



# **ATTACHMENTS**

**Ordinary Council Meeting  
Under Separate Cover  
Wednesday, 2 April 2025**





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19/03/2025

**Re: Request for immediate changes to road conditions on Yankee Flat Road**

**To whom it may concern,**

I am writing to urgently bring to your attention a critical safety issue along Yankee Flat Road, stretching from Ramage Road through to Yendon No 1 Road. This stretch of road is a significant hazard, not only for residents but also for local wildlife.

Local residents and I present you with the attached petition, urging immediate action from the council to address this pressing issue. Also attached is traffic radar data captured over a four-day period, and data on koala road strikes on Yankee Flat Road over the past four years.

We propose the following changes to improve safety:

1. **Permanent reduction of the speed limit** from 80 km/h to 60 km/h along Yankee Flat Road, from Ramage Road to Mount Buninyong Road.
2. **Permanent reduction of the speed limit** from 100km/h to 80km/h along Yankee Flat Road from Navigators Road to Ramage Road.
3. **Collaboration with Victoria Police** to install a permanent speed camera to enforce the reduced speed limit (Between Ramage Road and Buninyong Road).

**Safety for residents**

Residents strongly believe that without speed reductions and effective enforcement such as speed cameras, these dangerous driving patterns will persist, jeopardizing both human lives and local wildlife.

Yankee Flat Road is heavily used as a bypass road by drivers avoiding the slower speed limits through Ballarat to get to Fed Uni and Geelong. Traffic is heavy at several times of day and the road is notorious for some reckless drivers, speeding at in excess of 100km/hr through an 80km/hr zone and for tailgating drivers attempting to drive the speed limit. When residents slow to enter their driveways, they are regularly tailgated by speeding drivers and fear for their safety when entering and exiting their driveway as cars speed around blind corners.

Despite having an 80 km/h speed limit through the densely vegetated area, vehicles coming from the 100 km/h zone further up the road continue to travel at high speeds, compounding the risks.

Consequently, there have been a number of serious car accidents along this road and there are destined to be more until drastic road changes are made.

Over the years, more homes have been built along Yankee Flat Road and in the surrounding area, resulting in further increases in traffic and more residents at risk of collisions on this road.

Yankee Flat Road resident Geoffrey Keith McElroy, a retired senior lecturer and researcher in biomechanics, took it upon himself to monitor traffic speeds at a known koala hot spot, using a Stalker Pro Radar gun. Between March 13th and 16th, 2025, he conducted 11 separate speed sessions, each lasting 20 minutes, with the radar gun calibrated before each use. **The attached data sheet summarizes the findings, revealing a troubling pattern: over 50% of vehicles were**

exceeding the speed limit. Most concerning is that on Saturday night, 41% of drivers were speeding at over 85 kph during dusk—a time when animals are more likely to cross the road.

### Koala deaths

Yankee Flat Road, between Ramage Road and Yendon No 1 Road is one of the most notorious collision hotspots for koalas in Ballarat, contributing to many deaths and the decline of an already at-risk population. This section of densely vegetated road is a wildlife corridor used by Koalas, Echidnas, Kangaroos and Wallabies, all of which have tragically died while crossing the road. Several residents have recounted stories of risking their own safety to stop cars from hitting koalas as they attempt to cross Yankee Flat Road. It is a known wildlife corridor that connects Union Jack Reserve with bushland on the east side of the Road. Residents value the local wildlife, and many are deeply concerned about the steep decline in koala sightings over the years.

As a local wildlife rescuer and carer, I have been called to half a dozen koala rescues along Yankee Flat Road, and in most cases, the koalas have died or have been euthanised due to extensive injuries. I have collected four years of data on koala road deaths in both Ballarat and the Moorabool Shire region. This data does not represent the full extent of the problem as many wildlife deaths are not reported.

The City of Ballarat is aware of the koala population decline and has erected koala road signs along Yankee Flat Road and Gear Avenue but sadly the death toll continues. Soon after the signs were erected a young female koala was hit and killed less than 100 meters from one such sign. The current speed limits, speeding vehicles and poor visibility have all contributed to these deaths. We cannot afford to continue losing koalas in this area when so few remain. Without immediate intervention, we risk the extinction of these iconic animals from this area within a matter of years.

To see the data on koala road strikes along Yankee Flat Road for the past four years, [click here and zoom in](#).

Local MP Michaela Settle is aware of the issues and has shown her support by contacting Moorabool Shire Council on our behalf. Cr John Keogh, Cr Venditti-Taylor, Cr Ward, Cr Freeman, and Mayor Tatchell have all expressed their support for our request to have these changes implemented immediately for the safety of koalas and residents.

Thank you for your time and consideration. Please find our petition and relevant data attached. If you have any questions or concerns, please contact me on the number below. We look forward to your support in making Yankee Flat Road safer for both residents and wildlife.

Sincerely,



Jess Robertson (wildlife rescuer/carer)

President, Koala Alliance Inc

0409 211 194

**Petition to change the speed limit on Yankee Flat Road from 100km/h to 80km/h from Navigators Rd to Ramage Road, and from 80 km/h to 60 km/h, from Ramage Road to Mount Buninyong Rd.**

**And install permanent speed cameras along Yankee Flat Road from Ramage Rd to Mount Buninyong Rd, to monitor speeding.**

**This petition will be lodged with Moorabool Shire Council 19/03/25**

Local Mount Helen and Buninyong residents and local wildlife rescuers draw to the attention of Moorabool Shire Council the urgent issue of wildlife casualties and human safety concerns along Yankee Flat Road, Mount Helen, in Ballarat. This road has become notorious as a hotspot for wildlife collisions, specifically involving koalas, but also wallabies, kangaroos, and echidnas. The road runs through a known wildlife corridor and is a common route used by motorists seeking to avoid other roads in the Ballarat region to get to Federation University and Geelong, exacerbating the risks to both wildlife and human life.

**Key Points of Concern:**

1. **Koala Road Strikes:** Local data, collected by a Ballarat wildlife carer, indicates that Yankee Flat Road is consistently the worst location for koala road strikes in the Ballarat district. The frequency of these fatalities is a grave concern, as the already endangered local koala population is at significant risk of local extinction if this issue is not addressed.
2. **Other Wildlife Casualties:** In addition to koalas, other species such as wallabies, kangaroos, and echidnas are frequently killed by vehicles along this stretch of road.
3. **Human Safety Hazards:** The combination of speeding, poor visibility, and reckless driving on this road has led to numerous near-miss incidents and several human collisions. The high speeds and dangerous driving conditions create an imminent risk of fatal accidents, making the safety of both residents and visitors a priority.
4. **Road Conditions:** Yankee Flat Road passes through dense bushland and has no street lighting, which significantly reduces visibility, particularly at night. Despite having an 80 km/h speed limit, vehicles coming from the 100 km/h zone further up the road continue to travel at high speeds, compounding the risks.
5. **Public Concerns:** Local residents have expressed their concern about the safety of this road, with many describing how they are often tailgated by speeding vehicles, creating a sense of fear when driving or entering and exiting their driveways.

**The petitioners therefore request that Moorabool Shire Council reduce the speed limit on Yankee Flat Road to 80km/hr between Navigators Road to Ramage Road and reduce it to 60km/hr from Ramage Road to Mount Buninyong Road. We also recommend that Victoria Police be contacted to install permanent speed cameras between Ramage Road and Mount Buninyong Road to monitor and deter speeding, thus protecting both wildlife and the residents of the area. Without some level of enforcement, drivers will continue speed along this road.**



**Petition to change the speed limit on Yankee Flat Road from 100km/h to 80km/h from Navigators Rd to Ramage Road, and from 80 km/h to 60 km/h, from Ramage Road to Mount Buninyong Rd.**

**And install permanent speed cameras along Yankee Flat Road from Ramage Rd to Mount Buninyong Rd, to monitor speeding.**

**This petition will be lodged with Moorabool Shire Council 19/03/25**

<b>Name</b>	<b>Address</b>	<b>Signature</b>
Jennifer Blitvich	486 Yankee Flat Road Mount Helen Vic 3350	JennyBlitvich486@gmail.com
Geoffrey KEITH McElroy	486 Yankee Flat Road Mount Helen Vic 3350	JennyBlitvich486@gmail.com
Charlie Weir	5 Scarffs Road, Buninyong	Chuxstr@gmail.com
Nicole Afford	14 Scarffs Road North, Buninyong	<a href="mailto:pnafford@gmail.com">pnafford@gmail.com</a>
Peter Afford	14 Scarffs Road, North, Buninyong	pnafford@gmail.com
Anthony Cross	459 Yankee Flat Road. Buninyong, Vic. 3357	tc.tonycross@gmail.com
Arianne Cross	459 Yankee Flat Road, Buninyong, Vic. 3357	tc.tonycross@gmail.com
Joshua Boon	119A Fiskin Rd Mount Helen, VIC 3350	
Millie Williams	119A Fiskin Rd Mount Helen, VIC 3350	
Emma Manton	24 Ramage Road, Buninyong	emmamanton1@gmail.com
Geoff Manton	24 Ramage Road, Buninyong	emmamanton1@gmail.com
Jenny Burton	2026 Geelong Road, Mount Helen	Jeni.Burton@gh.org.au
Inez Addison	46 Gittings Lane, Buninyong	snezcat@gmail.com
Jess Robertson	Employee at Federation University 415 Lyons Street South, Ballarat Central	Jrobertson@federation.edu.au
Freya Manton	24 Range Road, Buninyong	emmamanton1@gmail.com
William Manton	24 Range Road Buninyong	emmamanton1@gmail.com

