Ballan.**
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10 PRESENTATIONS/DEPUTATIONS

The Council has made provision in the business of the Ordinary Meetings of the Council for the making of presentations or deputations to Council in relation to matters presented on the agenda for Council consideration.

Presentations or deputations are required to be conducted in accordance with the requirements contained within the **Presentation/Deputations Protocols and Procedural Guidelines**.

Persons wishing to make a presentation or deputation to Council on a matter included in the agenda shall inform Council prior to the meeting by contacting the Chief Executive Officer's office and registering their name and agenda item being spoken to.

At the meeting the Mayor will invite the persons wishing to make a presentation or delegation to address the Council on the agenda item.

The person making the presentation or deputation is to stand and address Council on the item.

No debate on the item is permitted between the person making the presentation or delegation and the Council.

A maximum of three minutes per presentation or delegation will be allocated. An extension of time may be granted at the discretion of the Mayor.

Councillors, through the Mayor, may ask the person making the presentation or delegation for clarification of matters presented.

The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

11 CHIEF EXECUTIVE OFFICER REPORTS

Nil

12 COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT REPORTS

Nil

13 COMMUNITY STRENGTHENING REPORTS

13.1 COMMUNITY GRANTS PROGRAM: ROUND 2 (AUGUST) 2019

Author: Tania Barry, Co-ordinator Community & Recreation Development

Authoriser: Sally Jones, General Manager

Attachments: Nil

PURPOSE

The purpose of this report is to make recommendations to Council regarding applications to the Round 2 (August) 2019 Community Grants Program.

RECOMMENDATION

That Council:

1. Approves the allocation of the following grants in the Community Arts and Culture Grant category:

Organisation Name	Project name	Amount
Wedge Tail Writers Group	Wedge Tail Writers Group	\$2,600
	Total	\$2,600.00

2. Approves the allocation of the following grants in the Community Strengthening Grant category:

Organisation Name	Project name	Amount
Parkrun Inc.	Establishment of a parkrun at Peppertree Park, Bacchus Marsh	\$5,000
Darley Cricket Club Incorporated	Turf Wicket Equipment	\$4,800
Country Fire Authority	Tower Refurbishment	\$3,550
Elaine Tennis Club Incorporated	Replace old tennis nets	\$764
Bacchus Marsh Obedience Dog Club	Technology and Life Support	\$1,500
Elaine Cricket Club Incorporated	Breaking down Barriers to Senior Cricket Participation in Elaine	\$1,000

Pentland Hills Landcare Group Inc	Myrning and District Landholder Expo	\$5,000
Dunstow Netball Club Inc	Installation of Basketball Ring and Backboard	\$1,531
Bungaree Football Club	Netball shelters removeable x 2	\$5,000
Yendon Recreation Reserve	Continuous community building development project	\$2,732
Mt Egerton Recreation Reserve Committee of Management	Guttering Replacement	\$2,247
Yendon Recreation Reserve	Continuous community building development project	\$1,273
Winter Solstice Walk Group	Winter Solstice Walk - Ballan	\$1,000
	Total	\$35,397

3. Approves the allocation of the following grants in the Community Events Grant category:

Organisation Name	Project name	Amount
Women's Health Grampians Incorporated	Women's Health Forum: IWD 2020	\$3,000
	Total	\$3,000.00

4. Approves the allocation of the following grants in the Sustainability and Environmental Engagement Grant category:

Organisation Name	Project name	Amount
Pentland Hills Landcare Group Inc	Best Practice Guides for healthy and productive landscapes	\$3,000
	Total	\$3,000

Approves the allocation of the following grants in the Community Development Fund category:

Organisation Name	Project name	Amount
Ballan Pony Club Inc	Tom Mullane Pavilion (Clubroom) Kitchen and Clubroom Upgrade	\$29,379

Total	\$29,379
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BACKGROUND

The purpose of this report is to present Council with an assessment of applications received for the 2019 Round 2 (August) Community Grants Program, which total \$270,400 per annum. Round 2 (August) of the Community Grants Program opened on August 1 and closed on September 8 2019. The extended closing date was due to multiple requests from community groups for extensions to submit their application.

At the Ordinary Meeting of Council held on 4 October 2017, the Council adopted a revised Community Grants Policy incorporating the Community Development Fund, introducing a Sustainability and Environmental Engagement funding stream, a funding round change from February to March and funding round title changes. This is the fourth round of community grants under the new adopted policy. This round was the sixth round where community groups were able to submit their applications online. The number of applications being submitted online is now 100%.

Council's Community Grants program enables not for profit community groups to apply for funding under the following five program categories:

- **Arts and Culture Grants:** Supporting local artists and organisations to use a creative approach to the development of community projects and initiatives (\$10,000 available this round).
- **Community Strengthening Grants:** Community projects, programs and initiatives with a specific focus on connecting communities and building community capacity (\$60,000 available this round).
- **Events Grants:** Non-recurrent, seed funding designed to encourage and promote the development of sustainable local events (\$10,000 available this round).
- **Community Development Fund Grants:** Supporting community infrastructure projects which significantly impact on community development. One or more projects may be funded up to \$100,000 in this round, with any remaining funding allocated to a second round opening the following March during Round 1 (\$100,000 available in this round).
- **Sustainability and Environment Engagement Grants:** Supporting the community in reducing expenditure of gas and electricity, investing in sustainability measures and providing opportunities to raise awareness of environmental issues to the broader community (\$10,400 in this round).

Community groups and organisations can apply for up to \$5,000 for Community Strengthening Grants and up to \$3,000 for Arts, Events and Sustainability Grants. Groups also need to demonstrate a cash or in-kind contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). Small Community Strengthening projects under \$1,000 are not required to demonstrate a contribution.

Community group and organisation requirements for the Community Development Fund are tabled below:

Funding Thresholds	Requirements
\$5,001 - \$25,000	<ul style="list-style-type: none"> • 3 written quotes • Project plan • Minimum 1:1 matching funds
\$25,001 - \$50,000	<ul style="list-style-type: none"> • 3 quotes • In-kind ratio maximum 50% • 1 letter of support • Project plan • Minimum 1:1 matching funds • Other funding sources identified
\$50,001- \$75,000	<ul style="list-style-type: none"> • 3 written quotes • In-kind ratio maximum 30% • 2 letters of support • Masterplan • Design drawings • Project plan • Minimum 1:1 matching funds • Other funding sources identified
\$75,001, \$100,000	<ul style="list-style-type: none"> • 3 written quotes • In-kind ratio maximum 20% • 3 letters of support • Masterplan • Design drawings • Project plan • Risk management plan • Community consultation plan • Minimum 1:1 matching funds • Other funding sources identified

The categories under the Community Grants program recognise the diverse range of activities that community groups in Moorabool are engaged in and the areas in need of financial support from Council.

APPLICANT SUPPORT

The Community Grants Guidelines specifies that applicant groups are required to liaise with a Community and Recreation Development officer prior to lodging an application to ensure applicants receive clear guidance on eligibility and how to best present their applications. All applicants received support and advice from Council Officers before lodging their application. Additional support was provided after the funding round closed to clarify any ambiguity in applications.

POLICY ASSESSMENT CRITERIA:

- Project Description and why the applicant wants to do the project – 10%

- What will this project achieve? – 20%
- Why is this project needed in your community? – 20%
- Who will be involved in the project? 15%
- How will you carry out your project? (including risk management) – 15%
- Project budget and explanation of how the group arrived at the costs? 20%

Each criterion is assessed out of 10 and weighted according to the criteria percentage. The maximum possible score for any application is 100.

Scoring Guide	
Score each criteria out of 10	
0	Did not address criteria
1-2	Minimal
3-5	Satisfactory
6-8	Good
9-10	Excellent

NUMBER OF APPLICATIONS AND AMOUNT REQUESTED

In total, 22 applications were received across the five program categories: Community Arts and Culture (1), Community Strengthening Grants (15), Community Events Grants (2), Community Development Fund (3) and Sustainability and Environmental Engagement Grant (1). A total of **\$130,586** was requested with **\$190,400** available this round.

Category	Applications Received	Amount Available	Amount Requested	Amount Recommended
Community Arts and Culture	1	\$ 10,000	\$ 2,600	\$2,600
Community Strengthening Grant	15	\$ 60,000	\$46,006	\$35,398
Community Events Grant	2	\$ 10,000	\$ 4,600	\$3,000
Community Development Fund	3	\$100,000	\$74379	\$29,379
Sustainability and Environmental Engagement Grant	1	\$ 10,400	\$3,000	\$3,000
Total	22	\$190,400.00	\$130,586	\$73,377

ASSESSMENT

Applications were individually assessed by a diverse panel of officers from across Council units against the extent to which the application addressed the policy assessment criteria. Groups demonstrating a score of 70 or above may be provided with funding if Council so determine.

PROPOSAL

Based on the application assessment process and funding criteria, it is proposed that the Council allocates funding for grants for the Moorabool Shire Round 2 (August) 2019 Community Grants Program as detailed in the tables below:

RECOMMENDED

COMMUNITY ARTS AND CULTURE GRANTS:

Groups demonstrating a score of 70 or above may be provided with funding if Council so determine.

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score
Wedge Tail Writers Group	Wedge-tailed Writers 'Wanderings'	producing a publication to share with our community	\$2,600	\$4,000	71.7
Totals			\$2,600	\$4,000	

RECOMMENDED

COMMUNITY STRENGTHENING GRANTS:

Groups demonstrating a score of 70 or above may be provided with funding if Council so determine.

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score
Parkrun Inc.	Establishment of a parkrun at Peppertree Park, Bacchus Marsh	Establishment of a parkrun at Peppertree Park, Bacchus Marsh	\$5,000	\$12,000	71.5
Darley Cricket Club Incorporated	Turf Wicket Equipment	To purchase a cylinder mower and a turf groomer	\$4,800	\$8,000	70.3
Country Fire Authority	Tower Refurbishment	To refurbish the lookout tower	\$3,550	\$7,351	75.5
Elaine Tennis Club Incorporated	Replace old tennis nets	To purchase for two tennis nets	\$ 764	\$ 764	70.25
Bacchus Marsh Obedience Dog Club	Technology and Life Support	To purchase a defibrillator, laptop and software (only defibrillator funded)	\$1,500	\$5,732	70
Elaine Cricket Club Incorporated	Breaking down Barriers to Senior Cricket Participation in Elaine	To purchase a club kit bag that can be used by all members of the senior team	\$1,000	\$1,111	73.7
Pentland Hills Landcare Group Inc	Myrniong and District Landholder Expo	To hold a land management event	\$5,000	\$19,300	81.95

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score
Dunnstown Netball Club Inc	Installation of Basketball Ring and Backboard	To install a basketball ring at the Dunnstown Recreation Reserve	\$1,531	\$3,062	72.05
Bungaree Football Club	Netball shelters removeable x 2	To purchase removable shelters	\$5,000	\$13,409	73
Yendon Recreation Reserve	Continuous community building development project	To replace the carpet and hot water service	\$2,732	\$15,239	70.05
Mt Egerton Recreation Reserve Committee of Management	Guttering Replacement	To replace gutters	\$2,247	\$2,247	71.1
Yendon Recreation Reserve	Continuous community building development project	to plant some trees that will provide shelter and shade	\$1,273	\$13,780	70.9
Winter Solstice Walk Group	Winter Solstice Walk - Ballan	To run a guided walk to celebrate the Winter Solstice	\$1,000	\$1,000	75.3
Totals			\$35,398	\$102,998	

NOT RECOMMENDED

COMMUNITY STRENGTHENING GRANTS:

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score	Rationale
Moorabool Catchment Landcare Group Inc	Installation of community BBQ facility in Paddock Creek Reserve, Gordon	To install a community BBQ facility	\$4,768	\$15,434	64.3	Officers support this application and will work with the community organisation to discuss supporting this through Council's budget process.
			\$4,768	\$15,434		

RECOMMENDED

COMMUNITY EVENTS GRANTS:

Groups demonstrating a score of 70 or above may be provided with funding if Council so determine.

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score
Women's Health Grampians Incorporated	Women's Health Forum: IWD 2020	To host a Women's Health Forum	\$3,000	\$6,000	74.6

Totals	\$3,000	\$6,000
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RECOMMENDED

COMMUNITY DEVELOPMENT FUND:

Groups demonstrating a score of 70 or above may be provided with funding if Council so determine.

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score
Ballan Pony Club Inc	Tom Mullane Pavilion (Clubroom) Kitchen and Clubroom Upgrade	To upgrade kitchen	\$29,379	\$58,758	81.8
Totals			\$29,379	\$58,758	

NOT RECOMMENDED

COMMUNITY DEVELOPMENT FUND:

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score	Rationale
Myrning Recreation Reserve Committee of Management	Playground equipment	To purchase and install a playground	\$25,000	\$50,000	65.4	Does not meet 1:1 funding ratio. Have not provided three

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score	Rationale
						quotes or project plan. Officers will continue to work with applicant for the March 2020 Community Grants Round
Bungaree Football Club	Bungaree Football Club Goal Nets	To construct goal nets at each end of oval	\$20,000	\$50,000	64.45	Have not provided three quotes, public liability insurance or project plan. Officers will continue to work with applicant for the March 2020 Community Grants Round
Totals			\$45,000.00	\$100,000.00		

RECOMMENDED

SUSTAINABILITY AND ENVIRONMENTAL ENGAGEMENT:

Groups demonstrating a score of 70 or above may be provided with funding if Council so determine.

Group Name	Group Project	Project Description	Community Grant Requested	Total Project Value	Policy Score
Pentland Hills Landcare Group Inc	Best Practice Guides for healthy and productive landscapes	To create best practice guides for healthy and productive landscapes	\$3,000	\$11,460	73.65
Totals			\$3,000	\$11,460	

INELIGIBLE GRANT APPLICATIONS:

Group Name	Project Name	Stream	Project Description	Community Grant Requested	Total Project Value	Rationale
Webbs Event Group	Bacchus Marsh Christmas Festival	Community Events	To hold a Christmas festival	\$1,600	\$1,600	This group is a commercial entity.
Lal Lal Advisory Committee	Rasmussen Walk	Community Strengthening	To develop walking path from the Lal Lal Falls Reserve Park to Rasmussen's hut.	\$4,475	\$10,885	A Cultural Heritage Management Plan may be required for this project. Officers will support the committee to investigate this further before next

						round of Community Grants
				Totals	\$6,075	\$12,486

COUNCIL PLAN

The Council Plan 2017-2021 provides as follows:

Strategic Objective 4: Improve Social Outcomes

Context 4B: Community Connectedness and Capacity

The proposed allocation of grants under the 2019 *Round 2 August* Community Grants Program is consistent with the 2017-2021 Council Plan.

FINANCIAL IMPLICATIONS

Consistent with the Community Grants Policy and 2019/20 budget allocation, a total of **\$190,040** is available for allocation in *Round 2 August* Community Grants Program.

The following amounts are recommended:

- \$2,600 for Arts and Culture Grants
- \$35,398 for Community Strengthening Grants
- \$3,000 for Community Events Grants
- \$29,379.25 for Community Development Fund Grants
- \$3,000 for Sustainability and Environmental Engagement

The total grant funding being recommended for allocation this round is **\$73,377**.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

Risk Identifier	Detail of Risk	Risk rating	Control/s
Project timelines	Grant recipients exceeding prescribed timelines	Medium	<ul style="list-style-type: none">• Terms and conditions agreements required to be signed by grant recipients• Scheduled monitoring of projects
Financial	Grant recipients misappropriate expenditure of Council funds	Medium	<ul style="list-style-type: none">• Terms and conditions agreements required to be signed by grant recipients• Grant acquittal required upon completion of projects

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Location	Outcome
Consult	Unsuccessful former applicants	<ul style="list-style-type: none"> • Direct phone calls • Direct emails 	N/A	MSC provided guidance and advice. Former applicants resubmitted improved grants
	Community Groups	<ul style="list-style-type: none"> • Direct email to Moorabool community/not for profit groups • Direct phone calls to community groups 	Various	MSC provided guidance and advice. Applicants supported to submit applications
	Moorabool residents	<ul style="list-style-type: none"> • Flyers displayed through the Moorabool libraries 	Various	Broader community reach and awareness of the Community Grants Program. Steer people to the website, which contains all required information to plan for as well as make their application.