**Petition to change the speed limit on Yankee Flat Road from 100km/h to 80km/h from Navigators Rd to Ramage Road, and from 80 km/h to 60 km/h, from Ramage Road to Mount Buninyong Rd.**

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Casey Smith	12 Range Road Buninyong	caseyrethus@hotmail.com
Lucas Smith	12 Range Road, Buninyong	caseyrethus@hotmail.com
Sylvia Blitvich	9A Mackerel Court Sorrento WA 6020 Visitor who stays at 486 Yankee Flat Road and is aware of traffic issues	<a href="mailto:sylvandy@westnet.com.au">sylvandy@westnet.com.au</a>
Graeme Drysdale	124 Moss Ave, Mt Helen	gdrys@yahoo.co.uk
Lola Ibrhaim	1/12 Rowlands Street, Sebastopol 3356	ibrhaim@live.com.au
Ros Paxton	58 Blackberry Lane, Buninyong	rospaxton@hotmail.com
Denice Williams	119A Fiskin Road, Mt Helen, Vic 3350	da.williams2017@outlook.com
Chris Williams	119A Fiskin Road, Mt Helen, Vic 3350	da.williams2017@outlook.com
Michael Ward	584 Buninyong Mount Mercer Road Durham Lead Vic 3352 michaelwardsemail@gmail.com	michaelwardsemail@gmail.com
Jim Carolan	Employee at Federation University TBC	jcarolan@federation.edu.au
Fiona Carbury	Herriott street, Buninyong	fionacarbury@live.com
Sarah Lowe	2/302 Yuille Street, Buninyong	Sarahandschnappy@gmail.com
Bob Cadbury	Herriott street, Buninyong	fionacarbury@live.com
Loretta Murphy	209 Russell street, Buninyong	lorettamurphy66@gmail.com
Margaret Lowe	2/302 Yuille Street Buninyong	thelowes99@icloud.com

**Petition to change the speed limit on Yankee Flat Road from 100km/h to 80km/h from Navigators Rd to Ramage Road, and from 80 km/h to 60 km/h, from Ramage Road to Mount Buninyong Rd.**

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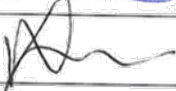
Sasha Peers	7 Mount Helen Drive, Mount Helen	sasha.peers1986@gmail.com
Jeremy Brook	102 Moss Avenue, Mount Helen	rvdrools@yahoo.com.au
Doreen Islam	65 Yendon No 1 Road, Buiningyong	Signature in attached file
Robert Drennan	65 Yendon No 1 Road, Buninyong	Signature in attached file
Chris Brown	85a Powell St Ocean Grove (formally employee of Federation Uni Ballarat)	chrisjbrown980@hotmail.com
Sarah Preston	267 Moray Street, South Melbourne.  Routinely use this road to travel to Fed Uni for work and I am often tail-gated or overtaken in dangerous situations.	<a href="mailto:Sj.preston@federation.edu.au">Sj.preston@federation.edu.au</a> 

**Petition to change the speed limit on Yankee Flat Road in Mount Helen, from 80 km/h to 60 km/h, from Greenhill Road to Yendon Road.**  
**And install permanent speed cameras along Yankee Flat Road to monitor speed and reduce speeding.**

**This petition will be lodged to both Moorabool Shire Council and Ballarat City Council**

Please make sure you include your name and address as well as signing the petition, otherwise the petition may not be accepted. In accordance with section 3.7.4 of Council’s Governance Rules, only the petitioners request and the number of signatories will be included in the agenda for the Council Meeting at which it will be considered.

Once signed, please email back to [jess.koalaalliance@gmail.com](mailto:jess.koalaalliance@gmail.com)

Name	Address	Signature
Inez Addlisch	46 Gittneys Ln. Buninyong	
NOREEN ISLAM	65 YENDON NO. 1 RD BUNINYONG	
ROBERT DRENNAN	65 YENDON NO. 1 Rd BUNINYONG	Robert Drennan.



**Petition to change the speed limit on Yankee Flat Road in Mount Helen, from 80 km/h to 60 km/h, from Greenhill Road to Yendon Road.**

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Once signed, please email back to [jess.koalaalliance@gmail.com](mailto:jess.koalaalliance@gmail.com)

Name	Address	Signature
FIONA CARBURY	HERRIOTT ST BUNINYONG	[Signature]
Bob, CARBURY	BUNINYONG	RJ Lesy
SANDY CARBURY	Buninyong	[Signature]

## Radar Speed Check

486 Yankee Flat Road, Mount Helen 3350  
(mid Koala & other wildlife crossing zone)  
(80 kph posted Speed Limit)

Eleven collection sessions, each of 20 mins duration

Total of 453 vehicles measured

SESSION	DATE, TIME, WEATHER	READINGS	≥ 85 No./%	≥ 90 No./%	≥ 95 No./%	≥ 100 No./%
1	Thurs 13/3/25 11-40 am - 12-00 noon Sun & dry	32	8 25%	6 19%	2 6%	0 —
2	Thurs 13/3/25 3-50 - 4-10 pm Sun & dry	69	23 33%	9 13%	3 4%	1 1%
3	Thurs 13/3/25 5-05 to 5-25 pm Sun & dry	67	14 21%	7 10%	2 3%	0 —
4	Thurs 13/3/25 7-48 to 8-08 pm Dusk & dry	27	8 30%	5 19%	1 4%	0 —
5	Thurs 13/3/25 9-05 to 9-25 pm Dusk & dry	15	4 27%	3 20%	2 13%	1 7%
6	Fri 14/3/25 10-55 to 11-15 am Sun & dry	36	13 36%	7 19%	2 6%	0 —
7	Fri 14/3/25 5-13 to 5-33 pm Sun & dry	56	17 30%	6 11%	2 4%	0 —
8	Fri 14/3/25 7-48 to 8-08 pm Dusk & dry	35	11 31%	6 17%	1 1%	0 —
9	Sat 15/3/25 12-10 to 12-30 pm Cloudy & dry	50	17 34%	8 16%	3 6%	2 4%
10	Sat 15/3/25 7-53 to 8-13 pm Dusk & dry	27	11 41%	7 26%	3 11%	2 7%
11	Sun 16/3/25 10-50 to 11-10 am Cloudy & WET	39	11 28%	3 8%	0 —	0 —
	TOTAL	453	137 30%	67 15%	21 5%	6 1.3%

Scariest session; Sat night @ dusk with 41% of vehicles exceeding 85 kph, (The riskiest animal crossing time).

Data collected by G. Keith McElroy, retired  
Biomechanics Senior Lecturer and Senior Research  
Associate, using Stalker Pro radar gun.



①

# Radar Speed Check

Location: 486 YANKEE FLAT RD  
MT HELEN 3350

≥ 90 kph	kph	Travel	Comment
	73.2	5 <sup>th</sup>	TH 13/3/25 11-40 - 12:00 am Noon
	76.1	S	DRY / SUNNY
*	94.6	N	(1)
	76.9	S	
0	89.4	S	
	71.8	N	
	61.9	N	
*	93.8	S	
	79.5	S	
	74.4	S	
	74.8	N	
	81.1	N	
	78.1	S	
	79.2	N	
	80.8	N	
	80.2	S	
	78.2	N	
	84.6	N	
0	87.3	N	
	70.9	N	
*	92.3	N	
*+	97.8	N	
*	90.0	S	
*+	97.6	N	
	81.4	S	horse float
	79.7	S	Truck

	73.0	N	
	79.8	N	Motorbike
	82.6	S	
	74.5	S	
	77.6	N	
	75.8	N	Truck
	77.2	S	13/03/25
	74.7	S	3-50 pm → 4-10 pm
0	87.3	S	DRY / SUNNY
	83.5	S	"(2)
	77.8	N	
	79.2	N	
	72.4	N	
	73.4	N	
0	86.5	N	
	69.3	N	
	76.8	S	
*	90.9	N	
0	86.1	S	
	79.5	N	
	77.9	N	
0	85.5	S	
	74.9	S	
	76.3	N	
	77.1	N	
*	92.8	N	
	74.8	S	

# Radar Speed Check

Location: Yankee Flat Rd, Mount Helen 3350

	kph	Travel	Comment
	82.1	S	"
	84.1	N	"
	81.7	S	"
	84.8	N	"
	76.3	S	"
**	100.0	N	"
	76.1	S	"
	81.1	N	"
0	86.7	N	"
	81.1	S	"
*	90.3	S	"
0	86.0	N	"
	80.1	N	"
	80.7	N	"
0	89.0	S	Trailer & ute
	76.5	S	"
	73.9	S	"
	84.9	S	Semi Trailer
*+	98.1	S	"
0	87.1	N	"
	74.1	N	"
	77.0	N	Caravan
*	93.0	S	"
*+	96.8	S	"
0	89.8	S	"
	84.1	N	"

	70.4	N	Semi Trailer
	80.7	S	Trailer
	77.6	S	"
*	90.5	N	"
	83.2	S	"
	75.6	S	"
	69.7	N	"
	75.7	N	"
	84.3	N	"
0	86.0	N	"
	77.1	S	"
	82.1	S	"
	75.5	N	"
	77.3	S	"
*	90.8	S	"
0	88.9	N	"
	73.1	N	"
	78.6	N	"
0	85.6	N	"
0	85.9	S	"
	74.2	N	"
0	86.0	N	Truck