Level of Engagement	Stakeholder	Activities	Location	Outcome
		<ul style="list-style-type: none"> • Promotional flyers displayed on noticeboards throughout the municipality 	<ul style="list-style-type: none"> • Darley Early Years Hub • Community Noticeboards: • Darley Neighbourhood House • Ballan & District Community House • BM Leisure Centre • Visitors Centre 	
		<ul style="list-style-type: none"> • Promotional posts on Council Facebook pages • Promotional and informative posts on MSC website • Community Facebook Page 	<ul style="list-style-type: none"> • Website events page • Website community page • Corporate Facebook page • Leisure Centre Facebook page • Youth Facebook Page • Community and Recreation Development • Early Years Facebook page 	<p>Broader community reach and awareness of the Community Grants Program.</p> <p>Steer people to the website, which contains all required information to plan for as well as make their application.</p>
		<ul style="list-style-type: none"> • Promotional articles published in the following MSC publications 	<ul style="list-style-type: none"> • Moorabool News - <i>What's on</i> section • Active Ageing and Community Access newsletter • Library newsletter • Enews - Economic Development • Internal newsletters • Early Years newsletter 	<p>Broader community reach and awareness of the Community Grants Program. Steer people to the website, which contains all required information to plan for as well as make their application.</p>

Level of Engagement	Stakeholder	Activities	Location	Outcome
		<ul style="list-style-type: none"> • Radio presentation 	<ul style="list-style-type: none"> • Apple FM 	Broader community reach and awareness of the Community Grants Program. Steer people to the website, which contains all required information to plan for as well as make their application.
Engage	Unsuccessful former applicants	<ul style="list-style-type: none"> • Face to face meetings 		MSC provided guidance and advice. Former applicants resubmitted improved grants
	Community Groups	<ul style="list-style-type: none"> • Meetings with applicant groups 	Various	MSC provided guidance and advice. Applicants supported to submit applications

The 2019 Round 2 (August) Community Grants Program utilised SmartyGrants, an industry leading online grant platform, for the second time. Further to the significant benefits afforded to grant administrators, the platform introduces many improved and easier application functions, making the online submission even easier for community applicants. Applicant feedback has confirmed this.

Applicants for the 2019 Round 2 (August) Community Grants Program have been informed they will be notified of the outcomes of their grant applications in November 2019.

COMMUNICATIONS AND CONSULTATION STRATEGY

Community and Recreation Development Officers will formally notify groups of the outcome of their applications and provide opportunity for feedback to unsuccessful applicant groups.

Feedback will include:

- Advice to applicant groups of the relative strengths and areas for improvement in their application.
- Options for alternative funding (if applicable).
- Supporting a group to amend and re-lodge their application in the next appropriate round of the Community Grants program.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Sally Jones

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

Author – Tania Barry

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

CONCLUSION

Applications received under the 2019 August Round of Community Grants are reflective of the diverse range of activities that community groups are engaged in and the areas in need of financial support from Council. In total, 22 applications were received across the five program categories: Community Strengthening Grants (15), Community Events Grants (2), Arts and Culture Grants (1), Development Fund Grant (3) and Sustainability and Environmental Engagement Grant (1).

13.2 NOTICE OF MOTION RESPONSE - REVIEWING HIRE RATES OF COUNCIL MANAGED BUILDINGS

Author: Tania Barry, Co-ordinator Community & Recreation Development

Authoriser: Sally Jones, General Manager

Attachments: 1. Survey feedback results

PURPOSE

The purpose of this report is to provide feedback from consultation on the review of hire rates for Council managed buildings and present findings regarding financial implications to remove casual and regular ongoing hire costs for Moorabool community groups.

RECOMMENDATION

That Council resolves to accept the information presented in this report.

BACKGROUND

This report has been developed in response to Notice of Motion 283 raised at the Ordinary Meeting of Council on 3 July 2019:

Resolution:

Crs. Bingham/Keogh

That Council:

- 1. Undertakes community consultation for the purposes of reviewing hire rates of Council managed buildings.**
- 2. Receive a report regarding Council managed building hire rates and the financial implication to Council to remove casual and regular ongoing hire costs for Moorabool community groups.**

CARRIED.

A survey was developed to request feedback regarding the hire rates and current usage of Council managed buildings. The survey contained the following questions:

1. Do you use, or have you recently hired/used an existing council managed building?
2. Are you responding on behalf of a group/organisation or as an individual?
 - a. Please list the building you use
 - b. Does the building/hire suit your or your group/organisation's needs?
 - i. Please provide comment to explain your evaluation

c. Do you believe the building/hire charge provides good value for money?

i. Please provide comment to explain your evaluation

3. Do you wish to add a second building?

4. Do you wish to add a third building?

5. Do you have any other comments relating to council managed facilities?

The survey was distributed widely to all current users of Council/Committee of Management (CoM) managed buildings, promoted on social media channels, published in the Moorabool News and communicated to Council officers internally. A total of 16 responses was received.

A copy of the results is contained in **attachment 1**.

Overall, responses to consultation regarding use and charges for Council managed buildings has been positive, with most of the unfavourable comments around the condition of the buildings.

PROPOSAL

This report has taken into account usage of all Council and Council delegated section 86 Committees of Management (CoM) meeting rooms, where hire rates are known. For the purposes of this report, a Moorabool community group is one that has been deemed non commercial in nature. This includes community groups and not for profit organisations. Only income from Council and Council delegated section 86 Committees of Management (CoM) meeting rooms has been included in this report.

COUNCIL PLAN

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business and Systems

The information contained in this report is consistent with the Council Plan 2017 – 2021.

FINANCIAL IMPLICATIONS

Review of income received from non-commercial organisations for user pay Council managed meeting rooms has shown that Council derives significant income from these sources. Income from 2019-2020 (ex GST) in Table 1 below is derived from the 2019-2020 endorsed Council budget. This income contributes to the overall expenses relating to maintenance, depreciation and outgoings including utilities. Officers are working with some Committees of Management to introduce hire fees and charges for users where there is currently no fee structure in place. Removing casual and regular ongoing hire costs for Council managed meetings rooms will result in a financial impact to Council budgets. Details of the breakdown of facilities are included in Table 2.

Table 1

	2018-2019	2019-2020
Direct Council managed rooms	\$ 28,993	\$ 37,316
CoM managed rooms	\$ 42,549	\$ 42,550
Total	\$ 71,542	\$ 79,866

Table 2

Rooms/facilities managed directly by Council officers	Rooms/facilities managed by CoM managed
Bacchus Marsh Leisure Centre meeting rooms	Bacchus Marsh Public Hall
Darley Hub Pavillion	Elaine Recreation Reserve
Lerderderg Library meetings rooms	Bungaree Town Hall
Early Years Hub meeting rooms	Gordon Public Hall
	Lal Lal Soldiers Memorial Hall

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Loss of current income to Council	High	Continue to charge for use of Council managed meeting rooms
Reputational	Inconsistent application of Council user fees	High	Consistent user fee structure and application
Reputational	Other community based organisations may request reduced hire charges when under a user/licence/lease agreement	High	Consistent user fee structure and application

COMMUNICATIONS & CONSULTATION STRATEGY

Level of Engagement	Stakeholder	Activities	Date	Outcome
Consult	Community groups, sporting clubs/groups,	Have Your Say digital engagement, including survey. Promoted through direct emails,	July to August 2019	16 responses received.

	CoM and current users	Facebook promotion (Community and Recreation, Moorabool Shire Council, Moorabool Leisure Services) and Moorabool News.		
Communicate	Council officers	Intranet	July to August 2019	Officers distributed survey link to networks.
Communicate	Moorabool community	Have Your Say digital engagement, including survey. Promoted through Facebook promotion (Community and Recreation, Moorabool Shire Council, Moorabool Leisure Services) and Moorabool News.	July to August 2019	16 responses received.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER’S DECLARATION OF CONFLICT OF INTERESTS

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Sally Jones

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

Author – Tania Barry

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

CONCLUSION

This report has presented the feedback from consultation on the review of hire rates for Council and Council delegated section 86 Committee of Management managed meeting rooms. This report has also presented findings regarding financial implications to Council to remove casual and regular ongoing hire costs for Moorabool community groups for Council and Council delegated section 86 Committee of Management managed meeting rooms.

Respondent	Do you or have you recently hired/used an existing council managed building?	Are you responding on behalf of a group/organisation or as an individual?	Please list the building you use	Does the building/hire suit your or your group/organisation's needs?	Please provide comment to explain your evaluation?	Do you believe the building/hire charge provides good value for money?	Please provide comment to explain your evaluation?	Do you have any other comments relating to council managed facilities?
1	Yes	Individual						Compared with other towns around regional Victoria, Bacchus Marsh suffers, in my opinion, from a lack of community-managed buildings - places for community organisations to call "home". In previous years, Moorabool Shire Council seemed less concerned with providing spaces for community organisations and more concerned with supposed benefits to ratepayers of a strict asset management approach that saw, in one instance at least, the destruction of a perfectly good building because Council itself at the time had no particular use for the building, although there were many groups in the community that could have made good use of the space. My opinion of that event remains that Council set back community/volunteer efforts in Bacchus Marsh by 10 years.
2	Yes	Individual	Lerderberg Library, Seniors Centre and Darley Neighbourhood House	Somewhat	Darley Neighbourhood house groups can be noisy and others can hear from one room to the other. Kitchen location not ideal.	Yes	Lerderberg Library rooms are in high demand. Use of the library itself for groups can affect the library users in a way of the noise.	What Bacchus Marsh needs is a good community building for arts, theatre and clubs. Add to the Library and Main hall complex in Main Street to become a great hub of Culture and Community. We are too spread out all over the places.
3	Yes	group/organisation						I think Council need to be fair to all sporting groups and actually consider the nature of their sport. Especially when in the Council budget we can see all of the rentals being charged to other groups. Support local sporting groups especially those that are prodromenently female to grow and thrive.
4	Yes	group/organisation	The Pavilion Room	Somewhat	Good space and great to have kitchen attached but it's limiting with no oven or hotplates.		Somewhat	The fees recently went up by a large percentage and as a church with programs run mostly by volunteers the cost of venue hire uses a significant part of our budget.
5	No	group/organisation	brief use of large north facing room at rear of complex	Somewhat	we have approached the shire to use the buildings and were offered a large unfurnished room -not particularly suitable for seniors informal group gatherings - no "cuppa" facilities and fee unreasonable to seniors /pensioners		Somewhat	as above
6	Yes	group/organisation	Lions Club Storage shed	Yes		Yes	The location and accessibility is excellent and services the community well.	We would like to thank Council for the use of this facility. The area used is a main community area with the Scouts and Guides, St John's, and SES also occupying the site.
7	Yes	group/organisation						Maddingley Park should be a centre piece for the shire. Presently the park looks run down and the facilities are ageing. All user groups and council need to work together to gather the required funding to make Maddingley Park a modern facility which would include further change rooms and toilet facilities at the Tavener Street oval (Siberia) Both the football club and cricket club can see great potential for Maddingley Park which will allow both clubs to grow and future proof themselves financially.
8	Yes	group/organisation	Darley Park Pavilion	Yes			Somewhat	Tired and aged facility
			Darley Hub	Yes		Yes		great facility
			Masons Lane Pavilion	No			Somewhat	tired & aged facility
9	Yes	group/organisation	Pat Lane Pavilion at Mason's Lane	Somewhat	In desperate need of upgrade to toilet/change room & first aid room facilities		Somewhat	As above - needs updating
10	Yes	group/organisation						
11	Yes	group/organisation	Lal Lal Soldiers Memorial Hall	Somewhat	Internet unavailable in Hall. As Photogroup, Net access would be beneficial to our teaching. Heating over Winter and Cooling over Summer, not efficient. very cold or too hot. No Space to store our Photographic equipment etc.		Somewhat	we pay a monthly fee with gst, which is then claimed back by the hall. we are a non for profit community group. not registered gst. we shouldnt have to pay gst.
12	Yes	group/organisation	James Young rooms at the library	Yes			Somewhat	Price seems to be making a bigger jump in the hourly rate each year
13	Yes	Individual	Community house Darley	Yes			Somewhat	I am not aware of what the charges are per group... I pay a fee for the activity, and they deal with the overall charge
14	Yes	group/organisation	RSL Memorial Hall	Somewhat	We also need offices where we can conduct confidential Welfare interviews and store and also room to store equipment	Yes		It is real good value for „money as there is no charge.

Respondent	Do you or have you recently hired/used an existing council managed building?		Are you responding on behalf of a group/organisation or as an individual?		Please list the building you use	Does the building/hire suit your or your group/organisation's needs?			Please provide comment to explain your evaluation?	Do you believe the building/hire charge provides good value for money?			Please provide comment to explain your evaluation?	Do you have any other comments relating to council managed facilities?
	Yes	No	Yes	No		Yes	No	Somewhat		Yes	No	Yes		
					We are in the process of endeavouring to obtain a portable building			Somewhat	It is ideal except for the need for room to conduct confidential interviews	Yes			Yes	
15	Yes		group/organisation											
16	Yes		group/organisation		Lal Lal soldiers Memorial Hall	Yes			local facility with appropriate furniture and heating for cold weather	Yes			As a non-profit community group without a budget we are able to use the facility for free	No
Total responses	15	1	13	3	14	6	1	7	14	6	0	8		
% of responses						43%	7%	50%		43%	0%	57%		

14 CUSTOMER CARE AND ADVOCACY REPORTS

14.1 ELECTION (CARETAKER) PERIOD POLICY

Author: Yvonne Hansen, Manager Governance, Risk & Corporate Planning

Authoriser: John Miller, Acting General Manager Customer Care and Advocacy

Attachments: 1. Election (Caretaker) Period Policy

PURPOSE

Council is required to have an Election Period Policy to openly explain to the local community how they will conduct their business immediately prior to an election. This report is presented to Council to consider the adoption of an amended Election (Caretaker) Period Policy (the Policy).

EXECUTIVE SUMMARY

- The Policy as presented facilitates the conduct of general elections in a manner that is ethical, fair and equitable, whilst ensuring the continuation of the ordinary business of local government in the Shire during the election period.
- The Policy also commits Council during the election (caretaker) period to void making significant new policies or decisions that could unreasonably bind a future Council; and ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.
- It is recommended that Council adopt the Election (Caretaker) Period Policy (GO15/V2) as attached to this report, in order to comply with Section 93B of the Local Government Act 1989 and the statutory requirements and established 'caretaker' conventions associated with the election (caretaker) period.

RECOMMENDATION

That Council in accordance with Section 93B of the of the *Local Government Act 1989*:

1. **Adopts the Election (Caretaker) Period Policy (provided as Attachment 1).**
2. **Makes a copy of the Election (Caretaker) Period Policy available at Council's offices, on Council's website and provides a copy to all Councillors**

BACKGROUND

The *Local Government Act 1989* (the Act) sets the provisions associated with the holding of general elections for all Victorian Councils. In the lead up to a general election, Council's must comply with special arrangements known as the 'election period (or caretaker)'.