# Radar Speed Check

Location: Yarabee Flat Rd Mount Helen 3350

	kph	Travel	Comment
	73.8	S	Semi 13/03/25 5-05pm -5-25pm DRY/SUNNY
	81.4	S	
	79.3	N	
	84.6	N	
	73.0	N	(3)
	83.3	N	
*	91.0	N	
	70.7	S	
	82.9	S	
	79.8	S	
	79.4	N	
	75.7	N	Truck
*	94.1	S	
	77.9	N	
	83.5	N	
	74.7	S	
	84.5	N	
	78.5	N	
	78.6	N	
	84.7	S	
	70.1	S	
	73.0	N	
	80.2	N	
	84.2	S	
	64.8	S	
	78.2	N	

	81.1	N	
	82.8	S	
	83.0	N	
	81.9	N	
	76.4	N	
*	42.2	S	
0	85.9	S	
*+	96.4	N	
	76.2	N	
*	90.4	N	
	65.1	S	
0	86.0	S	
	80.2	S	
	82.1	S	
0	86.2	S	
	84.9	N	
	79.3	S	
	80.1	N	
	76.7	S	
	78.6	S	
0	85.8	S	
	80.9	S	
0	88.3	S	
0	88.0	S	
	83.1	N	
	75.3	N	
	73.9	S	

# Radar Speed Check

(4)

Location: 486 Yankee Plut Rd, Mount Helen 3350

	kph	Travel	Comment
	78.2	S	Truck
*	92.1	N	
	84.0	S	
*	90.1	S	
	76.7	S	
	84.8	S	
	83.1	S	
	80.1	S	
	74.8	N	
	83.2	S	
0	89.8	S	
	77.0	N	
	77.2	S	
	79.7	N	
	79.5	N	13/3/25
	84.5	N	8-48 pm
	76.5	S	to 8-08 pm
	70.9	S	DRY (4)
	81.9	S	"
	82.7	N	"
	77.1	S	"
	77.3	S	"
0	89.2	S	"
	82.8	N	"
	81.3	S	"
	80.7	N	"

	79.5	N	"
	68.1	N	Trailer
	83.0	N	"
	78.4	N	"
*	90.4	S	"
*	91.7	S	"
*	93.2	S	"
	84.5	N	"
	76.1	S	"
*+	95.5	N	"
	84.2	S	"
	80.7	N	"
0	86.7	S	"
*	93.6	S	"
0	87.7	N	"
	13/3/25		
	9-05 pm		
	-9-25 pm		
	DRY,		(#5)
	DARK		
**	104.2	S	"
	80.7	N	"
	63.1	S	"
	80.6	S	"
	65.9	N	"
	70.2	S	"
*+	97.0	N	"
	82.5	N	"
	83.7	S	"



# Radar Speed Check

Location: <sup>486</sup> Yonker Flat Rd, Mount Helen 3350

	kph	Travel	Comment
	82.1	S	
*	94.0	S	
0	86.7	S	
	82.3	S	
	82.4	S	
	84.6	S	
	70.0	S	FRID 14/3/25
0	84.2	N	10-55 am to
	82.8	N	11-15 am
	79.6	S	SUNNY/DRY
0	88.9	N	(6)
	82.4	N	Trailer
	76.3	N	
*	91.9	N	
	83.0	N	
	77.5	S	
	83.8	S	
0	86.2	S	
	70.4	N	
	78.8	S	
	79.3	N	
	76.5	S	
*+	99.1	N	Big Truck!
	82.9	N	
	69.7	N	Truck
0	86.8	N	
	71.1	S	

*+	97.8	S	
	78.7	N	
	75.8	N	
	80.5	S	
*	90.5	S	
	84.9	S	
	60.8	S	
0	86.1	N	
	72.6	S	
*	90.8	S	
*	90.4	S	
*	90.3	N	
0	84.5	N	
	75.1	S	
	76.4	S	
	78.9	N	FRID 14/3/25
	79.7	N	5-13 pm to
	75.1	N	5-28 pm
	71.2	S	SUNNY/
	81.4	N	DRY
	71.8	S	(7)
	78.4	S	
	71.5	N	
	78.7	S	
	74.8	S	
0	88.7	S	
0	87.1	S	

# Radar Speed Check

Location: 486 Yambazee Flat Rd Mount Helen 3350

	kph	Travel	Comment
	78.2	N	
*	93.1	N	
*	94.1	S	
	79.9	S	
	81.9	N	trailer
	80.5	S	
	84.0	N	Semi-trailer
*+	97.9	N	
0	88.1	S	
	81.2	S	
	80.7	S	motorbike
	84.2	S	
	76.8	N	
	82.4	N	
	74.1	N	
	67.6	N	
	76.3	N	
	79.1	N	
	84.1	S	
0	87.8	S	
	75.7	N	
	84.3	N	
	78.8	S	
	83.3	S	
0	87.6	N	
	76.3	N	
	71.0	S	C/AN

	84.7	N	
	78.0	N	
0	87.1	N	
0	85.2	S	
0	85.5	S	
	80.4	N	
	80.1	N	
0	87.4	N	
0	86.2	N	
*	94.3	N	Big Truck
0	89.9	N	
	82.5	S	
	77.6	N	
*+	98.3	N	
	78.0	N	
	84.0	N	
<del>*</del>	<del>90.7</del>	<del>N</del>	
	77.2	S	FRID 14/3/25
	75.3	S	7-48 pm
	78.2	N	to 8-08 pm
0	85.4	N	DRY/DUSK
0	89.9	S	
	78.9	N	
	80.6	N	
	79.4	N	
	74.9	N	
	76.0	S	
0	87.8	S	



# Radar Speed Check

(1)

Location: ~~155~~ YANKEE FLAT RD MOUNT HELEN

	kph	Travel	Comment
	77.1	S	
0	85.9	S	
	72.6	S	
	78.3	N	
	75.3	S	
	68.1	N	
*	90.0	N	
	81.2	N	
	78.2	S	
	78.5	N	
*	92.4	N	
	83.4	S	
	74.5	S	
*	94.8	N	
0	85.3	S	
*	91.7	S	
*+	97.7	S	
0	85.3	S	
	75.3	S	
	78.3	S	
	77.5	N	
	80.5	S	
*	83.9	N	
<del>*</del>	<del>84.3</del>	<del>S</del>	<del>5/15/3/25</del>
*	92.9	N	12-10pm to 12-30pm
**	101.5	N	cloudy/dry
	73.8	N	

	82.1	N	
	81.4	N	
	82.8	N	
*+	75.2	S	
0	87.5	S	
	78.6	N	
	76.3	N	
0	86.0	N	
0	86.6	N	
*	91.8	S	
0	86.0	N	Trucks
	81.3	N	
	81.5	N	
	78.1	N	
0	88.8	S	
	77.4	N	
	78.7	S	
	82.4	N	
	79.6	N	
*	95.6	S	
	78.9	N	
	78.7	S	
	72.0	N	Trailer
*	97.7	N	
**	100.3		
0	88.2		Brick Truck
	77.1		Motor bike
	81.6		

# Radar Speed Check

Location: 486 YANKEE FLINT RD, MOUNT HELEN

	kph	Travel	Comment
	80.3	S	
	78.9	S	
	78.6	S	
	79.5	N	
	80.8	N	
	68.2	S	Car on trailer
	81.8	S	
	83.5	S	
	80.1	S	
	77.7	N	
	84.2	N	
	83.8	N	
	80.1	S	
*	93.4	S	
	76.3	N	
0	87.0	S	
0	85.5	N	
	83.8	N	
0	86.7	S	
0	86.1	N	Sat 15/3/25
	70.0	S	7-53 pm
	65.7	S	10-8-13 pm
	75.4	S	fine/dusk
	77.4	N	Truck (10)
XX	100.2	N	
0	87.4	S	
	83.6	S	

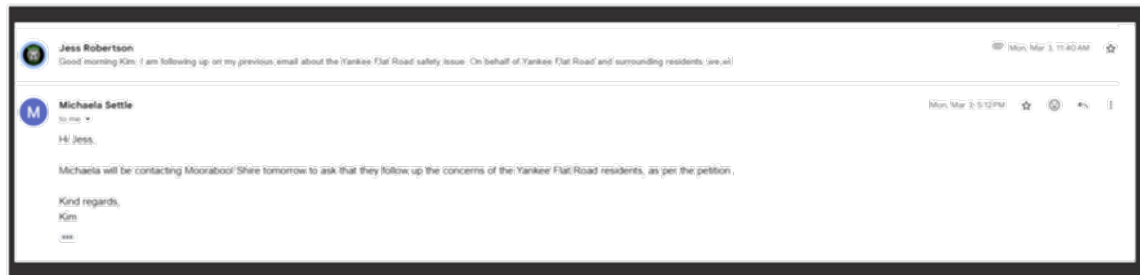
	79.0	S	
	81.1	S	
	78.4	S	
	48.0	S	
	79.9	N	
	82.7	N	
	74.5	S	
XX	101.5	S	
*	91.9	S	
	67.9	S	
	72.2	N	
	79.6	N	
*	90.8	S	
*+	95.7	N	
	77.8	S	Trailer
0	85.2	S	
*	90.2	S	
0	85.6	S	
*	90.6	N	
0	89.3	S	SUN 16/3/25
	79.3	N	10-50 am
	76.6	S	11-10 am
	82.8	N	WET/cloudy
	74.3	N	(11)
0	87.3	N	
	79.4	N	
*	80.6	S	
	76.8	S	



Location: 486 YANKEE PLAT RD, MOUNT HELEN 3350

	kph	Travel	Comment
	74.7	N	
	71.8	<del>S</del>	
0	85.3	S	
<del>*</del>	95.0	S	Ferrari!
	79.9	N	
0	86.0	S	
0	89.2	N	
	80.2	S	
	83.3	N	
	63.7	N	Trailer
	82.0	N	
	82.6	S	
	75.7	S	
	76.9	S	
	77.4	S	
0	85.8	S	
	84.0	N	
	78.3	N	
	69.6	N	
0	89.6	S	
	78.0	S	
0	86.0	N	
<del>*</del>	92.2	N	
	80.1	S	
	70.1	S	
	83.6	N	police!