Section 93B of the Act requires that all councils review, and if required, amend an election period policy not later than 12 months before the commencement of each election period.

The Policy must include:

- Procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election;

- Limits on public consultation and the scheduling of Council events; and
- Procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.

Councils Election (Caretaker) Period policy was originally developed in accordance with the *Local Government (Improved Governance) Amendment Act 2015* in preparation for the election in October 2016.

The election period commences 32 days before the election. Therefore, as the next election is scheduled to be conducted on 24 October 2020, the election period will commence on 22 September 2020.

PROPOSAL

In undertaking this review, Council officers have identified that the Policy content can remain largely unchanged. The dates and financial information have been updated to ensure the policy is relevant to the coming election period and minor amendments to Section 8 Functions/Events are proposed, to provide clearer guidance to Councillors around speech requirements. These changes are outlined in the table below:

Section 8 – Functions/Events			
Para - graph	Original Text	Proposed Text	Rationale for Change
2	All speeches prepared for use at events or functions shall be reviewed by the Council Governance Coordinator or the Chief Executive Officer to ensure the content does not breach this Policy or the Local Government Act 1989. Any publication or distribution of Councillor’s speeches by the Council must be subject to the certification process.	All speeches prepared for use at events or functions shall be reviewed by the Chief Executive Officer to ensure the content does not breach this Policy or the Local Government Act 1989.	The requirement to have Councillors speeches certified prior to distribution or publication can be interpreted as being in contradiction of Paragraph 3, which prohibits the circulation and publication of speeches made by Councillors at events or functions.

3	Councillors may make a speech during any event or function, however the speech must not have any political reference which may be construed as providing a current Councillor any advantage during the election period. Such speeches will not be circulated or available for publication.	Councillors may make a short speech during any event or function however the speech must be limited to referring to the specific event at which the it is being delivered and thanking the participants or attendees. The speech must not have any political reference which may be construed as providing a current Councillor any advantage during the election period. Speeches will not be circulated or available for publication.	The proposed wording sets clearer expectations on appropriate speech content.
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The Policy as reviewed, facilitates the conduct of general elections in a manner that is ethical, fair and equitable, whilst ensuring the continuation of the ordinary business of local government in the Shire during the election period, in a responsible and transparent manner that is in accordance the Act and established 'caretaker' conventions.

The Policy also commits Council during the election (caretaker) period to:

- avoid making significant new policies or decisions that could unreasonably bind a future Council; and
- ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

COUNCIL PLAN

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business and Systems

The proposal to adopt the Election (Caretaker) Period Policy is consistent with the Council Plan 2017 – 2021.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the adoption and implementation of this policy.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Legislation requirements	Failure to comply with the legislation	Medium	Awareness program for Councillors and all Council staff.

COMMUNICATIONS & CONSULTATION STRATEGY

In accordance with Section 82A of the Act, the Policy will be published on Council's corporate website. Advertisements will be published in local and regional newspapers to notify the community of the commencement of the caretaker arrangements, closer to the election period.

Council staff will be briefed on the caretaker arrangements and provided with guidance and assistance prior and during the period, to ensure compliance with the Policy.

All Councillors will be provided with a copy of the Policy immediately following its adoption by Council.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

Chief Executive Officer – Derek Madden

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

Author – Yvonne Hansen

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

CONCLUSION

It is recommended that Council adopt the Election (Caretaker) Period Policy (GO15/V2) (provided as Attachment 1), in order to comply with Section 93B of the Local Government Act 1989 and the statutory requirements and established 'caretaker' conventions associated with the election (caretaker) period from midnight on Tuesday 22 September 2020 until 6.00pm on Saturday 24 October 2020.



Election (Caretaker) Period Policy

Policy Type:	COUNCIL
Version:	2
Date Adopted:	November 2019
Service Unit	Governance, Risk & Corporate Planning
Directorate:	Customer Care and Advocacy
Review Date:	08/2023

1. Introduction

The Local Government Act 1989 ('the Act') provides that during the 'election period' certain prohibitions apply to the general functions and powers of Council. It is during this time that Council enters the caretaker period.

The 'election period' is defined by the Act as starting on the last day for nominations and ending at 6pm on the Election Day. The last day for nominations is the day that is 32 days before the Election Day.

The election period or caretaker period for the 2020 local government elections will commence at midnight on Tuesday 22 September 2020 and end 6.00pm on Saturday 24 October 2020.

This policy replaces and overrides any previous policy or document that refers to the caretaker period.

2. Purpose

The Election (Caretaker) Period Policy (Policy) has been developed in order to ensure that the general elections for the Moorabool Shire Council on Saturday 24 October 2020 and subsequent elections are conducted in a manner that is ethical, fair and equitable, and are publicly perceived as such.

In 2020, Moorabool Shire will be utilising postal voting which closes at 6.00pm Friday, 23 October 2020).

The Policy will also facilitate the continuation of the ordinary business of local government in the Moorabool Shire throughout the caretaker period in a responsible and transparent manner, in accordance with statutory requirements and established 'caretaker' conventions.

This Policy also commits Council during the caretaker period to:

- avoid making significant new policies or decisions that could unreasonably bind a future Council; and
- ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.



Election (Caretaker) Period Policy

3. Definitions

Where terms used in this Policy are defined in the Act, their use in this Policy is consistent with the definitions in the Act.

Definitions used in this Policy which are not defined by the Act are:

Caretaker period	Has the same meaning as 'election period' in section 3(1) of the Act, and means the period that starts on the entitlement date and ends at 6pm on Election Day.
Publication	Includes any means of publication including letters and information on the Internet including social media.
Public consultation	Means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.

4. Scope and Application of Policy

Council will function in accordance with this Policy during the caretaker period commencing at midnight on 22 September 2020 and ending at 6pm on 24 October 2020.

4.1 Role of Chief Executive Officer

The Chief Executive Officer is responsible for determining any issues that arise in the implementation of this policy.

In addition to the Chief Executive Officer's (CEO) statutory responsibilities, the CEO or his or her delegate will ensure as far as possible, that:

- All Councillors and Officers are informed of the application of this policy at least 60 days prior to the commencement of the caretaker period;
- Matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the caretaker period, or deferred where appropriate for determination by the incoming Council; and
- Guidelines to staff on the role and responsibilities of staff in the implementation of this policy are issued if appropriate.



Election (Caretaker) Period Policy

5. Decisions by Council

5.1 Major Policy Decisions

5.1.1 Definition

A **Major Policy Decision** is defined by the Act and means a decision:

- Relating to the employment or remuneration of a Chief Executive Officer (CEO) under Section 94, other than a decision to appoint an acting CEO;
- To terminate the appointment of a CEO under Section 94;
- To enter into a contract the total value of which exceeds circa \$341,375 (which represents 1% of the revenue from rates and charges levied under S 158 in the preceding year); or
- To exercise any entrepreneurial powers under section 193(5A) of the Act if the sum of the total investment involved and the total risk exposure assessed in respect of the proposal exceeds circa \$341,375.

5.1.2 Prohibition on Council

During the caretaker period, Section 93A of the Act prohibits Council making major policy decisions. Any major policy decision made during the caretaker period is deemed to be invalid under the Act.

5.1.3 Extraordinary Circumstances

If Council considers that there are extraordinary circumstances where the Moorabool Shire's community would be significantly disadvantaged by the Council not making a particular Major Policy Decision, the Council will, by resolution, request an exemption from the Minister for Local Government in accordance with section 93A(2) of the Act.

5.2 Inappropriate Decisions

During the caretaker period, Council will not make any inappropriate decisions. Section 93B of the Act defines these as decisions as those that would affect voting at an election or decisions that may unreasonably bind an incoming council and could reasonably be deferred until after the election.

6. Public Consultation

6.1 Right to Postpone

Some public consultation activities may be necessary during the caretaker period to facilitate the day to day business of Council and ensure matters continue to be proactively managed.

Any such public consultations will avoid express or implicit links to the election.

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the caretaker period, Council reserves the right to postpone a matter if the issue is likely to affect voting.

Council will not continue or commence public consultation on any contentious or politically sensitive matter after the commencement of the caretaker period.

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Election (Caretaker) Period Policy

6.2 Statutory Requirements

The requirements of Clause 6.1 do not apply to public consultation required under the Planning and Environment Act 1987, or matters subject to Section 223 of the Act.

7. Council Communications and Publications

7.1 Prohibition on Publishing Material during the Election Period

Section 55D of the Act prohibits Council from printing, publishing or distributing any advertisement, handbill, pamphlet or notice during an election period unless it has been certified, in writing, by the Chief Executive Officer. This power to certify cannot be delegated to another staff member.

The Chief Executive Officer must not intentionally or recklessly certify a publication that contains electoral matter, unless that material is only about the election process.

7.2 Certification of Publications

Publications to be printed, published or distributed during the caretaker period must first be certified by the Chief Executive Officer.

The certification by the Chief Executive Officer will be in writing on or affixed to a copy of the publication and be in the following form:

'Certified by the Chief Executive Officer in accordance with Section 55D of the Local Government Act 1989'.

Copies of all certified documents will be retained on Council records.

Publications which require certification include:

- Brochures, pamphlets, handbills, flyers, magazines and books;
- Reports (other than agenda papers and minutes in accordance with Section 7.7);
- Advertisements and notices, (includes Moorabool Matters) except newspaper notices of meetings;
- New website material;
- Social media publications (which includes Facebook and Twitter posts);
- Emails with multiple addresses, used for broad communication with the community;
- Mass mail outs or identical letters sent to a large number of people by or on behalf of Council;
- Media releases;
- Material to publicise a function or event; and
- Any publication or distribution of Councillors' speeches.



Election (Caretaker) Period Policy

7.3 Prohibited Material

Electoral matter is defined in the Act and means any matter which is intended or likely to affect voting in an election, but does not include:

- Any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election, or
- An advertisement in a newspaper announcing the holding of a meeting.

A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:

- The election; or
- A candidate in the election; or
- An issue submitted to, or otherwise before, the voters in connection with the election.

Electoral matter includes material which:

- Publicises the strengths or weaknesses of a candidate
- Advocates the policies of the Council or of a candidate
- Responds to claims made by a candidate
- Publicises the achievements of the elected Council.

7.4 Council Publications Including Councillor Information

Any reference to Councillors standing for re-election in Council publications printed, published or distributed during a caretaker period must not include promotional text.

7.5 Website

Material published on Council's website in advance of the caretaker period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the caretaker period.

Councillor profiles on the Council website will be limited to a photograph and contact details. Other communication from a Councillor via the Council website will be removed.

Any material published on Council's website during the caretaker period must be certified by the Chief Executive Officer.

7.6 Annual Report

Council is required by the Act to produce and put on public display a copy of its Annual Report. The 2019/20 Annual Report will be published during the election period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

The Annual Report does not require certification by the Chief Executive Officer, however any publication of an extract or summary of the Annual Report will require certification.



Election (Caretaker) Period Policy

7.7 Council and Committee Agendas and Minutes

Agenda papers and minutes of Council and Committee meetings do not require certification by the Chief Executive Officer unless they are printed or published for a wider distribution than normal.

Items submitted for Public Question Time will be reviewed to ensure that they comply with the principles of the Act and this Policy, and may be amended accordingly before publication.

7.8 Social Media

Any publication on social media sites including Facebook, Twitter, blogs and wiki pages during the election period must be certified by the Chief Executive Officer.

Staff responsible for administering individual social media sites will monitor their respective sites during the caretaker period and use moderation features where available to ensure no electoral matter is posted.

7.9 Review of Publications

Council will review all publications prior to the commencement of the caretaker period, and during the caretaker period, prior to publication and distribution, to ensure that any such publications comply with the requirements of section 55D.

8. Functions/Events

Any event or function held during the caretaker period shall relate only to legitimate Council business and shall not be used, or be capable of being construed as being used, in connection with any election activity.

All speeches prepared for use at events or functions shall be reviewed by the Chief Executive Officer to ensure the content does not breach this Policy or the Local Government Act 1989.

Councillors may make a short speech during any event or function however the speech must be limited to referring to the specific event at which the it is being delivered and thanking the participants or attendees. The speech must not have any political reference which may be construed as providing a current Councillor any advantage during the election period. Speeches will not be circulated or available for publication.

Functions or events for the purpose of electioneering must not be resourced or publicised by the Council.

9. Council Resources

9.1 Application of Resources

Council resources, including offices, vehicles, staff, hospitality, services, property, equipment and stationery must be used exclusively for normal Council business during the caretaker period and must not be used in connection with any election campaign or issue.



Election (Caretaker) Period Policy

9.2 Role of Staff

Council staff will not undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election or any candidate standing for election.

Council staff will not authorise, use or allocate a Council resource for any purpose that may influence voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer.

Prior to the election period for any election the Chief Executive Officer will ensure that all members of Council staff are advised in regard to the application of the caretaker procedures.

Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate should advise their manager before authorising, using or allocating the resource. The manager will seek appropriate advice in order to ascertain whether the use of Council resources is in accordance with this statement.

9.3 Use of Council Equipment by Councillors

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties, subject to existing protocols and terms of use. Councillors standing for re-election must not use Council equipment as a resource to assist with election campaigns. This includes laptops, iPad, notepads, telephone land lines, mobile phones, email addresses, and internet connections.

9.4 Councillors' Entitlement to Reimbursement

Reimbursements of Councillors' out-of-pocket expenses during the caretaker period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that support or are connected with a candidate's election campaign. Claims shall conform with requirements set out in the 'Councillors and Members of Council Committees Expense Entitlements and Resources Policy'.

9.5 Council Branding

No Council logos, letterheads, or other corporate branding will be used for, or linked in any way to, a candidate's election campaign.

9.6 Cessation of Ward Specific Publications

Ward-specific publications, or Councillor profiles and articles in the Moorabool Matters, will not be arranged by Council during the election period.

9.7 Officers' Discretion

The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. Where the use of Council resources appears to relate to the election campaign of a Councillor standing for re-election, the matter must be referred to the Chief Executive Officer or his or her delegate.



Election (Caretaker) Period Policy

10. Media Services

10.1 Restriction on Services

Council's Communications team undertake the promotion of Council activities and initiatives. During the election period this team's services must not be used in any way that might promote a Councillor as an election candidate.

Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the Chief Executive Officer.

10.2 Media Releases/Spokespersons

Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate.

In the event that a spokesperson is required in relation to any publication or communication, the Chief Executive Officer will fulfil that role.

Media releases will require certification by the Chief Executive Officer.

10.3 Councillors

Councillors will not use their position as an elected representative or their access to Council Officers and other Council resources to gain media attention in support of an election campaign.

10.4 Council Employees

During the election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained by the Chief Executive Officer or his or her delegate.

11. Information

11.1 Candidates' Access to Information

All election candidates have equal rights to information relevant to their election campaigns from the Council administration. While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, neither Councillors nor candidates will receive information or advice from Council officers that may improperly advantage candidates in the elections (which includes internal publications such as the Councillor Information Bulletin (CIB)).

There will be complete transparency in the provision of all information and advice during the caretaker period.

Requests for clarification relating to the provision of information should be directed to the Chief Executive Officer or his or her delegate.



Election (Caretaker) Period Policy

11.2 Information Request Register

Governance will maintain an Information Request Register during the caretaker period. This Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the responses given to those requests.

11.3 Improper Use of Position

Sections 76D and 76E of the Act prohibit Councillors from misusing or inappropriately making use of their position. A breach of section 76D attracts serious penalties, including possible imprisonment.

12. Assistance to Candidates

12.1 Candidate Information

Council will provide candidates with a Councillor Candidate Information Kit to assist them in running and nominating for Council.

Candidates will be informed of their obligation to complete a Nomination Form which will be available from the Returning Officer, accompanied by the nomination fee.

Candidates will also be informed of the requirements to complete and submit an 'Election Campaign Return' to the Chief Executive Officer within 40 days after the election day (refer S 62 of the Act). The return must contain details of any campaign donation or gift valued at more than \$500 which was received between 30 days after the last general election and 30 days after the current election.

12.2 Advice to Candidates about the election process

All election related enquiries from candidates, whether current Councillors or not, will be directed to the Returning Officer, or where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer or his or her delegate.

Councillors may use the title "Councillor" in their election material, as they continue to hold their positions for the period.

Councillors are advised that any election publication using the title "Councillor" clearly indicates that it is their own material and does not represent Council.

All candidates for the Council election will be treated equally. Any advice to be provided to candidates as part of the conduct of the Council election should be provided equally to all candidates.

13. Related Legislation

- Local Government Act (Victoria) 1989

For reference, a number of relevant sections of the Act are included as Attachment 1.



Election (Caretaker) Period Policy

14. Council Plan Reference

Objective: 1 - Providing Good Governance and Leadership
Context: 1C - Our Business and Systems

15. Review

In accordance with Section 93A of the Act, this policy will be reviewed and, if required, amended not later than 12 months before the commencement of each general election period. In order to comply with this requirement, Council will review this policy by 31 August in the year preceding each general election.



Election (Caretaker) Period Policy

Attachment 1

Relevant Sections from the Local Government Act 1989

Section 55D Prohibition on Council

(1) A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.

(1A) For the purposes of subsection (1), the publication of a document of a kind specified in that subsection does not include— (a) publication of any document published before the commencement of the election period; and (b) publication of any document required to be published in accordance with, or under, any Act or regulation.

Note: See definitions of publish in section 3(1) and document in section 38 of the Interpretation of Legislation Act 1984.

(2) The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process.

Penalty: 60 penalty units.

(3) Despite section 98(2), the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.

(4) A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

Section 3(1) Definitions

election period, in relation to an election, means the period that-

- (a) starts on the last day on which nominations for that election can be received; and
- (b) ends at 6 p.m. on election day;

electoral advertisement, handbill, pamphlet or notice means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a meeting;



Election (Caretaker) Period Policy

publish means publish by any means including by publication on the Internet;

- (1A) In this Act, "electoral matter" means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.
- (1B) Without limiting the generality of the definition of electoral matter, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—
- (a) the election; or
 - (b) a candidate in the election; or
 - (c) an issue submitted to, or otherwise before, the voters in connection with the election.

Section 76B Primary principle of Councillor conduct

It is a primary principle of Councillor conduct that, in performing the role of a Councillor, a Councillor must—

- (a) act with integrity; and
- (b) impartially exercise his or her responsibilities in the interests of the local community; and
- (c) not improperly seek to confer an advantage or disadvantage on any person.

76BA General Councillor conduct principles

In addition to acting in accordance with the primary principle of Councillor conduct specified in section 76B, in performing the role of a Councillor, a Councillor must—

- (a) avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations;
- (b) act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person;
- (c) treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons;



Election (Caretaker) Period Policy

- (d) exercise reasonable care and diligence and submit himself or herself to the lawful scrutiny that is appropriate to his or her office;
- (e) endeavour to ensure that public resources are used prudently and solely in the public interest;
- (f) act lawfully and in accordance with the trust placed in him or her as an elected representative;
- (g) support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Councillor.

76D Misuse of position

- (1) A person who is, or has been, a Councillor or member of a special committee must not misuse his or her position—
 - (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - (b) to cause, or attempt to cause, detriment to the Council or another person.

600 penalty units or imprisonment for 5 years or both.
- (2) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a special committee include—
 - (a) making improper use of information acquired as a result of the position he or she held or holds; or
 - (b) disclosing information that is confidential information within the meaning of section 77(2); or
 - (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E; or
 - (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
 - (e) using public funds or resources in a manner that is improper or unauthorised; or
 - (f) failing to disclose a conflict of interest as required under this Division.



Election (Caretaker) Period Policy

- (3) This section—
- (a) has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of special committees; and
 - (b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

76E Improper direction and improper influence

- (2) A Councillor must not direct, or seek to direct, a member of Council staff—
- (a) in the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or
 - (b) in the exercise of a power or the performance of a duty or function exercised or performed by the member as an authorised officer under this Act or any other Act; or
 - (c) in the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under another Act; or
 - (d) in relation to advice provided to the Council or a special committee, including advice in a report to the Council or special committee.

Penalty: 120 penalty units.

93A Conduct of Council during election period

- (1) Subject to this section, a Council, a special Committee or a person acting under a delegation given by the Council must not make a major policy decision during the election period for a general election.
- (2) If a Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period, the Council may apply in writing to the Minister for an exemption from the application of this section to the major policy decision specified in the application.
- (3) If the Minister is satisfied that there are extraordinary circumstances, the Minister may grant an exemption from the application of this section to the major policy decision specified in the application subject to any conditions or limitations that the Minister considers appropriate.



Election (Caretaker) Period Policy

- (4) A major policy decision made in contravention of this section is invalid.
- (5) Any person who suffers any loss or damage as a result of acting in good faith on a major policy decision made in contravention of this section is entitled to compensation from the Council for that loss or damage.
- (6) In this section, a "major policy decision" means any decision—
 - (a) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
 - (b) to terminate the appointment of a Chief Executive Officer under section 94;
 - (c) to enter into a contract the total value of which exceeds whichever is the greater of—
 - (i) \$100 000 or such higher amount as may be fixed by Order in Council under section 186(1); or
 - (ii) 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;
 - (d) to exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100 000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.

93B Council to adopt an election period policy

- (1) A Council must prepare, adopt and maintain an election period policy in relation to procedures to be applied by Council during the election period for a general election.
- (2) A Council must prepare and adopt an election period policy as required by subsection (1)—
 - (a) by 31 March 2016; and
 - (b) following the general election on 22 October 2016, continue to maintain the election period policy by reviewing and, if required, amending the policy not later than 12 months before the commencement of each subsequent general election period.
- (3) An election period policy must include the following—
 - (a) procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election;



Election (Caretaker) Period Policy

- (b) limits on public consultation and the scheduling of Council events;
 - (c) procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.
- (4) A copy of the election period policy must—
- (a) be given to each Councillor as soon as practicable after it is adopted; and
 - (b) be available for inspection by the public at the Council office and any district offices; and
 - (c) be published on the Council's Internet website maintained under section 82A.
- (5) In this section—
- inappropriate decisions made by a Council during an election period includes any of the following—
- (a) decisions that would affect voting in an election;
 - (b) decisions that could reasonably be made after the election.

14.2 SEPTEMBER 2019 QUARTERLY FINANCIAL REPORT**Author:** Aaron Light, Senior Accountant**Authoriser:** John Miller, Acting General Manager Customer Care and Advocacy**Attachments:** 1. September 2019 Quarterly Financial Report**PURPOSE**

That Council receives the September 2019 Quarterly Report.

EXECUTIVE SUMMARY

This Quarterly Report covers the period of 1 July 2019 to 30 September 2019. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast result at the end of the financial year is an increase in the surplus by \$3.305m. Please refer to the attached report for a detailed review of the financials.

Under section 138 – Quarterly Statements, of the Local Government Act (1989), Council is to receive a quarterly report on progress against the adopted budget.

RECOMMENDATION

That Council receives the Quarterly Financial Report – September 2019.

BACKGROUND

The attached Quarterly Financial Report provides an explanation of the Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement with the year-to-date actuals compared to the year-to-date amended budget, and the amended annual budgets compared to the annual forecasts.

Income Statement

The main changes within the Income Statement are as follows:

- Increase in “Rates and Charges” (\$0.494m), which primarily relates to significant growth in property numbers during the first quarter of 2019/20.
- Favourable in “Contributions - Monetary” (\$2.694m) due to the likelihood that milestones on land sales by Developers will be ahead of schedule than originally anticipated. The bulk of the contributions were expected in 2020/21 and beyond.
- Favourable in “Other Income” (\$3.443m) due to reimbursements for Flood/Storm Events in December 2018.
- Increase in “Materials and Services” (\$3.988m). The bulk of the expected overspend relates to restoration works for Flood/Storm Events. There are also new grants received since the adoption of the budget.

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$3.305m to \$12.819m.

Cash

The forecast cash balance at 30 June 2020 has increased by \$3.063m to \$20.317m in comparison to the amended budget.

Capital Improvement Program (CIP)

The total cash expenditure forecast for the CIP at this stage, has increased by \$0.242m to \$31.164m. This is due to new funding received since the adoption of the budget.

PROPOSAL

That Council receives the Quarterly Report – September 2019.

COUNCIL PLAN

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business and Systems

The proposal to adopt the Quarterly Report – September 2019 is consistent with the Council Plan 2017 - 2021.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

There are no identified risks associated with this process.

COMMUNICATIONS & CONSULTATION STRATEGY

To Council, through the Ordinary Meeting of Council on 6 November 2019, and to the Audit and Risk Committee meeting on 13 November 2019.

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

Acting General Manager – John Miller

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

Manager – Steve Ivelja

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

CONCLUSION

The Quarterly Report – September 2019 has been prepared in accordance with Section 138 – Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

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1 Amended Budget

Generally, at the end of the financial year it is not uncommon for projects (both Capital projects and Operating projects) to be incomplete. This can happen for a number of reasons, such as delays in construction due to weather or other events, deferral of projects due to operational matters, late receipt of government funding for one off projects, lack of internal resources to complete one off new initiatives due to staff turnover etc.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2018/19 financial year. These include grant funded one off projects, Council approved New Initiatives from prior years that are not yet complete, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

Impact on Cash on hand as at 30 June 2020

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$4.558m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry Forwards	1,787
Net Actual CIP Carry Forwards	7,100
Less Net Estimated Carry Forwards in 2019/19 Budget Document	(4,329)
Total Cash Required	4,558

As at 30 June 2019, Council held \$22.290m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

Operating Budget

The net effect on the Operating Budget is an unfavourable variance of \$0.584m.

Net Operating Surplus in the Adopted 2019/20 Budget	10,098
Net New Initiatives / Grant Funded Projects	(1,787)
Less Estimated Capital Grants in 2019/20 Budget Document	(450)
Add Actual Carry Forward Capital Grants	1,653
Amended Operating Budget Surplus	<u>9,514</u>

Capital Budget

The effect on the capital budget is an increase in expenditure of \$3.974m.

2019/20 Adopted Budget Capital Expenditure	26,948
Less Estimated Carry Forwards in 2019/20 Budget Document	(4,779)
Add Actual Carry Forward Capital Projects	8,753
Amended Capital Budget	<u>30,922</u>

2 High Level Summary

2.1 Operating Budget

The Year End Forecast shows an overall Operating Surplus of \$12.819m, which is \$3.305m favourable to the Amended Budget. This surplus can be misinterpreted as it contains income relating to the Capital Improvement Program, and Developer Contributions. After allowing for these adjustments (as seen in the table below) the Adjusted Surplus is forecast to be \$0.354m favourable to the Amended Budget.

	Amended	Forecast	Variance	
	\$'000	\$'000	\$'000	F / U
Total Income	63,349	70,450	7,101	F
Total Expenses	53,835	57,631	(3,796)	U
Surplus (Deficit) for the year	9,514	12,819	3,305	F
Adjustments*	957	(1,993)	(2,950)	F
Adjusted Surplus (Deficit)	10,472	10,826	354	F

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

2.2 Capital Budget

The table below shows the overall variance of the Capital Improvement Program (CIP). At this early stage the CIP is expected to come in on budget with Net Capital Expenditure at \$25.770m (capital expenditure less grants). There have been no projects identified as being carried over into 2020/21. This will be monitored each month and updated when officers have a better indication on the likelihood of projects being incomplete at year end.

	Capital Exp.	Capital Inc.	Net Cap Exp.
	\$'000	\$'000	\$'000
Amended Budget	30,922	5,152	25,770
End of Year Forecast	31,164	5,394	25,770
Proposed Carry Over	0	0	0
Adjustments*	0	0	0
Total Variance	(242)	(242)	0

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

2.3 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 \$0.354m favourable at year end.

	Amended	Forecast	Variance	
	\$'000	\$'000	\$'000	F / U
Adjusted Surplus (Deficit)	10,472	10,826	354	F
Capital Program Surplus (Deficit)	(242)	(242)	0	U
Total Surplus (Deficit) for the year	10,230	10,584	354	F

This represents a 0.66% favourable variance to the Amended Operating Budget. Officers will continue to monitor the year end forecast as the financial year progresses.

3 Operating Performance

Year to Date Operating Performance 30 September 2019

3.1 Overall:

For the three months to 30 September, the Net Result is a Surplus of \$28.182m with a favourable variance of \$1.268m compared to the year to date amended budget.

3.2 Operating Income [\$0.717m favourable]:

Rates and charges – As at the end of September is \$0.563m favourable compared to the year to date budget. This is mainly due to significant growth in property numbers in the first three months of the financial year. Rates income is \$0.408m better off than budget, and the net increase in Waste/Garbage charges is \$0.155m.

Grants – capital – Year to date variance is favourable by \$0.227m mainly due to new grants received since the adoption of the budget. Some of those already received include Darley Park Oval Lighting (\$0.184m) and Main Street, Gordon - Kerb and Channel (\$0.033m).

3.3 Operating Expenses [\$0.551m favourable]:

Employee costs – Favourable variance of \$0.334m which mainly relates to vacancies in various departments across Council (including; Active Ageing and Community Access, Human Resources, Asset Management, Strategic Planning, Community Safety, Governance, Youth Services, and Statutory Planning). Some of these savings may be used to fund the use of contractors/agency staff to be engaged to cover the various vacant positions.

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

Materials and services – Favourable variance of \$0.130m which at this stage is mainly due to timing variances in relation to contractors' costs across a number of Council services. Some of these include Corporate Software, Garbage Collection, Parks and Gardens, and Community Grants.

Forecast Results for Year Ending 30 June 2020

As at 30 September, the Forecast Surplus for the year has increased by \$3.305m. The Forecast is now expected to be a surplus of \$12.819m. Major variances include the following:

3.4 Operating Revenues [\$7.101m favourable]:

Rates and charges – Forecast to be \$0.494m favourable at year end due to significant growth in property numbers through the first quarter of the financial year. Rates income is forecast to be \$0.347m better off than budget, and Waste/Garbage charges will be \$0.147m favourable.

Grants – operating – Favourable by \$0.221m due to new or increased funding received since the adoption of the budget. Some of the larger grants include;

- Youth Engagement Support Project - \$0.118m
- Roadside Weeds and Pest Management Program - \$0.041m
- Road Safety Strategy - \$0.029m

Grants – capital – Favourable by \$0.242m due to new funding received since the adoption of the budget. These include;

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

Contributions - monetary – Favourable variance of \$2.694m due to higher than anticipated growth in land sales by developers. Some parts of the overall cash contributions to be received from developers will occur in 2019/20, which is earlier than originally expected.

Other income – Expected to be favourable by \$3.443m 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 \$3.500m. 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.

3.5 Operating Expenses [\$3.796m unfavourable]:

Materials and services – Materials and services are forecast to be \$3.988m over budget at year end mainly due to costs associated with the Flood/Storm Event in December 2018 (\$3.500m). As discussed earlier, these costs will be reimbursed from the Department of Treasury and Finance.

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 is also \$0.078m funded from Council Reserves for a Car Parking Policy and Study.

4 Balance Sheet

The Balance Sheet shows the movements from the Budget to the Forecast, as well as the current year to date balance (30 September 2019) compared to the same time last year (30 September 2018).