[illegible]



# MINUTES



## Moorabool Health and Wellbeing Advisory Committee Meeting

Monday 9 December 2024 at 10.00am

In person – Darley Civic Hub Pavilion

**Meeting Objective:** To inform the preparation of the Public Health and Wellbeing Plan and support, advise and monitor the implementation of the Plan.

<b>Committee Chair</b>	
Manager Community Connections and Wellbeing Rhona Pedretti	
<b>In Attendance</b>	
Cr Moira Berry, Cr Sheila Freeman, Nichole Knight, Trinity Gathercole, Mark Sultana, Fatima El Samad, Rhona Pedretti, Radhika Krishnan	

Item No	Topic	Who	Time
1.	Welcome and introductions, Acknowledgement of Country  <ul style="list-style-type: none"> <li>Apologies Angela Clark, Dee Micevski, Kristie Seketa, Bec Carey-Grieve</li> </ul> Accept minutes of previous meeting – carried	Rhona	10am
2.	Partner updates.  Mark - working with Ballarat City Council on Neighbourhood Watch – potential to identify interest for Bacchus Marsh  Radhika- can assist with a strategic lens on our activities and data sets with localised data where possible  Trinity – Australian Drug Foundation funding for mural at Indie College has been received. Working with MSC Arts team and liaising with youth team. Artist and youth co-design- inclusivity, Health and Wellbeing, anti-vaping, anti-alcohol themed.	Rhona	10.05
3.	Nichole discussed the timeframes and process for next year’s planning towards the new Health and Wellbeing Plan. Survey will be circulated after the Ordinary Meeting of Council in February. Community consultations and stakeholder workshops to be held in February and March. Further details on specific consultations to be provided at the February meeting.  Partner data and evidence for health issues welcomed to help in the planning phases. Partners encouraged to share the survey with their colleagues and networks when available.	Nichole	10.15 am
4.	Action Planning for Year 4 of the current Plan.	All	10.25 am

Item No	Topic	Who	Time
5.	Next Meeting – Mondays to continue for the committee. Nichole to send out dates for February, May, August and December 2025 for calendars. New meeting venue for 2025-Darley Early Years Hub, Community Room.	Nichole	
6.	Meeting closed		12:00pm

# Action Sheet



Meeting Date	Topic and Action	Who	
9 December 2024	Nichole to update actions sheets and distribute to the committee.  Nichole to send out calendar invites for 2025 committee meetings	Nichole	
Meeting Date	Topic and Action	Who	Status - Open
5 August 2024	Nichole Knight to update actions sheets and distribute to the committee	Nichole	
Meeting Date	Topic and Action	Who	Status - Closed
6 May 2024	Nichole Knight to update actions sheets and distribute within 1 week to the committee.	Nichole	Completed
Meeting Date	Topic and Action	Who	Status - Closed
5 Feb 2024	Nichole Knight to update actions sheets and distribute within 1 week to the committee.	Nichole	Completed

Meeting: 31st October 2024 Lal Lal solders memorial Hall Committee of Management

**MEETING OPENED:** 1934hrs

**PRESENT:** Engels Leoncini, John Crick, Ann Crick, Daniel Stewart, Sally Cameron, Sue Witherspoon, Peter Witherspoon, Nardia Elford, Vivan Cooper (Shire), Mel

**APOLOGIES:**, Siobhan Gosney, Graham Dimond Keith

**THE MINUTES OF THE MEETING DATED 20<sup>th</sup> August 2024 WERE APPROVED:**

Moved: Sue Witherspoon

Seconded: Ann Crick

**BUSINESS ARISING:**

- Nardia has got the sign for the Lal Lal market and the hall for hire. We need to take down the Lal Lal market sign.
- Light on the notice board has been done
- All scrap steel has been picked up
- The life members cerebration was called off after discussion with member and the life members board has been put up. Life member Biography have been put up thanks jeff Hewitt
- Mel and Sean helped with the market thank you.
- The scratch on one of the plaques at Anzac park still in progress
- The time capsule we will open at the Christmas party

**TREASURER'S REPORT**

Attached to the end of this report.

Moved: John Crick

Second: Sue Witherspoon

**CORRESPONDENCE IN**

- 26.7.24 Tiny towns funding round 2
- 27.7.24 Moorabool shire severe weather warning
- 27.7.24 Greenlight application portal verify
- 28.7.24 Permission to use the paddock next door
- 28.7.24 Community Bank buninyong spark tank
- 4.8.24 Community Bank buninyong spark tank
- 5.8.24 Lal lal Windfarm Community Benefit fund
- 9.9.24 Hall Parking and Driveway Upgrade
- 11.9.24 Moorabool Community Resilience Project Update
- 12.9.24 Bendigo bank grant event for Ballan
- 17.9.24 Community Asset Committee Activation and Improvement plan
- 18.9.24 Catherine King Grants Bulletin
- 24.9.24 Moorabool Shire Seniors Festival
- 26.9.24 Moorabool shire Vivian on leave from the 30 September till 4 October



Meeting: 31st October 2024 Lal Lal solders memorial Hall Committee of Management

- 4.10.24 Certificate of Electrical Safety
- 7.10.24 Catherine King Grants Bulletin
- 8.10.24 Parks and Gardens team inspecting trees at the hall
- 9.10.24 Sparktank Tickets are now on sale
- 10.10.24 Sparktank Tickets are selling fast
- 11.10.24 Catherine King Special Grants Bulletin
- 28.10.24 Sparktank Tickets are selling fast
- 28.10.24 Moorabool shire has approved the kitchen renovations

### **CORRESPONDENCE OUT**

- 8.9.24 Moorabool shire end of year reports and Project proposal form
- 9.9.24 Hall Parking and Driveway Upgrade

### **Reports**

#### **Maintenance**

- Verda roof need repair Vivan to follow up.
- Vivan will need an email to say the floor in the kitchen will need to be upgraded
- Painting on the front sign on the Lal Lal hall
- The disabled toilet has no lock on the door. Now it has a hook and eye system on it to have a lock on it. John Crick.
- The council would have a maintenance schedule for the Lal Lal hall. D. Stewart can we please have a copy sent to the community.
- A kettle was found out the back with the plug cut off it.
- Annual deep clean on the hall after the market. We will get a professional in to clean it properly. We will need to get a quote (Nardia Elford). This year's deep clean to be put off till after the kitchen is done.

#### **Grants**

- We successfully got \$1,100 for the market from the Buninyong community bank.
- Grant of \$30,000 of the wind farm for the kitchen.

#### **Hall Hire**

- Landcare dates are in for 2025
- Line dancing to continue weekly
- Bushfire planning workshop 14.11.24
- 29<sup>th</sup> November is the Christmas party for the hall

#### **Lal Lal Maret**

- Having the market software has been a great success.  
Had a great year with the market. The fun farm was the only one not to show up due to a medical reason. The stall holders would like to thank everyone who help them set up on the day. The coffee van run out of milk and the meat smokers also run out of meat. We all so have 15 stall holders booked in for next year already. The back of the hall had a lot

Meeting: 31st October 2024 Lal Lal solders memorial Hall Committee of Management

of people walking up to the school.

### **Lesson for next year**

- we will put all stall holders into the paddock next year and entering via the school driveway.
- Have a driveway way that goes one way only once they are on the market site.
- Need to have a parking attendant at the rear gate to show all stall holders where to park their cars.
- We need to advertise if we are going to have free face painting.
- More diversity with different stall holders.
- Would we like to add a dog high jump on the school oval.
- Need water bowls for dogs next year.
- Tagged the community bank on the Facebook. Tag Ballarat in the know, visit Ballarat, I love Moorabool, Ballarat market has also advertised on Facebook as well. We need to also look at FM99.
- We need to make sure that next year the internal stall holders are on the hall Wi-Fi
- We need to make a site plan for the market making all sites a standard size of 4x4mtrs.
- Also looking at extra sites for future expansion.
- Have a food vouchers to supply 1 Sausage and onion and 1 soft drink.

It was put up that we might move the market start time, but the discussion was agreed to stay at the normal time. It was put up would we like to run 2 markets a year, but we have agreed to leave it at 1 market a year.