4.1 Assets

Cash assets – The year to date cash balance is \$9.797m greater than the same time last year. This is mainly as a result of Council receiving \$3.185m in loan borrowings in September 2019. It also relates to the carry forward of a significant amount of capital works from 2018/19. There is also an increase in cash reserves (mainly Developer Contributions) relating to the future repayment of borrowings for interest only loans (Local Government Funding Vehicle issuance of 2014/15 and 2015/16).

The Forecast cash balance is \$3.063 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 (\$2.694m).

Receivables - current – \$0.940m greater than the same time last year mainly due to some larger debtors being raised this financial year for Flood Recovery reimbursements. 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 \$76.456m 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.

4.2 Liabilities

Payables – The balance as at September is \$0.786m more than the same time last year. This is mainly due to the timing of the final creditor payment run in September.

Trust funds – The actual is \$0.256m more than September last year due to an increase in Refundable Building Deposits.

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 quarter of 2019/20.

4.3 Equity

Accumulated surplus – The increase of \$20.786m since September last year reflects Council's operating result during the 2018/19 financial year and the first three 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.

5 Forecast Cash Flows

5.1 Overall

The overall cash forecast for 30 June 2020 is \$20.317m and \$3.063m greater than the amended budget.

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

5.2 Operating Cash Flows [**\$3.290m favourable**]:

Rates and charges – Forecast to be \$0.494m favourable at year end due to significant growth in property numbers through the first quarter of the financial year.

Operating Grants – Favourable by \$0.246m due to new or increased funding received since the adoption of the budget. Some of the larger grants include;

- Youth Engagement Support Project - \$0.118m
- Roadside Weeds and Pest Management Program - \$0.041m
- Road Safety Strategy - \$0.029m

Capital grants and contributions – Favourable by \$0.242m due to new funding received since the adoption of the budget. This is explained further in section 3.4.

Other revenue – Forecast to be favourable by \$6.137m due to reimbursements for Flood Recovery (\$3.500m for Event of December 2016) and an increase in expected cash contributions from developers (\$2.694m). This is explained further in section 3.4.

Materials and services – Unfavourable by \$4.014m mainly due to costs associated with the Flood/Storm Events from December 2016 (\$3.500m). Other increases relate to new funding received since the adoption of the budget. This is explained further in section 3.5.

5.3 Investing Cash Flows [**\$0.227m unfavourable**]:

Payments for property, plant and equipment, infrastructure – Increased by \$0.242m overall due to new funding received since the adoption of the budget. These include;

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

5.4 Financing Cash Flows [**no change**]:

6 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 nothing has been spent as at September 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	FUNDING YEAR / INCOME RECEIVED	EST. COMPLETION DATE	MANAGER COMMENTS
PROJECTS APPROVED IN THE 2019/20 BUDGET - COUNCIL FUNDED								
Community Assets & Infrastructure								
Assets								
10041 Local Area Traffic Management Study - Stage 3	0	0	30,000	30,000	0.0%	2019/20	31/03/2020	Cardno has been engaged to conduct the study, phase 1 of public consultation is currently underway. A project has been initiated with Powercor to prepare a cost estimate for the Project Management side of the upgrade.
13351 LED Street Light Upgrade Program	0	0	828,000	828,000	0.0%	2019/20	30/06/2020	
	0	0	858,000	858,000	0.0%			
Total Community Assets & Infrastructure	0	0	858,000	858,000	0.0%			
Community Planning & Economic Development								
Statutory Planning & Building								
15036 Wind Farm Noise Compliance Assessment	0	0	40,000	40,000	0.0%	2019/20	30/06/2020	Expenditure is incident driven - amount required will be reviewed periodically and forecasts reduced if allocated amount no longer required.
	0	0	40,000	40,000	0.0%			
Strategic Planning								
15037 BM Irrigation District Planning Study	0	0	50,000	50,000	0.0%	2019/20	30/06/2020	Anticipate appointing a consultant in November 2019 with project to be expended in December 2019 through to June 2020
15099 Infill Contributions Plan	0	0	40,000	40,000	0.0%	2019/20	30/06/2020	Inception meeting to be held in October with spending anticipated between November 2019 and June 2020
17511 Rural Land Use Strategy	0	0	80,000	80,000	0.0%	2019/20	30/06/2020	Project is currently being scoped with expenditure predicted to occur between January 2020 and June 2020
	0	0	170,000	170,000	0.0%			
Total Community Planning	0	0	210,000	210,000	0.0%			
Community Strengthening								
Child, Youth & Family Services								
18966 Youth Space Rotary Park - Master Plan	0	0	50,000	50,000	0.0%	2019/20	30/06/2020	Currently forming project control group for the commencement of this project. Anticipate selecting a consultant by January 2020. Anticipated to start in February 2020.
18991 Western Bulldogs Leadership Program	0	0	15,000	15,000	0.0%	2019/20	30/06/2020	
	0	0	65,000	65,000	0.0%			
Recreation & Development								
18396 Community Strengthening and Capacity Building	0	0	60,000	60,000	0.0%	2019/20	30/06/2020	Quotes have been received. 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%			
Total New One Off Projects	0	0	1,193,000	1,193,000	0.0%			

7 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 30 September 2019:

Cash at Bank	\$1,115,595
Cash on Call	\$7,584,889
Term Deposits	\$14,000,000
	\$22,700,485

Term Deposits and Investments as at 30 September 2019:

Institution	Amount	Rate	Days	Maturity Date
CBA - At Call	\$7,584,889	0.90%	1	n/a
NAB	\$1,000,000	2.75%	365	28/11/2019
Bank of China	\$1,000,000	2.86%	365	29/11/2019
NAB	\$2,000,000	1.72%	91	9/12/2019
Macquarie	\$1,000,000	1.75%	90	17/12/2019
ME Bank	\$1,000,000	1.68%	90	17/12/2019
NAB	\$1,000,000	1.72%	90	17/12/2019
Bank of Sydney	\$1,000,000	1.60%	90	23/12/2019
IMB	\$1,000,000	1.55%	122	24/01/2020
Judo Bank	\$1,000,000	2.20%	180	17/02/2020
Gateway Bank	\$1,000,000	1.75%	150	6/02/2020
Suncorp	\$1,000,000	1.65%	152	24/02/2020
BOQ	\$1,000,000	1.63%	180	16/03/2020
AMP Bank	\$1,000,000	1.90%	180	16/03/2020
	\$21,584,889			

Total Deposits held with each ADI:

Institution	Amount	% of Portfolio
CBA - At Call	\$7,584,889	35.1%
NAB	\$4,000,000	18.5%
AMP Bank	\$1,000,000	4.6%
Bank of China	\$1,000,000	4.6%
Bank of Sydney	\$1,000,000	4.6%
BOQ	\$1,000,000	4.6%
Gateway Bank	\$1,000,000	4.6%
IMB	\$1,000,000	4.6%
Judo Bank	\$1,000,000	4.6%
Macquarie	\$1,000,000	4.6%
ME Bank	\$1,000,000	4.6%
Suncorp	\$1,000,000	4.6%
	\$21,584,889	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 September, except for holding \$7.585 million (35.1%) "At Call" with CBA. This is just a timing issue as Council received a large amount of cash at the end of the month for the first Rates instalment. Any surplus cash will be invested during October.

8 Rating & Debtors Information

8.1 General Rating Information

The Total Rates and Charges raised for the 2019/20 year, as at 30 September, is \$35.939m, compared to the year to date Amended Budget of \$35.376m.

8.2 Rates & Sundry Debtors Outstanding

For the year to date, 17.8% 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 \$0.828m (30 September 2019).

Current Receivables as at 30 September 2019, as shown in the Balance Sheet, consist of:

• Rates & Charges*	\$	32.768m
• Sundry Debtors	\$	0.622m
• GST Receivable	\$	0.206m
	\$	33.596m

The outstanding Rates & Charges* consist of:

• Current Year Rates and Charges	\$	29.059m
• Arrears (prior to 2019/20)	\$	3.109m
• Pensioner Rebate Claim (DHS)	\$	0.600m
	\$	32.768m

* Does not include Fire Services Levy

8.3 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 30 September 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 30 September 2019

Property Rate Debt Management Reporting			as at 30 Sept	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	888	886				
Escalation of Accounts to Debt Collection	All outstanding accounts	Revenue Services Co-ordinator	110	229				
Value of Penalty Interest Calculated Year to Date	All calculations	Revenue Services Co-ordinator		0				
Waiver of Interest and Costs	Up to \$500	Revenue Services Co-ordinator		4	\$1,061.55	\$1,061.55	\$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)		0	\$0.00	\$0.00		
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	17.80%	General	22,310,819.77	1,191,306.73	503,826.77	299,997.73	579,325.43	24,885,276.43
Land Information Certificates	379	Residential Retirement	156,402.00	15,218.30	10,473.90	760.50	692.05	183,546.75
Value of Supplementary Rates Levied	\$503,739	Commercial/Industrial	1,957,359.34	162,012.26	40,663.15	49,754.75	26,554.03	2,236,343.53
		Vacant Land Commercial/Industrial	173,742.45	111.05	0.00	0.00	0.00	173,853.50
Objections Lodged (Closing Date 19 October 2019)								
		Extractive Industry	321,549.10	4,582.35	0.00	0.00	0.00	326,131.45
Under Review	26	Farm	3,123,645.34	46,467.32	24,384.89	18,798.19	41,966.34	3,255,262.08
Recommendation Notices								
Disallowance Notices								
Total Objections	26	Vacant Land General	915,345.06	65,196.50	23,159.46	9,227.56	95,276.35	1,108,204.93
		Vacant Land FZ or RCZ	965,552.44	41,244.42	20,199.80	10,467.77	45,283.99	1,082,748.42
		Vacant Land GRZ	1,419,879.32	71,491.69	8,537.99	161.15	386.35	1,500,456.50
Pension Rebates		Non Rateable FSPL Leviable and Garbage Only	130,074.30	3,111.10	750.80	725.00	0.00	134,661.20
Total Pensioners as at end of last quarter	2,565							
Changes	-50							
Closing Balance	2,515							
		Grand Total Rates Outstanding	31,474,369.12	1,600,741.72	631,996.76	389,892.65	789,484.54	34,886,484.79
Sundry Debtor Overview			Penalty Infringement Overview					
Sundry Debtors	Balance	% Outstanding	Infringement Status @ March Audit	# Infringements	\$ Infringements			
Current	67.08	0.0%	Too old to escalate					
30 Days	172,006.35	53.9%	Infringement Court	756	202,438.31			
60 Days	20,234.56	6.3%	Infringement Court - Expired - Write Off					
90 Days	25,812.20	8.1%	MSC Hold	15	5,279.10			
120+ Days	101,214.73	31.7%	Infringements Requiring Write Off					
			MSC Arrangements	25	9,554.80			
Total Outstanding	319,334.92	100.0%	MSC Arrangement Not Maintained - To escalate	1	42.10			
			MSC Objection	16	3,533.80			
			Within payment timeframes	150	26,940			
			Referred to Magistrates Court	100	98,786			
			Grand Total of Infringement Trial Balance	1,063	346,574.61			

9 Financial Statements as at 30 September 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	35,376	35,939	563	2%	36,170	36,664	494	1%
Statutory fees and fines	899	250	184	(66)	-26%	1,274	1,264	(10)	-1%
User fees	3,200	634	555	(79)	-12%	3,118	3,119	1	0%
Grants - operating	10,850	1,654	1,736	82	5%	10,083	10,304	221	2%
Grants - capital	3,594	842	1,069	227	27%	5,152	5,394	242	5%
Contributions - monetary	4,292	30	48	18	60%	1,053	3,747	2,694	256%
Contributions - non-monetary assets	10,443	0	0	0	0%	4,858	4,858	0	0%
Other income	3,130	326	302	(24)	-7%	1,018	4,461	3,443	338%
Interest received	673	29	26	(3)	-10%	623	641	18	3%
Total Income	71,218	39,141	39,858	717	2%	63,349	70,450	7,101	11%
Expenses									
Employee costs	20,074	5,404	5,070	334	6%	21,948	21,775	173	1%
Materials and services	17,878	4,120	3,990	130	3%	18,870	22,858	(3,988)	-21%
Depreciation	9,109	2,582	2,582	0	0%	10,326	10,326	0	0%
Finance costs	583	34	34	0	0%	657	657	0	0%
Other expenses	567	157	75	82	52%	550	547	3	1%
Net gain (loss) on disposal of property, infrastructure, plant and equipment	952	(68)	(74)	6	-9%	1,484	1,469	15	1%
Total Expenses	49,162	12,227	11,676	551	5%	53,835	57,631	(3,796)	-7%
Surplus (deficit) for the year	22,056	26,914	28,182	1,268	5%	9,514	12,819	3,305	35%

Balance Sheet

	Last Year \$'000	Last Year \$'000	Year to Date			Annual		Variance	
			Current \$'000	Change \$'000	%	Amended \$'000	Forecast \$'000	\$'000	%
Assets									
Current Assets									
Cash assets	22,290	12,903	22,700	9,797	76%	17,254	20,317	3,063	18%
Receivables	6,171	32,656	33,596	940	3%	6,263	6,476	213	3%
Other assets	1,192	31	23	(8)	-26%	1,192	1,168	(24)	-2%
Total current assets	29,653	45,590	56,319	10,729	24%	24,709	27,961	3,252	13%
Non-current assets									
Receivables	85	75	103	28	37%	85	88	3	4%
Property, infrastructure, plant and equipment	564,165	487,630	564,086	76,456	16%	587,806	588,048	242	0%
Total non-current assets	564,250	487,705	564,189	76,484	16%	587,891	588,136	245	0%
Total Assets	593,904	533,294	620,508	87,214	16%	612,601	616,097	3,496	1%
Liabilities									
Current liabilities									
Payables	5,953	961	1,747	786	82%	6,107	5,781	(326)	-5%
Trust funds	1,630	1,155	1,411	256	22%	1,569	1,694	125	8%
Provisions	4,389	4,128	4,675	547	13%	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	7,364	8,953	1,589	22%	13,818	13,774	(44)	0%
Non-current liabilities									
Provisions	807	388	456	68	18%	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	11,515	13,648	2,133	19%	19,270	19,506	236	1%
Total Liabilities	23,906	18,879	22,601	3,722	20%	33,088	33,280	192	1%
Net Assets	569,998	514,415	597,908	83,493	16%	579,512	582,817	3,305	1%
Represented by:									
Accumulated surplus	180,888	188,011	208,797	20,786	11%	190,402	193,707	3,305	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	10,861	0	0%
Total Equity	569,998	514,415	597,908	83,493	16%	579,512	582,817	3,305	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	6,863	6,877	14	0%	36,170	36,664	494	1%
Operating grants	10,850	1,654	3,449	1,795	109%	10,058	10,304	246	2%
Capital grants and contributions	3,594	842	1,069	227	27%	5,152	5,394	242	5%
User fees and charges	3,083	634	555	(79)	-12%	3,118	3,119	1	0%
Statutory fees and charges	899	250	184	(66)	-26%	1,274	1,264	(10)	-1%
Other revenue	8,162	356	1,296	940	264%	2,071	8,208	6,137	296%
Interest received	673	29	26	(3)	-10%	623	641	18	3%
Net GST refund/payment	2,349	0	0	0	0%	0	0	0	0%
	63,250	10,628	13,455	2,827	27%	58,466	65,593	7,127	12%
Payments									
Employee costs	(19,737)	(5,404)	(5,134)	270	-5%	(21,948)	(21,775)	173	-1%
Materials and services	(20,084)	(5,790)	(6,323)	(533)	9%	(18,844)	(22,858)	(4,014)	21%
Other expenses	(838)	(157)	(75)	82	-52%	(550)	(547)	3	-1%
	(40,659)	(11,350)	(11,533)	(183)	2%	(41,342)	(45,180)	(3,838)	9%
Net cash provided by (used in) operating activities	22,591	(722)	1,922	2,644	-366%	17,123	20,413	3,290	19%
Cash flows from investing activities									
Proceeds from sale of property, plant and equipment, infrastructure	445	68	205	137	201%	329	344	15	5%
Payments for property, plant and equipment, infrastructure	(15,621)	(5,464)	(4,596)	868	-16%	(30,922)	(31,164)	(242)	1%
Net cash provided by (used in) investing activities	(15,176)	(5,396)	(4,391)	1,005	-19%	(30,593)	(30,820)	(227)	1%
Cash flows from financing activities									
Borrowing costs	(583)	(34)	(34)	0	0%	(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)	(272)	(272)	0	0%	(1,646)	(1,646)	0	0%
Net cash provided by (used in) financing activities	(1,703)	2,879	2,879	0	0%	8,433	8,433	0	0%
Net increase (decrease) in cash and cash equivalents	5,711	(3,239)	410	3,650	-113%	(5,036)	(1,973)	3,063	-61%
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	19,050	22,700	3,650	19%	17,254	20,317	3,063	18%

Capital Works Statement

	Last Year \$'000	Amended \$'000	Year to Date			Annual			
			Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
Property									
Land	50	0	0	0	0%	245	245	0	0%
Buildings	227	212	60	152	72%	2,331	2,331	0	0%
Total Property	277	212	60	152	72%	2,576	2,576	0	0%
Plant and equipment									
Plant, machinery and equipment	1,699	479	779	(300)	-63%	2,469	2,469	0	0%
Computers and telecommunications	553	0	5	(5)	0%	874	874	0	0%
Library books	97	26	0	26	99%	105	105	0	0%
Total plant and equipment	2,349	505	784	(279)	-55%	3,448	3,448	0	0%
Infrastructure									
Roads	7,866	1,683	845	838	50%	12,082	12,170	(88)	-1%
Bridges	297	0	29	(29)	0%	666	666	0	0%
Footpaths and cycleways	1,425	341	176	165	48%	1,076	1,079	(3)	0%
Drainage	0	0	0	0	0%	0	0	0	0%
Recreational, leisure and community facilities	3,251	628	644	(16)	-3%	9,041	9,191	(150)	-2%
Parks, open space and streetscapes	18	0	89	(89)	0%	1,883	1,883	0	0%
Other infrastructure	138	0	7	(7)	0%	150	150	0	0%
Total infrastructure	12,994	2,652	1,790	862	33%	24,897	25,139	(242)	-1%
Total capital works expenditure	15,621	3,370	2,633	737	22%	30,922	31,164	(242)	-1%
Represented by:									
New	2,938	217	305	(88)	-40%	10,427	10,433	(6)	0%
Renewal	11,332	1,820	1,072	748	41%	15,082	15,319	(237)	-2%
Expansion	0	0	0	0	0%	0	0	0	0%
Upgrade	1,351	1,333	1,257	76	6%	5,412	5,412	0	0%
Total Capital Works	15,621	3,370	2,633	737	22%	30,922	31,164	(242)	-1%

14.3 2017-2021 COUNCIL PLAN FIRST QUARTER PROGRESS FOR JULY - SEPTEMBER 2019**Author:** Michelle Morrow, Co-ordinator Governance**Authoriser:** John Miller, Acting General Manager Customer Care and Advocacy**Attachments:** 1. Council Plan First Quarter Progress Report**PURPOSE**

The 2017 – 2021 Moorabool Shire Council Plan (“Council Plan”) sits within the Council’s planning framework and identifies the main priorities and expectations over a four-year period.

EXECUTIVE SUMMARY

- Overall there are 47 actions to be achieved this financial year
- Progress is being made on all actions of the 2017 - 2021 Council Plan

RECOMMENDATION

That Council resolves to receive the 2017-2021 Moorabool Shire Council Plan – First Quarter Progress Report for July - September 2019.

BACKGROUND

The Four Strategic Objectives outlined in the Council Plan and that guides new initiatives and continuing services are:

1. Providing Good Governance and Leadership
2. Minimising Environmental Impact
3. Stimulating Economic Development
4. Improving Social Outcomes

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

Quarterly performance reporting allows Council to effectively measure, monitor, review and report on its performance, while providing open and transparent reporting to the community. This report presents the first quarter progress performance against the actions set for the 2019/20 financial year.

PROPOSAL

The 2017 – 2021 Moorabool Shire Council Plan – First Quarter Progress Report July – September 2019 is provided as Attachment 1.

Overall there are 47 actions to be achieved this financial year.

Of these actions for the first quarter period, 38 actions have reached 90% or greater of their target for the period, 2 actions have achieved between 60% and 90% of their target and 7 actions remain at less than 60% of their target.

The following table summarises the status of those actions set to be achieved in the 2019/20 financial year:

Strategic Objective	Completed	In Progress	Deferred	Not Started	Total
Providing Good Governance and Leadership	6	15	-	-	21
Minimising Environmental Impact	-	6	-	-	6
Stimulating Economic Development	-	6	2	3	11
Improving Social Outcomes	-	9	-	-	9
Totals	6	36	2	3	47

COUNCIL PLAN

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business and Systems

The proposal is consistent with the Council Plan 2017 – 2021.

FINANCIAL IMPLICATIONS

There are no financial implications from this report.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

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

COMMUNICATIONS & CONSULTATION STRATEGY

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

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

Acting General Manager – John Miller

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

Author – Yvonne Hansen

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

CONCLUSION

Overall, there are 47 actions being reported on for 2019/20. Progress is being made on all actions of the Council Plan for the first quarter of the 2019/20 financial year.



Moorabool Shire Council
PREMIUM Action and Task Progress Report

July 2019 - September 2019

Report Filters:
Date From :01-07-2019
Date To :30-09-2019
Display Task : No
Action Filter :Council Plan





Action Progress Against Targets



CEO's Office

CEO's Office

STRATEGY: 1.13.1 Councillor Development

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.13.1.1 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%	25%	

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

STRATEGY: 3.5.9 Advocate for improved Ballarat Line rail and integrated public transport outcomes through the Ballarat Line Action Committee (BRAC)

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.5.9.1 Advocate for improved Ballarat Rail Line and integrated public transport outcomes (2017-2021) - Year 3 Progress	Derek Madden - Chief Executive Officer	Not Started	1/07/2019	30/06/2020	0%	25%	

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 - 19/08/2019

Moorabool Shire Council

Action & Task Progress Report

Finance Services

STRATEGY: 1.17.4 Financial Sustainability

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.4.12 Annually review the Long Term Financial plan 2020/21	James Hogan - Senior Business Accountant	In Progress	1/09/2019	31/12/2020	50%	0%	 GREEN

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. The key elements of the revised plan will be presented to the Capital Works Development Committee in mid November.

Last Updated - 30/10/2019

STRATEGY: 1.2.6 Develop and implement a Fleet and Plant Strategy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.2.6.1 Develop and implement a Fleet and Plant Strategy	James Hogan - Senior Business Accountant	In Progress	1/07/2019	30/06/2020	50%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Fleet Management	Recurrent 'One Off' Item				

ACTION PROGRESS COMMENTS

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.

Last Updated - 30/10/2019



Moorabool Shire Council

Action & Task Progress Report

Governance and Risk

STRATEGY: 1.13.6 Risk and OHS Management

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.13.6.2 Enhance our OHS systems and procedures for the organisation (2017-2021) - Year 3 Progress	Yvonne Hansen - Manager Governance and Risk	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN


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. The next steps will see these procedures reviewed by the Committee and implemented. An Incident Risk Module has been developed and finalised within this quarter. This new module will capture and provide a structure for actioning incidents. Staff will be trained during the second quarter in using this new incident module system.

Last Updated - 30/10/2019

STRATEGY: 1.17.3 Service Reviews

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.3.2 Governance: Undertake service review in accordance with the policy and framework and as determined by Council	Yvonne Hansen - Manager Governance and Risk	Completed	1/07/2019	30/06/2020	100%	25%	 GREEN

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

People and Culture

STRATEGY: 1.13.2 Organisational Development (consistent with Business Excellence)

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.13.2.10 Prepare an Organisational Development Strategy	Karen Jansen - Executive Manager - People and Culture	In Progress	1/07/2018	30/06/2020	30%	15%	

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.

Last Updated - 28/10/2019

STRATEGY: 1.13.6 Risk and OHS Management

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.13.6.4 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%	25%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Human Resources	Recurrent				

ACTION PROGRESS COMMENTS

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.

Last Updated - 02/10/2019

STRATEGY: 1.17.3 Service Reviews

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.3.1 Develop Service Plans for all services (2017-2019) - Year 3 Progress	Karen Jansen - Executive Manager - People and Culture	In Progress	1/07/2019	30/06/2020	70%	25%	

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




Moorabool Shire Council

Action & Task Progress Report

Community Assets and Infrastructure

Asset Management

STRATEGY: 1.2.4 Produce 10 Year Capital Improvement Programs

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.2.4.1 Produce 10 Year Capital Improvement Programs (2017-2021) - Year 3 Progress	Lace Daniel - Acting Manager Asset Management	In Progress	1/07/2019	30/06/2020	10%	25%	 RED

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

ACTION PROGRESS COMMENTS

Progress related to Year 3 of this action is: 1. Update and re-score of the new and upgrade projects master list (currently in progress), 2. Review priorities for renewal program following re-audit of condition of the road network (road audit programmed Dec-Feb), 3. Produce draft 5 year capital program - to be completed following items 1 and 2. 4. Produce draft 2020/21 capital program as part of the annual budget.

Last Updated - 10/10/2019



Moorabool Shire Council

Action & Task Progress Report

Community Assets and Infrastructure General Managers Office

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
2.1.5.1 Review and implement a Bacchus Marsh Avenue of Honour Management Plan	Daniel Smith - Manager Operations	In Progress	1/07/2019	30/06/2020	30%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Operations	Recurrent				

ACTION PROGRESS COMMENTS

A project control group has been established to review and update the existing draft of the Bacchus Marsh Avenue of Honour Management Plan , and this is in progress. Council's tree inspection contractor completed the assessment of the trees in the avenue in March 2019, and the updated tree condition data will be used to further inform the plan. At this stage, it is anticipated that a draft will be ready for initial review in the first half of the 19/20 financial year.

Last Updated - 10/10/2019

STRATEGY: 2.2.3 Develop an Open Space Integrated Water Management Plan

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
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	70%	25%	 GREEN

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 - 03/10/2019

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
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%	25%	 GREEN

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

STRATEGY: 3.5.5 Construct the Ballan depot

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.5.5.1 Construct the Ballan Depot (2019-2021)	Corinne Jacobson - Senior Project Engineer	In Progress	1/07/2019	30/06/2020	20%	25%	 YELLOW


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.

Last Updated - 10/10/2019

STRATEGY: 3.5.6 Advocate resource and implement the Bacchus Marsh Integrated Transport Strategy (BMITS) action plans

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.5.6.1 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%	25%	 GREEN

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: 4.1.3 Recreation and Leisure Strategy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
4.1.3.2 Construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve (2017-2019) - Year 3 Progress	Corinne Jacobson - Senior Project Engineer	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN

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

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)

Remaining works are scheduled for Year 3 (2019/20) with civil works and utilities commencing shortly and pavilion tenders recently closed.

Last Updated - 10/10/2019



Moorabool Shire Council

Action & Task Progress Report

Engineering Services

STRATEGY: 1.2.5 Deliver Annual Capital Improvement Programs

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.2.5.1 Deliver Annual Capital Improvement Programs (2017-2021) - Year 3 Progress	Ewen Nevett - Manager Engineering Services	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Capital Works	Recurrent				

ACTION PROGRESS COMMENTS

The Capital Improvement Program for 2019/20 is currently on schedule with 43% of projects either underway or awaiting award. The Capital Improvement Program quarterly progress report to Council provides further detail on each individual project.

Last Updated - 03/10/2019



Moorabool Shire Council

Action & Task Progress Report

Environmental Management

STRATEGY: 2.1.9 Complete Bald Hill Activation Plan Feasibility Study

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
2.1.9.1 Complete Bald Hill Activation Plan Feasibility Study	Justin Horne - Manager Environmental Management	In Progress	1/07/2019	30/06/2020	50%	25%	 GREEN


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

ACTION PROGRESS COMMENTS

Draft feasibility study is due to be received in October 2019. Presentation to the Executive Group and Councillors to be provided at the earliest available meeting.

Last Updated - 10/10/2019

STRATEGY: 4.1.3 Recreation and Leisure Strategy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
4.1.3.3 Finalise the Open Space Framework including beautification and irrigation of neighbourhood parks (2017-2019) - Year 3 Progress	Justin Horne - Manager Environmental Management	In Progress	1/07/2019	30/06/2020	75%	25%	 GREEN

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

ACTION PROGRESS COMMENTS

Draft open space maps have been developed and are currently being reviewed by relevant Council Departments for their accuracy.

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.

Last Updated - 10/10/2019

STRATEGY: 4.4.2 Emergency Management Plan

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
4.4.2.1 Deliver community emergency management education program (2017-2021) - Year 3 Progress	Cherie Graham - Chief Emergency Officer	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN

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 has commenced to educate and advise the community. Lal Lal is one of the successful communities for a Safer Together Program for the 2019/2020 year with agency and council involvement as required. Working with DELWP to provide community education and liaison for planned burning prior to the summer season. We have ran a social media campaign on home safety, insurance campaigns and house fire incidents. A working group is focusing on community information and education for the Blackwood Community Fire Refuge. Emergency Service Agencies and Council are developing a Search and Rescue Plan for the Weribee Gorge and Lerderberg State Park and then an education program will follow.

Last Updated - 11/10/2019




Moorabool Shire Council

Action & Task Progress Report

Community Planning and Economic Development

Community Planning and Economic Development Exec Manager Office

STRATEGY: 1.17.1 Legislative and Regulatory

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.1.2 Review the Municipal Planning Scheme	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	1/07/2019	30/06/2020	24%	24%	 GREEN

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

ACTION PROGRESS COMMENTS

The Moorabool Planning Scheme Review comprises of 3 stages. The first two stages (review and recommendations) will be delivered by a Consultant, stage 3 (amendment) will be undertaken by Council.

Stage One draft report was presented to Council for input at the June 2019 Section 86 Moorabool Growth Management Committee. Stage 2 has commenced.

Last Updated - 09/10/2019

STRATEGY: 1.17.3 Service Reviews

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.3.6 Visitor Information Centre: Undertake service review in accordance with the policy and framework and as determined by Council	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN

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. A statewide review of visitor services did not provide strategic direction. A presentation to Council, outlining the review findings and proposed recommendations and will be provided to the Ordinary Meeting of Council in December 2019.

Last Updated - 08/10/2019

STRATEGY: 1.2.7 Finalise the Community Infrastructure Framework

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.2.7.1 Finalise the Community Infrastructure Framework	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN

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 is being held from 24 September 2019 - 25 October 2019.