3rd and 4<sup>th</sup> place raffle prizes was mailed out. Garry dean to do the music for next year and to send a letter of thanks for help on the day. The trees at the rear of the property have been cut and maintain. At our first market meeting next year all council documents need to be sent early. The internet extender has worked great on the day in the paddock. We need to make sure that we change the password for the wifi. Massive thanks to Nardia for setting up the market day. We wore successful with the Buninyong community grant at a vale of \$1,000. Next year we will apply for the grant in a different way. We need to talk to the publican to make the rear gate wider for easier access to next years market. We need to lock in the Bendigo bank sponsorship in July next year. Normally the market is held on the market cup weekend but this year it was the weekend before.

### **Vivan Cooper**

- If we would like to add a Christmas event to Moorabool Facebook pages. We have agreed to not put it on the Facebook page.  
There are grants for Anzac Day that we will get them sent to us.
- Entrance to the hall with a footpath and a crossing we have had a plan sent to us and we need to know if the zebra crossing has been moved in the plan (To follow up)
- Congratulations to Nardia on the community event.
- Community exists only for a council term now due to a law change and will run for 4 years. The councilors will need to confirm the community. If you have been a member of the community for some time but has not been confirmed by the council, we may need to add a membership form to the council to get them added to the community.
- Will like to thank john for his end of year financial report and feed back
- Council is adopting an online booking form so all online bookings will be on the council site to add a booking. Member of the public wont be able to see who has booked the hall. You can sent a message to see if its already booked to see if its aloud. Spacetoco is the website. Spacetoco will take a 10% fee for the booking. This will become compulsory into the future.

Meeting: 31st October 2024 Lal Lal solders memorial Hall Committee of Management

**General Business**

- Kitchen you build will start work on the kitchen in January.
- The 5<sup>th</sup> of December at 6pm the Landcare group will have a Christmas party which is open to everyone and a opening of the Shepards grave as well.
- The lal lal hall booking guidelines to be made up and sent to everyone to be voted on to be added to all bookings. Hall has been inspected and is in a clean and tidy condition.
- Christmas party Friday the 29<sup>th</sup> November. Start at 5pm and a BBQ tea. BBQ meat will be provided and soft drinks for the kids. BYO drinks for the community. Sue will decorate the hall and to have a real Christmas tree out the front of the hall. We will open the time capital on the night at 6:15 till 6:30. John to open. Nardia will create the Facebook invite.
- The kitchen we now have council approval and the grant money

**NEXT HALL MEETING WILL BE HELD ON THE 4<sup>th</sup> February 1930HRS**

**MEETING CLOSED: 21.43**

Meeting: 31st October 2024 Lal Lal solders memorial Hall Committee of Management

<b>Statement of financial position as at 31/10/2024</b>			
<b>Balance at Bank 31/7/2024</b>			<b>\$ 17,772.88</b>
<b>Income</b>			
Interest Received Bendigo Bank	0.46		
Moorabool Shire (GST Rebate )	0.00		
GST Received	298.22		
Hall Hire	645.40		
Market Income	2336.21		
Market Grant (Buninyong Community Bank)	1100.00		
Operational Grant (Moorabool Shire)	3330.48		
Grant (Kitchen Upgrade) Lal Lal Wind Farm	30094.90		
	37805.67		
			<b>\$ 55,578.55</b>
<b>Expenditure</b>			
GST Paid	362.72		
GST Repaid Moorabool Shire Council	0		
Electricity	197.72		
Central Highlands Water	189.52		
Projects (Kitchen upgrade)	0.00		
Internet	265.82		
Food Anzac day B.B.Q (Snags)	0.00		
LPG Supplies	118.18		
Purchase Capitol Equipment (	258.18		
Hall Consumables	15.91		
Hall maintenance	372.82		
Market	2774.51		
Misc Expenses	54.55		
	4609.93		
			<b>\$ 50,968.62</b>
<b>Balance at Bank 31/10/2024</b>			<b>\$ 50,968.62</b>
<b>Plus O/S Incomes</b>			
Bank Interest Aug	0.00		
			<b>\$ -</b>
<b>Less O/S Expenses</b>			
GST Paid	0.00		
Hall Maintenance	21.40		
Mt Buninyong CFA, Catering Volunteers market	132.00		
NVE Creations market sinage	52.00		
			<b>\$ 205.40</b>
<b>Available Funds as at 31/10/2024</b>			<b>\$ 50,763.22</b>

Meeting: 31st October 2024 Lal Lal solders memorial Hall Committee of Management



# Thank You

Dear Garry Dean,

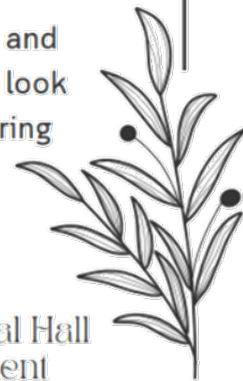
I wanted to extend a heartfelt thank you for your fantastic musical performance at the Lal Lal Market. Your talent brought such energy and vibrance to the day, creating a wonderful atmosphere for everyone who attended.

The music truly enhanced the market experience, and I received numerous compliments from vendors and visitors alike, all of whom enjoyed your set. Your dedication and enthusiasm for your craft are evident, and we were lucky to have you as part of the event.

Thank you again for sharing your music with us and helping to make the day a memorable one. We look forward to seeing you at future events and hearing more of your incredible performances.

Sincerely,

Lal Lal solders memorial Hall  
Committee of Management





## MILLBROOK COMMUNITY CENTRE

### MINUTES OF GENERAL MEETING Thursday 7th November 2024 - 7.30pm

#### **MEETING OPENED - 7:35pm**

Welcome: Paddy welcomed all members in attendance including our new member Caz and Ben.

**PRESENT:** Paddy Ryan, Amanda Labbett, Luke Reynolds, Georgie Reynolds, Mark Labbett, Tom Reynolds, Adriaan VanDenHeuvel, Mark Weigall, Andrea Weigall, Caz Beacham, Ben Mahon

**APOLOGIES:** Bruce VanDenHeuvel, Lou & Pete Cain, Vivian (Shire), Jesse Beacham

#### **TREASURERS REPORT- Luke Reynolds**

Balance in bank account as of 07/11/24: \$23,163.81

#### **MINUTES OF PREVIOUS MEETING:**

Motion to pass the minutes from meeting held: 20th August. 2024

Moved by: Georgie Reynolds

Second: Mark Labbett

## MATTERS ARISING FROM PREVIOUS MINUTES

### Servery window

Georgie supplied a quote from ACE kitchens for bifold MDF doors with 18mm laminex.

\$2494.00 including installation. Concerns were had over the space this may take up either side of the opening. Andrea asked Georgie to return to ACE and gain another quote and specification drawings for a pull down roller blind. Georgie will bring these to the next meeting for discussion.

### Defibulator Training

Defib training was organised by Tom Reynolds with a great turnout but unfortunately the co-ordinator didn't show. Those who did attend had a look over the defib machine and grasped a basic understanding of the machine. Paddy thanked Tom for his time and efforts with the organising of this training.

### Asset Committee Update

Toilet doors replaced. The external toilet doors were replaced by council.

Millbrook Tree Planting. Thank you to Luke for watering the new trees in the area. They look like they are all growing well.

Lawn Mowing. Luke has kept in touch with Alex in regards to the lawn mowing and keeping them mowed when we have an upcoming booking. Discussions were had in regards to the state of the garden at the back of the building. Luke will ask Alex to weed the garden next time he is doing the mowing. Rabbits are causing an issue around the pathways, especially at the bottom of the ramp digging large holes causing tripping hazards. Amanda will be in touch with council to see if they can do anything in regards to pest control. Baiting is not an option as this can be dangerous and cause possible poisoning to local and visiting dogs.

### Correspondance.

- Letter from Shire informing the committee that the insurance claim has been reviewed and approval has been granted for the replacement cost of equipment to the value of \$2200. Funds have been transferred into the MCC account
- Correspondance from Vivian in regards to advertising the upcoming Christmas Party to the wider community. The committee voted against this idea as we are paying for the catering out of the MCC funds and it would be very hard to judge numbers for catering purposes.

- Council asked for a list of possible improvements that could be made to the centre as part as their upcoming budget planning and they were ensuring that we have the necessary information to send to advocate for Committee's facility improvement requests during this planning process. Paddy replied to this email listing new windows and a possible shower.

## **GENERAL BUSINESS**

- **Replacement of Projector-** Amanda will return to John Thomas Electrical getting another quote for a 85" Smart TV, installed using existing and new cables to be connected to the speakers. Committee agreed on spending up to \$3500 in total and do a good job. Adrian and Luke looked at putting the new TV where the black board now exists, possibly in behind a sliding frame to help conceal the TV.

Moved: Andrea. Second: Adrian

- Christmas Party November 24th. From 12 midday. Luke made up flyers and dropped around to the Millbrook community. Thank you Luke. Mark sent a copy to Lisa(Bungaree store) to place in shop window. Cas has organised Country Roasts to cater for 80 people (\$18 per head) and will pick up on the day. Thank you so much to Cas for organising the catering and especially going into Ballarat to pick this up. Amanda will go to KMart and pick up an extra 10 large plates, 10 smaller plates, cuttlery (knife,fork,spoon) for 60 people. Ben offered to pick up some lollies for the table. (MCC to reimburse) Thank you Ben. MCC will supply soft drink,primas and zooper doopers, guests to BYO alcohol. Hopefully we get a lot of RSVP's for catering purposes. Available committee members will meet at 10.30 to help set up.

## **OTHER BUSINESS**

- Andrea reminded the committee that photo evidence of the renovated kitchen be sent to the LalLal windfarm as they generously provided the grant for us to be able to go ahead with this project.
- Tom to get more paper towel and toilet paper for the toilet block from the Cleaners Room in Creswick Road Ballarat. MCC to reimburse costs.  
Moved: Amanda Second: Andrea
- MCC to fund Defib machine accessories as these need to be replaced.  
Moved:Mark L Second: Tom



- Going forward and thinking about future grants the committee discussed the benefits of an indoor toilet. This is necessary for the elderly and other hall users as the toilet block is quite a distance from the hall, over an unlevel pathway, whilst navigating around rabbit holes which pose a tripping hazard under very limited lighting.

<b>Bookings:</b>	Upcoming Bookings:		Steph Downey	10th November
			Mark Labbett	16th November
MCC Christmas	24th November			
	Jess Young		5th-10th December	
	Katie			15th December
Gladabouts	1st-3rd November 2025			
	5th-8th December 2025			

**Next Meeting:** Tuesday February 12th 7:30pm (General meeting)

**Meeting Closed:** 8:52PM



**Bacchus Marsh Public Hall  
Community Assets Committee**

**25th November 2024 at 7pm in the Supper Room**

**MINUTES OF MEETING**

1.	Meeting Opened: 7.11 pm with Travis K in the Chair.	
2.	Members present: Keith C, Eric D, Anita J, Gary T, John F, Carol Y	
3.	Apologies received: Nil	
4.	Guests: Travis K, Cr Jarryd B, Ron G	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
	<p><b>Resolution:</b></p> <p><b><i>That the minutes of the Meeting of 28<sup>th</sup> October 2024 be confirmed.</i></b></p> <p><b><i>Moved: Gary T                      Seconded: John F</i></b></p>	
7.	Booking Contractor and Hallkeepers Reports tabled as read	
	Actions arising from previous meetings	
	7.1 Hall User Manual	<p>Eric D to provide lighting layout to be included in Hall Manual</p> <p>The Hall User Manual is not to be included on the Website but will be in hard copy format, placed in the Public Hall, Supper Room and Kitchen</p> <p>The final to be presented to Committee prior to Christmas 2024</p> <p>Frequently Asked Questions to be included in the Manual</p> <p style="text-align: right;">Action ED/RG/DH</p>

## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25<sup>th</sup> November 2024

	7.2 Interpretive Sign	Carol Y to contact Challis Designs for update on manufacture and installation  Action CY
	7.3 ACS Cleaning	Ron G will keep monitoring performance of current cleaner.  Item Complete Action RG
	7.4 Security Cameras	Gary T has contacted Oliver Ramsay security for an update but he has been in hospital.  Gary T has contacted another supplier and will advise Carol Y and Travis K of this supplier's name.  Action GT
	7.5 Flooring in Supper Room	Travis K to follow up on our Project Proposal.  Action TK/RG
	Items arising from Hallkeepers and Booking Contractors Reports	
	7.6 MSC Cleaning after Events	MSC are not cleaning and packing up after events to a satisfactory condition. Travis K to look at options within MSC.  Action TK
	7.7 FAQ's on Website	Hirers are now being directed to the website for FAQ's instead of emailing them copies. FAQ's are able to be printed direct from the Website.  Most of the items regarding FAQ's have already been addressed but some items suggested did not gel with other documents. Eric D will address these items for a resolution.  The facilities area of the website will provide a mud map with sizes only of each space. A more detailed map should be included in the Hall User Manual.
	7.8 Curtain at Back of Stage	Western Blinds have quoted \$6500 for a manufacture and installation of the back curtain. Travis K to check fire risk of curtain material.  A sign has been placed on the back wall advising Hirers not to walk behind the curtain.  Action MSC/TK

## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25<sup>th</sup> November 2024

	7.9 Damage to Hall North Wall	<p>The trolley holding the round tables was not locked properly and has made a hole in the north wall. This is currently being repaired at an approximate cost of \$300. As this was not picked up at the initial inspection, the Hall will have to cover the cost of this repair</p> <p style="text-align: right;">Action RG</p>
	7.10 Table Trolleys	<p>Ron G has asked that another trolley be purchased so that the 12 tables can be split over 2 trolleys thereby reducing the weight of each trolley.</p> <p><b>Resolution:</b></p> <p><b><i>That a trolley be purchased from Alloy fold at a cost of \$566 including freight and GST.</i></b></p> <p><b><i>Moved Keith C      Seconded John F</i></b></p> <p><b><i>Carried</i></b></p> <p style="text-align: right;">Action RG</p>
	<p><b>Resolution:</b></p> <p><b><i>That the Booking Contractor's and Hallkeepers Reports be Accepted</i></b></p> <p><b><i>Moved Gary T      Seconded John F</i></b></p> <p><b><i>Carried</i></b></p>	
	Hallkeeper, Ron G, was thanked and excused from the meeting	
	7.11 Disabled Accessibility to Foyer and Stage. Repairs to Ceiling and replacement of Stage Curtains. Front of stage lighting	<p>To be added to CIP by MSC. Travis K to check on progress</p> <p style="text-align: right;">Action MSC/TK</p>
	7.12 Electricity Account and Solar Panels	<p>Travis K advised that there are currently grants available and will check as to what is available. He also advised that MSC had developed a template for applying for grants</p> <p style="text-align: right;">Action MSC/TK</p>
	7.13 Hall Lighting	<p>MSC have found an expert consultant and are awaiting a report. Travis K will check on the progress</p> <p style="text-align: right;">Action MSC/TK</p>



## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25<sup>th</sup> November 2024

	7.14 Website	Eric D is currently updating documents on website. Travis K will check who MSC uses for photographic shoots.  Action MSC/TK/ED
	7.15 Online Bookings – Space to Co	Carol Y, Gary T and Dotty H attended a training session with Space to Co on Friday 22 <sup>nd</sup> November 2024. The system still has some building to be done but things are very positive and we may be able to use the system in the New Year. Online training will also be available  Action MSC
	7.16 Increase in Spending Limit	Travis K advised that this will be included in the new CAC guidelines.  Action MSC/TK
	7.17 Sharps Container	Travis K to check on progress as this has been ongoing for some time.  Action MSC/TK
	7.18 Sound System Touch Panel	Factory Sound has provided a quote of \$24637 incl to install a new Sound Panel as the current system is no longer available. Eric D will consider other options.  Action ED
	Travis K left the meeting and C Young took over as Chairperson	
8.	Secretary's report	
	8.1 Inwards correspondence	Space to Co- Various re Training MSC – Space to Co MSC Repairs to Supper Room Windows Challis Designs Booking Contractor – Online Bookings Booking Contractor – FAQ's and Conditions of Hire Booking Contractor – October Report Hallkeeper – October Report
	8.2 Outwards correspondence	MSC – Space to Co MSC – Repairs to Supper Room Windows Challis Designs Booking Contractor – Online Bookings Booking Contractor – FAQ's and Conditions of Hire
	8.3 Business arising	MSC want to include the Supper Room window repair in the CIP. Carol Y advised them that this should be treated as a separate maintenance issue. Carol Y to email for a further response  Action CY

## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 25<sup>th</sup> November 2024

	<b>Resolution:</b>  <b><i>That the Secretary's report be received.</i></b>  <b>Moved Carol Y      Seconded Anita J</b>  <b>Carried</b>	
9.	Treasurer's report to be emailed to Committee members.	
	9.1 Accounts for Payment	To be advised
	9.2 Business Arising	<p>A loss of \$5511 was as a result of the Public Hall being resurfaced.</p> <p>Hires were down in October.</p> <p>The term deposits have been rolled over for 4 months and 1 for 6 months. The new term deposit has been signed and Keith C to contact bank to sign deposit slip.</p> <p style="text-align: right;">Action KC</p>
	<b>Resolution:</b>  <b><i>That the Treasurer's report be received.</i></b>  <b>Moved: Gary T      Seconded: Carol Y</b>  <b>Carried</b>	
10.	General Business	
	10.1	<p>Travis K advised that the CAC period was for 4 years and as we do not have a Chairperson, we cannot be a CAC. Travis K is considering a different model for the BMPH with a person to be employed to look after the BMPH and the Andy Arnold Centre and the current committee to be "Friends of the Public Hall". Assets have signed off on any money passed to MSC from BMPH must be spent on the BMPH.</p> <p>The Committee to meet and discuss this proposal.</p> <p style="text-align: right;">Action TK/BMPH</p>
14.	The next meeting of the Committee will be held at 6pm Monday 16 <sup>th</sup> December 2024 at a venue to be decided	
15.	The meeting closed at 9.05 pm.	