Last Updated - 09/10/2019




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	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
2.1.4.1 Incorporate flood mapping into the Planning Scheme (2017-2021) - Year 2 Progress	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	21/12/2018	1/12/2020	60%	60%	 GREEN
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 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. Officers are currently awaiting authorisation from DELWP before exhibiting the amendment.
 Last Updated - 11/10/2019

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
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)	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN
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 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. Officers are currently awaiting authorisation from DELWP before exhibiting the amendment.
 Last Updated - 09/10/2019

STRATEGY: 3.4.1 Incorporate strategic documents into the Planning Scheme




Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.4.1.1 Incorporate strategic documents into the Planning Scheme - Ballan Strategic Directions (2017-2021) - Year 3 Progress	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	6/06/2018	20/01/2020	90%	25%	 GREEN
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.
 Last Updated - 09/10/2019



Moorabool Shire Council


Action & Task Progress Report

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.4.1.3 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017-2021) - Year 3 Progress	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN
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. Any proposed changes to the West Moorabool Heritage Study 2a will need to be approved by the Authors of the original Study. Council staff are currently reviewing the list of recommendations and changes required.							
Last Updated - 09/10/2019							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.4.1.4 Include the recommendations from the Planning Scheme Review report into the Planning Scheme	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	Not Started	1/07/2019	30/06/2020	0%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Planning	Recurrent						
ACTION PROGRESS COMMENTS							
This action will commence once the Planning Scheme Review is complete.							
Last Updated - 09/10/2019							
STRATEGY: 3.4.2 Implement the adopted Small Towns and Settlement Strategy							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.4.2.1 Develop a program for services and utilities in small towns (2017-2021)	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	Deferred	1/07/2019	30/06/2020	1%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Planning	Recurrent						
ACTION PROGRESS COMMENTS							
Reticulated water supply and waste disposal are critical constraints to the growth and development of Bungaree and Wallace. 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 are in discussions with Central Highlands Water and is developing a program for the delivery of infrastructure to the towns.							
Last Updated - 09/10/2019							

Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 3.4.5 Develop a long term strategy for the Bacchus Marsh Civic Precinct

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.4.5.1 Develop a long term strategy for the Bacchus Marsh Civic Precinct	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	Deferred	1/07/2019	30/06/2020	1%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Planning	Recurrent						


ACTION PROGRESS COMMENTS

A grant application was submitted to the Victorian Planning Authority (VPA) to assist in the implementation of this project, however, Council's application was unsuccessful.

The project will recommence in 2019/2020 financial year, with a revised scope to be developed.

Last Updated - 08/10/2019

STRATEGY: 3.5.1 Implement the action plan of the Economic Development Strategy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.5.1.1 Implement the action plan of the Economic Development Strategy (2017-2021) - Year 3 Progress	Henry Bezuidenhout - Executive Manager Community Planning and Economic Development	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN
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

Last Updated - 08/10/2019

Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 3.5.4 Facilitate Parwan Employment Precinct planning and marketing

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.5.4.1 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	25%	25%	 GREEN
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. A meeting will be held with the Victorian Planning Association (VPA), Invest Victoria, and Regional Development Victoria (RDV) to strategically plan for the purpose and identity of the Parwan Employment Precinct. This work will provide direction to future marketing and branding of the Parwan Employment Precinct.

Last Updated - 08/10/2019




Moorabool Shire Council

Action & Task Progress Report

Community Strengthening

Community Health and Safety

STRATEGY: 1.17.1 Legislative and Regulatory


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.1.1 Review the Local Law	Andy Gaze - Coordinator Community Health & Safety	In Progress	1/07/2019	30/06/2020	90%	55%	 GREEN

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	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.1.57 Develop an Enforcement Policy	Andy Gaze - Coordinator Community Health & Safety	In Progress	1/07/2019	30/06/2020	8%	25%	 RED

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.

Last Updated - 30/10/2019




Moorabool Shire Council

Action & Task Progress Report

Community Strengthening General Manager Office

STRATEGY: 1.13.3 Community Engagement Policy and Framework

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.13.3.1 Revise the Community Engagement Policy and Framework	Tania Barry - Coordinator Community Recreation and Development	In Progress	1/01/2019	31/03/2020	50%	30%	 GREEN

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 - 30/10/2019

STRATEGY: 1.17.4 Financial Sustainability

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.4.3 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%	25%	 GREEN

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	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.4.4 Seek funding for new, upgrade and renewed community facilities (2017-2021) - Year 3 Progress	Tania Barry - Coordinator Community Recreation and Development	In Progress	1/07/2019	30/06/2020	35%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Recreation and Development	Recurrent						


ACTION PROGRESS COMMENTS

Applications for funding under the Country Football Netball Program have been submitted and were successful for the Ballan Recreation Reserve Netball Courts & Lighting Upgrade (\$50,000) and Darley Parks Oval Lighting Upgrade Projects (\$50,000). Applications for the Bacchus Marsh Racecourse & Recreation Reserve Stage 1 A Pavilion, Gordon Recreation Reserve Netball Facilities and Bald Hill Activation Plan were successful. Staff also assisted Community groups with applications to the State Government "Pick My Project" fund. This action will be completed by the 30 June 2019. Staff also assisted the Darley Football Netball Club with a successful application for a Federal Government grant of \$150,000 for the lighting project at Darley Park

\$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 applied for 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.
 \$20,000 was received from VicHealth to undertake a feasibility study on addressing barriers to female participation in physical activity at BM Leisure Centre .

Last Updated - 09/10/2019

STRATEGY: 3.4.6 Review future opportunities for the Darley Civic Precinct

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
3.4.6.1 Review future opportunities for the Darley Civic Precinct (2019-2021)	Sally Jones - GM Community Strengthening	Not Started	1/07/2019	30/06/2020	0%	25%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Recreation and Development	Recurrent						


Last Updated - 26/08/2019



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 4.1.1 Health & Wellbeing Plan

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
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%	25%	 GREEN
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 - 09/10/2019



Moorabool Shire Council

Action & Task Progress Report

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
4.1.1.2 Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality. (2017-2021) - Year 3 Progress	Tania Barry - Coordinator Community Recreation and Development	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN

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

ACTION PROGRESS COMMENTS

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.

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.


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.

In March 2019, the Council allocated \$2,700 to one Arts and cultural project via its community grants program: "Framing your art for exhibition"

In the 2019/2020 budget, council approved the appointment of an Arts and Culture Officer. The PD has been developed for this.

Last Updated - 30/10/2019

STRATEGY: 4.1.3 Recreation and Leisure Strategy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
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	15%	25%	 YELLOW

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.


Last Updated - 30/10/2019



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 4.1.6 Youth Strategy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
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	Sharon McArthur - Manager Child, Youth & Family	In Progress	1/07/2019	30/06/2020	25%	25%	 GREEN
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 - 03/10/2019

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
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	Sharon McArthur - Manager Child, Youth & Family	In Progress	20/09/2019	30/06/2020	10%	10%	 GREEN
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 engagement plans for the project. An initial meeting and forming of a Project Control Group will occur in later October.


Last Updated - 03/10/2019



Moorabool Shire Council

Action & Task Progress Report

STRATEGY: 4.4.1 Community Development and Volunteer Strategies

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
4.4.1.1 Develop and deliver a community group capacity building and sustainability program	Tania Barry - Coordinator Community Recreation and Development	In Progress	1/07/2019	30/06/2020	35%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Recreation and Development	Recurrent						

ACTION PROGRESS COMMENTS

Council has allocated funding to undertake the Community Capacity Building Project in the 2019/20 financial year. Project scoping has commenced. The focus will be on improving the capacity of Councils section 86 Committee's through the development of a Committee Resource Manual. Following completion of the manual and report to Council, a series of information workshops will be held with Committees. The manual will be completed by Governance and the information workshops will be conducted by CRD. There will also be a Community Leadership program implemented in the first part of 2020.
Last Updated - 09/10/2019




Moorabool Shire Council

Action & Task Progress Report

Customer Care and Advocacy

Customer Care and Advocacy General Managers Office

STRATEGY: 1.13.6 Risk and OHS Management

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.13.6.1 Develop an OHS Strategy	Yvonne Hansen - Manager Governance and Risk	Completed	1/07/2017	31/10/2019	100%	90%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Governance, Risk and Corporate Planning	Recurrent				

ACTION PROGRESS COMMENTS

A draft Occupational Health and Safety Strategy has been developed and will be presented to the Executive Team for adoption in October 2019.

Last Updated - 29/10/2019

STRATEGY: 1.17.2 ICT

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.2.3 Implement Phase 3 (GIS replacement) of the Digital Strategy - Year 3 Progress	Lalitha Koya - Manager ICT	Completed	1/07/2019	30/06/2020	100%	25%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
ICT	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: 1.17.3 Service Reviews

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% On Target
1.17.3.9 Align finance system with service plans, system views and ESC requirements	Steven Ivelja - Chief Financial Officer	Completed	26/08/2019	30/06/2020	100%	25%	 GREEN

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



15 COMMUNITY ASSETS & INFRASTRUCTURE REPORTS

15.1 CAPITAL IMPROVEMENT QUARTERLY REPORT - SEPTEMBER 2019

Author: Ewen Nevett, Manager Engineering Services

Authoriser: Phil Jeffrey, General Manager Community Assets & Infrastructure

Attachments: 1. 2019-20 CIP Quarterly Report Sept 2019

PURPOSE

To provide Council with an overview of the progress of Council's 2019/2020 Capital Improvement Program to 30 September 2019

EXECUTIVE SUMMARY

- The delivery of the 2019-2020 Capital Improvement Program is on schedule with 43% of the CIP Projects either commenced or due to be awarded.

RECOMMENDATION

That Council resolves to receive the Capital Improvement Program quarterly report to 30 September 2019.

BACKGROUND

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

PROPOSAL

This quarterly report provides Council with an overview of the progress of Council's 2018/2019 Capital Improvement Program to 30 September 2018.

Implementation of the 2019/2020 Capital Improvement Program

The 2019/2020 Capital Improvement Program currently consists of 62 projects. This number may be adjusted throughout the year as other projects become active.

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

- Projects carried forward from 2018/2019 program
- 2019/2020 Council budgeted projects
- Grant funded projects

Also, for simplicity sake the reseal, final seal, gravel road resheet and shoulder resheet programs have been listed as 4 projects in total rather than listing each individual road under each respective program.

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status.

The table below summarises the overall program status as at 30 September 2019:

CIP Program Delivery Stage	Actual as of 30 September 2019	
	No. of Projects	%
Not Commenced (inactive/on hold)	0	-
Not Commenced	13	21.0
Documentation/Design Preparation	23	37.1
Tender/Quote Stage	11	17.8
Project Awarded – Waiting Commencement	3	4.8
In Progress/Under Construction	10	16.1
Complete	2	3.2
TOTAL	62	100.0

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

Program Status

At this stage of the financial year the program is on schedule. 42% of the projects are either complete, underway or soon to be awarded, with a further 37% at document preparation stage.

Of the 13 projects not yet commenced, 11 projects relate to the Gravel Road Resheet and Shoulder Resheet programs. The Gravel Road Resheet commenced mid-September 2019 with Paces Lane and will continue sequentially through to late February 2020. The Shoulder Resheet Program will commence in late November 2019 and continue sequentially through to early February 2020.

COUNCIL PLAN

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Our Assets and Infrastructure

The proposal is consistent with the Council Plan 2017 – 2021.

FINANCIAL IMPLICATIONS

Reporting of the Capital Improvement Program has been resourced as part of Council's budget; accordingly, there are no additional financial implications. At this point in time, the program is within budget parameters.

RISK & OCCUPATIONAL HEALTH & SAFETY ISSUES

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

COMMUNICATIONS & CONSULTATION STRATEGY

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

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

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

VICTORIAN CHARTER OF HUMAN RIGHTS & RESPONSIBILITIES ACT 2006

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

OFFICER'S DECLARATION OF CONFLICT OF INTERESTS

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Phil Jeffrey

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

Author – Ewen Nevett

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

CONCLUSION

This report provides a summary of the progress of the Capital Improvement Program for the first quarter of the 2019/2020 period for the information of Councillors.

2019-2020 Capital Improvement Program

Project	Comments	Start	Finish	% Complete	Allocated Budget (\$)	Budget Status
GROUP 1 - ROADS AND TRANSPORT						
Sealed Roads Program						
Griffith Street/McCormacks Road - Roundabout Construction	Project is complete	1/07/2019	12/09/2019	100%	1,483,323	
Werribee Vale Road, Maddingley - Road Rehabilitation Construction	Tenders closed 30 September 2019 with 1 submission received	2/12/2019	13/03/2020	0%	1,314,625	
Ballan-Greendale Road & Blackwood Street, Ballan - Road Rehabilitation Construction	Tender evaluation is currently underway with commencement anticipated for November 2019	11/11/2019	20/12/2019	0%	650,000	
Ballan-Meredith Road, Morrisons - Pavement Widening Construction	Document preparation is currently underway with project commencement scheduled for January 2019.	6/01/2020	7/02/2020	0%	150,000	
Butter Factory Road, Wallace - Pavement Widening Construction	Document preparation is currently underway with project commencement scheduled for January 2019.	6/01/2020	7/02/2020	0%	180,000	
Old Melbourne Road & Dunnstown-Yendon Road, - Road Rehabilitation Construction of Old Melbourne Road Construction of Dunnstown-Yendon Road	Tender evaluation is currently underway with commencement anticipated for late October 2019	28/10/2019 28/10/2019	31/01/2020 31/01/2020	0%	2,303,094	
Station Street & Fiken Street, Maddingley - Asphalt Overlay Construction	Document preparation is currently underway with project commencement scheduled for March 2019	23/03/2020	3/04/2020	0%	151,000	
Clarkes Road, Glen Park - Road Rehabilitation	Project was suspended over winter with all work complete other than the seal which is now planned for November 2019 after the surface has been re-prepared.	1/07/2019	22/11/2019	90%	100,000	
Woolpack Road, Bacchus Marsh - Pavement Rehabilitation and Bridge Strengthening Construction	Tender evaluation is currently underway with 4 submissions received.	4/11/2019	20/12/2019	0%	505,537	
Werribee Vale Road, Maddingley - Road Rehabilitation Construction	Project has been awarded to Bitumil and works are well progressed	2/09/2019	30/10/2019	70%	807,500	
Gillespies Lane, Ballan - Pre Planning	Document preparation is currently underway	2/07/2019	27/03/2020	9%	25,000	
Glenmore Road, Mt Wallace - Pre Planning	Document preparation is currently underway	2/07/2019	27/03/2020	9%	20,000	
Longhills Road, Mt Wallace - Pre Planning	Document preparation is currently underway	2/07/2019	27/03/2020	9%	25,000	
Old Melbourne Road, Bungaree - Pre Planning	Document preparation is currently underway	2/07/2019	27/03/2020	9%	25,000	
Yendon-Egerton Road, Mt Egerton - Pre Planning	Document preparation is currently underway	2/07/2019	27/03/2020	9%	25,000	
Yendon-Lal Lal Road, Lal Lal - Pre Planning	Document preparation is currently underway	2/07/2019	27/03/2020	9%	20,000	
Reseal Program						
Resealing Works	Project has been awarded to VSA Group Pty Ltd, with commencement anticipated for mid October 2019	3/10/2019	31/10/2019	0%	1,250,160	
Final Seals & Remaining Reseal Works	Project has been awarded to VSA Group Pty Ltd, with commencement anticipated for March 2020	12/03/2020	1/04/2020	0%		
Haddon Drive, Ballan - Road Rehabilitation Construction	This project has recently gone out to tender and is currently being evaluated	21/10/2019	13/12/2019	0%	642,905	
Harris Road, Millbrook - Intersection Upgrade Construction	Document preparation is currently underway with project commencement scheduled for February 2020	17/02/2020	13/03/2020	0%	25,000	
LATM Study Construction	Document preparation is currently underway with project commencement scheduled for February 2019	17/02/2020	27/03/2020	0%	90,000	
Local Roads - Unsealed						
Gravel Road Resheet Program	Projects will be carried out by the Operations Department with completion anticipated in April 2020. The program consists of 7 roads covering 6km of the sealed road network.				807,400	
Paces Lane, Rowsley	Works have commenced	9/09/2019	18/10/2019	15%		
Masons Lane Reserve Entrance, Bacchus Marsh	Not commenced	21/10/2019	30/10/2019	0%		
Antimony Mine Road, Coimadai	Not commenced	31/10/2019	20/11/2019	0%		
Gladstone Street, Gordon	Not commenced	7/10/2019	11/10/2019	0%		
Tennyson Street East	Not commenced	14/10/2019	18/10/2019	0%		
Stanley Street, Gordon	Not commenced	21/10/2019	1/11/2019	0%		
Gillespies Lane, Ballan	Not commenced	3/02/2020	20/02/2020	0%		
Shoulder Resheeting						
Shoulder Resheet Program	Projects will be carried out by the Operations Department with completion anticipated in March 2020. The program consists of 5 roads covering 6.55km of the unsealed road network.				445,200	
Barkstead Road, Bungaree	Not commenced	4/11/2019	17/12/2019	0%	111,200	