**Bacchus Marsh Public Hall  
Community Assets Committee**

**Monday 20th January 2025 at 7pm in the Supper Room**

**MINUTES OF MEETING**

1.	Meeting Opened: 7.06 pm with Keith in the Chair.	
2.	Members present: Keith C, Eric D, Gary T, Anita J, Carol Y	
3.	Apologies received: John F	
4.	Guests: Ron G	
5.	Disclosure of Conflicts of Interest: Nil	
6.	<p>Confirmation of Minutes</p> <p><b>Resolution:</b></p> <p><b><i>That the minutes of the Meeting of 25<sup>th</sup> November 2024 be confirmed.</i></b></p> <p><b>Moved: Gary T                      Seconded: Eric D</b></p> <p><b>Carried</b></p>	
7.	Booking Contractor and Hallkeepers Reports of November and December 2024 Tabled	
	Actions arising from previous meetings and tabled reports	
	7.1 Hall User Manual	<p>3 Copies of Version 1 have been distributed prior to Christmas. Stands to be purchased and put in a prominent position (eg near light switches) for manuals to be placed.</p> <p style="text-align: right;">Action Ron G</p>
	7.2 Interpretive Sign	<p>Has been installed and feedback has been very positive</p> <p>Item Complete</p>

## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 20<sup>th</sup> January 2025

7.3 Security Cameras	An onsite meeting on Tuesday 21 <sup>st</sup> with Gary T, Ron G and Ramsay Security to obtain a quote  Action Gary T/Ron G
7.4 Flooring in Supper Room	Carol Y meeting with MSC on Wednesday to discuss further  Action Carol Y/MS
7.5 Cleaning after MSC Events	Travis K will email all staff and advise them of requirements.  Item Complete
7.6 FAQ's on Website	Eric D will update the website with the wording Theatre Style seating where number of persons is stated.  Action Eric D
7.7 Curtains at back of stage	Roselea Blinds to be contacted for an updated quote as they previously quoted for fire resistant curtains.  Action Ron G
7.8 Damage to North Wall of Public hall	Damage has been repaired and chair trolleys moved to inside Hall door. New signs have been put in the Hall. Ron G to check if layout has been amended on the website.  Action Ron G
7.9 Table Trolleys	Ron G has commenced the design to alter the table trolleys.  Action Ron G
7.10 Graffiti on rear walls	Painted over by Ron G. Security cameras urgently required.  Item Complete
7.11 Space to Co	All current bookings are now in the system. Some hiccups with allocating of hours to be sorted by MSC. Awaiting MSC approval of new pricing before testing and going live. Dotty H to check that deposits have been paid for all bookings as only 21 deposits have been received as at 31/12/24. The Flower and Garden Show have requested an invoice 3 times and have received nothing. Dotty H to check.  Action Dotty H/MS
7.12 Cutlery and Crockery	Any items not belonging to the set that have been left at the Hall by Hirers, to be given to WERN via Keith C. Hirers not to have access to the cupboard as some only want crockery and cutlery and not glasses. Current system to continue  Action Ron G

## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 20<sup>th</sup> January 2025

7.13 Hall Tour Conducted by other	A theory was ascertained that the Hirer rang MSC during Christmas and the Security Company let them into the Hall. Carol Y to follow up with MSC again to advise that Security Company to contact Dotty H and Ron G if access is required.  Action Carol Y
7.14 Booking Contractor moving premises	Carol Y to write to Booking Contractor and reiterate that until after the March meeting of MSC that a week to week situation to remain in place. No master keys to be issued to anyone else outside of the Committee other than Booking Contractor and Hallkeeper. If Booking Contractor cannot open the Hall then the Hallkeeper to be contacted.  Action Carol Y
<b>Resolution:</b>  <b><i>That the Booking Contractor's and Hallkeepers Reports be Accepted</i></b>  <b><i>Moved Anita J                      Seconded Gary T</i></b>  <b><i>Carried</i></b>	
7.15 Disabled Accessibility to Foyer and Stage. Repairs to Ceiling and replacement of Stage Curtains. Front of stage lighting	To be added to CIP  Action MSC
7.16 Electricity Account and Solar Panels	MSC checking availability of Grants  Action MSC
7.17 Hall Lighting	Awaiting report from MSC Consultant mid February  Action MSC
7.18 Website	Travis K has advised that the recommended photographer is Captiv Media. Eric to contact them re website photos.  Action Eric D
7.19 Increase in Spending Limit	This will be included in the CAC guidelines and increased to \$7500  Item complete
7.20 Sharps Container	This is being moved to the Lord St side of the Library in Feb/March  Action MSC



## Bacchus Marsh Public Hall CAC MINUTES

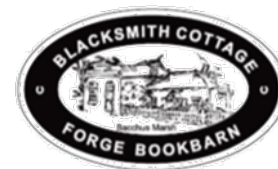
Meeting Held – 20<sup>th</sup> January 2025

	7.21 Sound Touch Panel	Eric D suggested we look at something custom built and other options to repairing the current system  Action Eric D
	7.22 Supper Room Window Repair	Awaiting response from MSC as to why this is to be included in CIP when repairs are needed asap to prevent further damage.  Action MSC
	7.23 CAC Approval	The Committee would like it in writing just what the MSC expects in participation of current Committee if CAC is ceased and how this would work eg what authority would current Committee still have.  Action MSC
8.	Secretary's report	
	8.1 Inwards correspondence	Booking Contractor – Change of address and possible resignation MSC – Space to Co MSC - CAC Guidelines MSC – Males for Survey Booking Contractor – Hall tour by unknown person MSC – Supper Room Windows Ron G – Hall User Manual
	8.2 Outwards correspondence	Booking Contractor – Change of Address MSC – Space to Co Male Committee members – MSC Survey Booking Contractor – Hall tour by unknown person MSC Supper Room Windows
	8.3 Business arising	Booking Contractor change of address – Carol Y to write and advise no change to present situation  Action Carol Y  Chairperson emails can be re routed.  Action Carol Y  MSC – CAC Guidelines – read by Committee
	<b>Resolution:</b>  <b><i>That the Secretary's report be received.</i></b>  <b><i>Moved Carol Y      Seconded Anita J</i></b>  <b><i>Carried</i></b>	

## Bacchus Marsh Public Hall CAC MINUTES

Meeting Held – 20<sup>th</sup> January 2025

9.	Treasurer's report tabled	
	9.1 Accounts for Payment	All paid
	9.2 Business Arising	Security Bond Forfeits increasing as hirers are not cleaning up after their hirer  Bookings in December were very high.
	<b>Resolution:</b>  <b><i>That the Treasurer's report be received.</i></b>  <b>Moved: Gary T                      Seconded: Eric D</b>  <b>Carried</b>	
10.	General Business	
	Nil	
11	The next meeting of the Committee will be held at 7pm on 24 <sup>th</sup> February 2025 in the Supper Room	
12	Meeting Closed 8.37pm	



## Minutes

**Committee of Management: Blacksmith's Cottage & Forge Community Asset Committee**

**Date of Meeting:** 28<sup>th</sup> January, 2025

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

**Meeting Opened:** by Alan Comrie 7.30pm

<b>Minute taker:</b>	Tineke Carr
<b>Apologies:</b>	Sharron Dickman
<b>Absent:</b>	Heather Robson
<b>Attendees:</b>	Alan Comrie, Tineke Carr, Lyn Egan, Jenny Arrowsmith, Heath Sampson, Simon Fisher, Chrissy Stancliffe, Geoff Stancliffe
<b>Guest:</b>	

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

Confirmation of quorum - Yes

**Minutes of previous meeting accepted - 22<sup>nd</sup> October, 2024 – Moved by : JA / SF**

<b>Item A. Business Arising</b>	
<b>Discussion:</b>	<b>Action Items:</b>
Website has been updated with cottage opening time and dates	
Review of planning day held 23 <sup>rd</sup> October, 2023 completed by Sharron as tabled.	
<b>Item B. Treasurers Report</b>	
As Tabled by Simon Fisher	
Moved: SF / Seconded: GS	
<b>Item C. Correspondence Report</b>	
As tabled by Chrissy Stancliffe	
Simon proposed that the Structural Engineer recommended by Moorabool Shire be engaged to complete a structural report	Request quote from structural engineer (C S)
Moved: SF / Seconded: HS	

<b>Item D. Sub-Committee Reports</b>	
	<b>Action items:</b>
<b>Cottage – as tabled</b> Moved: CS / Seconded: LE	
<b>Bookbarn – as tabled</b> Moved: LE / Seconded: JA	
<b>Website/Social Media as tabled</b> Moved: HS / Seconded LE	
<b>C.H.H.A. Report -</b> Meeting to be held on Sat 1 <sup>st</sup> Feb. C.H.H.A. will be celebrating 40 years this year <b>Moved : CS / Seconded GS</b>	
<b>Building Works</b> Front fence needs painting, side fence on severe lean, tin on roof of wheelwright shop loose, timber fascia on paint shed roof loose, Moved: GS / Seconded: SF	For discussion on planning day
<b>Item E. General Business.</b>	
<ul style="list-style-type: none"> <li>Planning day set for 15<sup>th</sup> Feb and 1<sup>st</sup> March 10:00am to 11:30am in the Jean Oomes Room. Heath agreed to act as facilitator</li> <li>All in favour of registering our open day with 2025 Australian Heritage Festival</li> <li>Young People Volunteer Policy, Process &amp; Form: documents completed by LE</li> <li>Review cleaning arrangements</li> <li>Review signage in cottage front garden which is incorrect</li> <li>Review Moorabool Community Asset Committee Guidelines: no action required</li> </ul> Moved: LE / Seconded HS	Book room (JA) Complete Registration (CS) Held over Remove sign
<b>Next Meeting Date: 25<sup>th</sup> February, 2025</b>	
<b>Time: 7.30pm</b>	
<b>Venue: Jean Oomes Room, Lerderderg Library, 215 Main St., Bacchus Marsh.</b>	
<b>Meeting closed at: 8:50 pm</b>	