2019-2020 Capital Improvement Program

Project	Comments	Start	Finish	% Complete	Allocated Budget (\$)	Budget Status	
Ralstons Road, Footilla	Not commenced	13/01/2020	3/02/2020	0%	14,000	●	
Spargo Creek Road, Springbank	Not commenced	21/11/2019	20/12/2019	0%	144,000	●	
Springbank Road, West Moorabool Ch800-Ch1600	Not commenced	13/01/2020	24/01/2020	0%	18,000	●	
Springbank Road, West Moorabool Ch1900-Ch2300	Not commenced	27/01/2020	31/01/2020	0%	14,000	●	
Pathways Program							
DDA Upgrade Program Construction	Document preparation is currently underway with project commencement scheduled for March 2020	9/03/2020	27/03/2020	0%	20,000	●	
Footpath Design - (Links Road, Underbank Blvd & Wistick Street)	Design services are currently being sourced with a successful consultant expected to be confirmed in late October 2019	26/08/2019	31/01/2020	2%	35,000	●	
Albert Street, Darley Construction	Tender evaluation is currently underway with commencement anticipated for November 2019.	18/11/2019	20/12/2019	0%	80,000	●	
Gisborne Road, Darley Construction	Document preparation is currently underway with project commencement scheduled for February 2019.	10/02/2020	13/03/2020	0%	39,240	●	
Grant Street, Bacchus Marsh Construction	Tender evaluation is currently underway with commencement anticipated for November 2019.	18/11/2019	20/12/2019	0%	105,000	●	
Inglis Street Stage 3 Construction	Project was awarded to Evergreen Civil Pty Ltd and is currently under construction and scheduled for completion in November 2019	2/07/2019	29/11/2019	50%	796,499	●	
Kerb & Channel Program							
Duncan Street, Ballan - Kerb & Channel Replacement Construction	Project has been awarded to Rustel Pty Ltd and scheduled to commencement in January 2020.	6/01/2020	7/02/2020	0%	250,000	●	
Grey Street, Darley - Streetscape Improvement Works Construction	Document preparation is currently underway with project commencement anticipated for January 2020	6/01/2019	7/02/2019	0%	320,000	●	
Main Street, Gordon - Kerb & Channel Replacement Construction	Project was awarded to Butlers Excavation Pty Ltd and is currently under construction and scheduled for completed in October 2019	1/01/2019	18/10/2019	98%	217,094	●	
Bridges & Major Culverts							
Ballan-Meredith Road, Morrisons - Bridge Deck Overlay Construction	Tender evaluation is currently underway with 7 submissions received.	11/11/2019	10/01/2020	0%	666,035	●	
GROUP 3 - Buildings & Structures							
Community Land							
Sports Oval Lighting Upgrade - Ballan, Gordon, Wallace, Bungaree and Dunnstown Recreation Reserves Construction	Tender evaluation is currently underway with 6 submissions received.				1,608,000	●	
		Gordon	21/10/2019	27/03/2020	0%		
		Wallace	21/10/2019	27/03/2020	0%		
		Bungaree	21/10/2019	27/03/2020	0%		
		Dunnstown	21/10/2019	27/03/2020	0%		
Sports Oval Irrigation Design - Masons Lane Reserve & Wallace Rec Reserve	This project has recently gone out for quotation and is currently being evaluated.	7/10/2019	29/11/2019	0%	25,000	●	
Open Space Improvement Plan	Scope of works currently being developed	1/12/2019	20/02/2020	0%	75,000	●	
Splash Park Design - Ballan & Bacchus Marsh	Shortlisted of Tenderers, from EOJ process, recently invited to tender in combination with BM Indoor Recreation Facility	2/09/2019	8/05/2020	10%	100,000	●	
Beresford Crescent Reserve - Reserve Improvements Construction	Document preparation is currently underway with project commencement anticipated for March 2020	2/03/2020	20/03/2020	0%	150,000	●	
Lidget Street Reserve - Reserve Improvements Construction	Document preparation is currently underway with project commencement anticipated for February 2020	3/02/2020	20/03/2020	0%	205,000	●	
Bacchus Marsh Swimming Pool - Fence Reconstruction Construction	Procurement is currently underway with project to be completed in November 2019	29/10/2019	22/11/2019	0%	60,000	●	
Bacchus Marsh Tennis Club - Tennis Court Reconstruction Construction	Project has been awarded to Turf One Pty Ltd, and is currently under construction with works scheduled for completion in October 2019. Expected over expenditure of 36% is due to the contract being awarded over and above the initial budget.	1/07/2019	4/10/2019	95%	390,599	●	
Bacchus Marsh Racecourse Reserve	Project encompasses multiple components with	1/07/2019	30/06/2020	25%	5,315,378	●	

2019-2020 Capital Improvement Program

Project	Comments	Start	Finish	% Complete	Allocated Budget (\$)	Budget Status
	some elements completed in 2018-19. Active works include internal roads, civil works and utilities with Equestrian and Sports Pavilions tenders currently being evaluated. Remaining elements in documentation phase					
Community Buildings						
Bacchus Marsh Indoor Recreation Facility	Shortlisted of Tenderers, from EOJ process, recently invited to tender in combination with Ballan and BM Splash Park Projects	2/09/2019	8/05/2020	10%	550,000	
Masons Lane Western Pavilion - Pavilion Refurbishment <i>Construction</i>	Document preparation is currently underway with project commencement scheduled for March 2020.	6/04/2020	29/05/2020	0%	350,000	
Solar Panels & LED Lighting - Council Offices <i>Construction</i>	This project has recently gone out for Tender and is currently being evaluated. 10 submissions were received	28/10/2019	6/12/2019	0%	237,242	
Elaine Recreation Reserve - Toilet Upgrade <i>Construction</i>	Document preparation complete with procurement to commence in October 2019.	13/01/2020	28/02/2020	0%	150,000	
Non Council Land and Buildings						
Ballan Recreation Reserve - Pavilion Design	Document preparation is currently underway	19/08/2019	17/07/2020	6%	300,000	
Gordon Recreation Reserve - Netball Court Construction & Changeroom Facilities <i>Construction</i>	Changeroom works pending issue of building permit	1/07/2019	11/12/2019	90%	360,000	
Darley Park - Reserve Masterplan & Pavilion Design	Document preparation is currently underway	19/08/2019	17/07/2020	6%	75,000	
Darley Park - Oval Lighting Upgrade <i>Construction</i>	Project was awarded to De Araugo & Lea Communications Pty Ltd and is scheduled for completed in November 2019	29/07/2019	8/11/2019	80%	300,667	
Ballan Recreation Reserve - Netball/Tennis Court Reconstruction <i>Construction</i>	This project is being constructed by Elite Roads Pty Ltd. All construction works have been completed with the acrylic surfacing the final outstanding item. The acrylic surfacing requires higher temperatures to be installed which will be undertaken in November 2019. The construction works were finalised in preparation for the Netball season.	7/10/2019	29/11/2019	95%	125,000	
Corporate Buildings						
Ballan Depot - Design & Preliminary Site Works	This project has recently gone out for quotation and is currently being evaluated.	1/07/2019	21/02/2020	21%	628,153	
Lerdergerg Library, Bacchus Marsh - Airconditioner Replacement	Project is complete	9/09/2019	30/09/2019	100%	76,000	

16 OTHER REPORTS

16.1 ASSEMBLY OF COUNCILLORS

Author: Renee Hodgson, Governance Officer

Authoriser: Derek Madden, Chief Executive Officer

Attachments:

1. **Assembly of Councillors - Ballan Strategic Directions Panel Outcome**
2. **Assembly of Councillors - Recycling Services Update**
3. **Assembly of Councillors - Maddingley Planning Study**
4. **Assembly of Councillors - Review into Victoria's Rating System**
5. **Assembly of Councillors - Emergency Management Update**
6. **Assembly of Councillors - Review of the DAC Agenda**

BACKGROUND

Section 76(AA) of the *Local Government Act 1989* defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Meeting of Council, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

RECOMMENDATION

That Council receive the record of Assemblies of Councillors, as follows:

- **Assembly of Councillors – Wednesday 2 October 2019 – Ballan Strategic Directions Panel Outcome**
- **Assembly of Councillors – Wednesday 2 October 2019 – Recycling Services Update**
- **Assembly of Councillors – Wednesday 2 October 2019 - Confidential**
- **Assembly of Councillors – Wednesday 2 October 2019 – Maddingley Planning Study**
- **Assembly of Councillors – Wednesday 16 October 2019 – Review into Victoria's Rating System**
- **Assembly of Councillors – Wednesday 16 October 2019 – Emergency Management Update**
- **Assembly of Councillors – Wednesday 16 October 2019 – Review of the DAC Agenda**

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable:

- a) reported to the next ordinary meeting of the Council; and

b) incorporated in the minutes of that council meeting. (s. 80A(2))

A record of an Assembly of Councillors is provided below for consideration:

- Assembly of Councillors – Wednesday 1 October 2019 – Ballan Strategic Directions Panel Outcome
- Assembly of Councillors – Wednesday 1 October 2019 – Recycling Services Update
- Assembly of Councillors – Wednesday 1 October 2019 - Confidential
- Assembly of Councillors – Wednesday 1 October 2019 – Maddingley Planning Study
- Assembly of Councillors – Wednesday 16 October 2019 – Review into Victoria’s Rating System
- Assembly of Councillors – Wednesday 16 October 2019 – Emergency Management Update
- Assembly of Councillors – Wednesday 16 October 2019 – Review of the DAC Agenda



Assembly of Councillors

Date:	Wednesday 1 October, 2019
Venue:	Council Chambers, Ballan
Councillors:	Cr. Tatchell (Mayor) Cr. Bingham Cr. Dudzik Cr. Edwards Cr. Keogh Cr. Sullivan - Conflict
Officers:	Derek Madden; Phil Jeffrey; Henry Bezuidenhout; Sally Jones; John Miller
Apologies:	

1. **Assembly opened at:** 4.20

2. **Disclosure of Conflict of Interests - Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. **Item Notes:**

Ballan Strategic Directions Panel Outcome

Assembly closed at: 6.45

Signed:

Derek Madden
Chief Executive Officer

Date: 01.10.19



Assembly of Councillors

Date:	Wednesday 1 October, 2019
Venue:	Council Chambers, Ballan
Councillors:	Cr. Tatchell (Mayor) Cr. Bingham Cr. Dudzik Cr. Edwards Cr. Keogh Cr. Sullivan
Officers:	Derek Madden; Phil Jeffrey; Henry Bezuidenhout; Sally Jones; John Miller
Apologies:	

1. **Assembly opened at:** 2:15

2. **Disclosure of Conflict of Interests - Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. **Item Notes:**

Recycling Services Update

Assembly closed at: 2:52

Signed:

Derek Madden
Chief Executive Officer

Date: 01.10.19



Assembly of Councillors

Date:	Wednesday 1 October, 2019
Venue:	Council Chambers, Ballan
Councillors:	Cr. Tatchell (Mayor) Cr. Bingham Cr. Dudzik Cr. Edwards Cr. Keogh Cr. Sullivan
Officers:	Derek Madden; Phil Jeffrey; Henry Bezuidenhout; Sally Jones; John Miller
Apologies:	

1. **Assembly opened at:** 3:50

2. **Disclosure of Conflict of Interests - Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. **Item Notes:**

Maddingley Planning Study

Assembly closed at: 4:10

Signed:

Derek Madden
Chief Executive Officer

Date: 01.10.19



Assembly of Councillors

Date: Wednesday 16 October, 2019

Venue: Council Chambers, Ballan

Councillors: Cr. Tatchell (Mayor) ✓
 Cr. Bingham
 Cr. Dudzik ✓
 Cr. Edwards
 Cr. Keogh 2.06pm
 Cr. Sullivan ✓

Officers: 2.03pm ✓ Derek Madden; Phil Jeffrey; Henry Bezuidenhout; Sally Jones; John Miller-
 Steve Ivelja, Jacinta Erdody ✓
 Cherie Graham ✓

- 1. Assembly opened at: 1.53pm
- 2. Disclosure of Conflict of Interests - Nil

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. Item Notes:

Review into Victoria's Rating System

Assembly closed at: 2.33pm

Signed:

.....
 Derek Madden
 Chief Executive Officer

Date: 16.10.19

Handwritten signature
 MANAGER GOVERNANCE
 RISK, CORPORATE PLANNING



Assembly of Councillors

Date:	Wednesday 16 October, 2019
Venue:	Council Chambers, Ballan
Councillors:	Cr. Tatchell (Mayor) ✓ Cr. Bingham Cr. Dudzik ✓ Cr. Edwards Cr. Keogh ✓ Cr. Sullivan ✓
Officers:	Derek Madden; Phil Jeffrey; Henry Bezuidenhout; Sally Jones; John Miller
Apologies:	

1. **Assembly opened at:** 2.36

2. **Disclosure of Conflict of Interests - Nil**

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. **Item Notes:**

Emergency Management Update

Assembly closed at: 2.58

Signed:

Derek Madden
 Chief Executive Officer

Date: 16.10.19



Assembly of Councillors

Date:	Wednesday 16 October, 2019
Venue:	Council Chambers, Ballan
Councillors:	Cr. Tatchell (Mayor) ✓ Cr. Bingham ✓ Cr. Dudzik ✓ Cr. Edwards ✓ Cr. Keogh ✓ Cr. Sullivan ✓
Officers:	Derek Madden; Phil Jeffrey; Henry Bezuidenhout; Sally Jones; John Miller
Apologies:	

1. Assembly opened at: 3.00

2. Disclosure of Conflict of Interests - Nil

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

3. Item Notes:

Review of the DAC Agenda

Assembly closed at: 3.15

Signed:

Derek Madden
Chief Executive Officer

Date: 16.10.19

17 NOTICES OF MOTION

Nil

18 NOTICES OF RESCISSION

Nil

19 MAYOR'S REPORT

19.1 MAYOR'S REPORT

Author: Dianne Elshaug, Co-ordinator CEOs Office

Authoriser: Derek Madden, Chief Executive Officer

Attachments: Nil

PURPOSE

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

That Council resolves to receive the Mayor's Report.

20 COUNCILLORS' REPORTS**21 URGENT BUSINESS****22 CLOSED SESSION OF THE MEETING TO THE PUBLIC****RECOMMENDATION**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss the following matters:

22.1 BACCHUS MARSH STRAWBERRIES AND CHERRIES WEEKEND EVALUATION

Council is satisfied that, pursuant to Section 89(2) of the Local Government Act 1989, the information to be received, discussed or considered in relation to this agenda item would prejudice the Council or any person.

22.2 RECEIVAL OF RECYCLING MATERIALS

Council is satisfied that, pursuant to Section 89(2) of the *Local Government Act 1989*, the information to be received, discussed or considered in relation to this agenda item is a contractual matter.

23 MEETING CLOSURE