# **SUMMARY OF MINUTES**

## **Audit & Risk Advisory Committee Meeting Wednesday, 11 December 2024**

**Date: Wednesday, 11 December 2024**

**Time: 9.30am**

**Location: North Wing Meeting Room 1, Darley Civic and  
Community Hub and Online via Teams**



## Closed Audit &amp; Risk Committee Meeting Minutes

11 December 2024

**Order Of Business**

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<b>3</b>	<b>Confirmation of Minutes .....</b>	<b>4</b>
<b>4</b>	<b>Disclosure of Conflicts of Interest.....</b>	<b>4</b>
<b>5</b>	<b>Internal Audits .....</b>	<b>4</b>
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8.2	Quarterly Security Update December 2024.....	5
5.2	Emergency Management - Internal Audit Final Report .....	6
5.1	Internal Audit Status Report.....	6
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5.6	Progress Report: Implementation of Internal Audit Actions - First Quarter 2024/25 .....	7
<b>6</b>	<b>External Audits.....</b>	<b>7</b>
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<b>7</b>	<b>Audit and Risk Advisory Committee Workplan.....</b>	<b>7</b>
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<b>10</b>	<b>Meeting Closure .....</b>	<b>10</b>

**MINUTES OF MOORABOOL SHIRE COUNCIL  
CLOSED AUDIT & RISK ADVISORY COMMITTEE MEETING  
HELD AT NORTH WING MEETING ROOM 1, DARLEY CIVIC AND COMMUNITY HUB  
AND ONLINE VIA TEAMS  
ON WEDNESDAY, 11 DECEMBER 2024 AT 9.30AM**

**1 OPENING**

The meeting opened at 9.30am.

**2 PRESENT AND APOLOGIES**

Ms Linda MacRae External Representative – Chairperson – In person

Cr Moira Berry Councillor Representative – In person

Mr Peter Smith External Representative – In person

**IN ATTENDANCE:**

Mr Derek Madden Chief Executive Officer – In person

Mr David Jackson General Manager Customer and Corporate Services – In person

Mr James Hogan Coordinator Financial Services – In person

Ms Angela Menzies Acting Manager Governance and Civic Support – In Person

Mrs Kaylene Bowker EA Community Strengthening and Customer and Corporate Services – Online

Mrs Leigh McCallum General Manager Community Strengthening – In person (at 9.45am left the meeting after item 5.5)

Mr David Ryan Chief Information Officer – Joined in person for items 5.3 and 8.2 and at 10.15am left the meeting

Mr Garry Pugh Coordinator IT Systems – Joined in person for items 5.3 and 8.2 and at 10.15am left the meeting

Mr Phil Jeffrey General Manager Community Assets and Infrastructure – Online (at 10.25am left the meeting after item 5.2)

Ms Cherie Graham Chief Emergency Management Officer – Online (at 10.25am left the meeting after item 5.2)

**Auditors:**

Mr Graham Noriskin Aster Advisory – Online (at 10.32am left the meeting after item 5.1)

Mr Jordan McFadden Aster Advisory – Online (at 10.32am left the meeting after item 5.1)

## Closed Audit &amp; Risk Committee Meeting Minutes

11 December 2024

**APOLOGIES:**

Cr Paul Tatchell	Councillor Representative
Mr Simon Dalli	External Representative
Mr Tim Fairclough	Crowe
Mr Steve Ivelja	Chief Financial Officer

**3 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

**That the minutes of the Audit and Risk Advisory Committee Meeting held on Wednesday 14 August 2024 and the Special Audit and Risk Advisory Committee Meeting held on Wednesday 11 September 2024 be confirmed.**

**CARRIED****4 DISCLOSURE OF CONFLICTS OF INTEREST**

Nil

The Chairperson determined that Item 5.5 Community Asset Committee Guidelines Update should be brought forward and considered as the first report of the meeting.

**5 INTERNAL AUDITS****5.5 COMMUNITY ASSET COMMITTEE GUIDELINES UPDATE****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

**That the Audit and Risk Advisory Committee:**

- 1. Note that the draft Community Asset Committee Guidelines addresses the outstanding internal audit action items relating to the Guidelines.**
- 2. Note that the Final Community Asset Committee Guidelines will be presented to the Committee at the meeting to be held in May 2025.**

**CARRIED**

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Closed Audit & Risk Committee Meeting Minutes

11 December 2024

The Chairperson determined that Item 5.3 Draft Internal Audit Scope – IT Strategy and Governance should be brought forward and considered at this point of the meeting.

**5.3 DRAFT INTERNAL AUDIT SCOPE - IT STRATEGY AND GOVERNANCE****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry****That the Audit and Risk Advisory Committee:**

- 1. approves the Draft Internal Audit Scope – IT Strategy and Governance (provided as Attachment 1 to this report) with the addition of an added objective regarding the decision making process that determines priorities based on business (or other) needs; and**
- 2. approves the commencement of the audit process.**

**CARRIED**

---

The Chairperson determined that Item 8.2 Quarterly Security Update December 2024 should be brought forward and considered at this point of the meeting.

**8.2 QUARTERLY SECURITY UPDATE DECEMBER 2024****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith****That the Audit and Risk Advisory Committee:**

- 1. Notes the recent security event and associated actions.**
- 2. Notes Council's security posture is within the current tolerance.**
- 3. Notes that the Committee was confused with the results shown in red (indicating negative results) in the 'Logicalis OnMesh September 2024' Report, included as Attachment 1, which appeared to contradict the written and verbal Officer's reports and requested that in future that this report be prepared to identify the positive results (not in red).**

**CARRIED**

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Closed Audit & Risk Committee Meeting Minutes

11 December 2024

The Chairperson determined that Item 5.2 Emergency Management – Internal Audit Final Report should be brought forward and considered at this point of the meeting.

**5.2 EMERGENCY MANAGEMENT - INTERNAL AUDIT FINAL REPORT****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry****That the Audit and Risk Advisory Committee:**

- 1. receives and notes the Emergency Management Internal Audit Final Report, provided as Attachment 1 to this report; and**
- 2. requests officers implement the recommendations contained within the Emergency Management Internal Audit Final Report.**
- 3. notes that VAGO is scheduled to conduct a 'Performance Audit', with selected Councils, in the near future, relating to natural disasters.**

**CARRIED**

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**5.1 INTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith****That the Audit and Risk Advisory Committee notes the contents of the:**

- 1. Internal Audit Status Report – November 2024 (provided as Attachment 1 to this report).**
- 2. Recent Issues Brief – July to September 2024 (provided as Attachment 2 to this report).**
- 3. Internal Audit Plan Summary (provided as Attachment 3 to this report).**
- 4. Notes that a revised Strategic Four Year Internal Audit Plan will be provided to the meeting scheduled for February 2025 taking into account any change in identified risks or Council priorities since the adoption of the prior plan.**

**CARRIED**

---

**5.4 COMPLAINTS HANDLING - GOVERNANCE AUDIT ACTION UPDATE****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

- 1. That the Audit and Risk Committee receive the Governance update related to the actions for the Complaints Management Audit and the approved Complaints Handling Policy and Complaints Handling Procedure.**
- 

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## Closed Audit &amp; Risk Committee Meeting Minutes

11 December 2024

2. The Committee suggested incorporating all reporting of complaints into one central or service area to enable officers to close the loop on any identified trends.

**CARRIED**

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**5.6 PROGRESS REPORT: IMPLEMENTATION OF INTERNAL AUDIT ACTIONS - FIRST QUARTER 2024/25****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

1. That the Audit and Risk Advisory Committee receive the status reports for the first quarter 2024-2025 for the Internal Audit Recommendation Actions and the Audit Committee Resolution Actions.
2. The Committee noted that as this quarterly report ended in September 2024, that many of the outstanding actions have been completed and will be reported to the Committee with the October to December 2024 quarterly report at the meeting scheduled for February 2025.

**CARRIED**

---

**6 EXTERNAL AUDITS****6.1 REVIEW PERFORMANCE OF EXTERNAL AUDITOR****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

That the Audit and Risk Advisory Committee receives and notes the report and acknowledges the efforts of Tim Fairclough and his team for successfully discharging the terms of the audit engagement in a professional and timely manner for the 2023/24 reporting year.

**CARRIED**

---

**7 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN****7.1 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN AND MEETING SCHEDULE****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

That the Audit and Risk Advisory Committee:

1. Notes the progress of its 2024 Annual Workplan as provided in Attachment 1.
2. Adopts the 2025 Annual Workplan as provided in Attachment 2.
3. Adopts the following meeting dates to be convened and undertaken in accordance with the provisions of the *Local Government Act 2020* and the Audit and Risk Committee Charter:  
19 February 2025, 21 May 2025, 13 August 2025 and 19 November 2025.
4. Holds a Special Audit and Risk Advisory Committee meeting on 17 September 2025 for the purposes of considering the annual financial statements and performance statements.

CARRIED

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## 7.2 INTERNAL CONTROL ENVIRONMENT RELATED POLICIES FOR COMMITTEE REVIEW

### COMMITTEE RESOLUTION

Moved: Mr Peter Smith

Seconded: Cr Moira Berry

1. That the Audit and Risk Advisory Committee determines which of the Internal Control Environment related policies as shown in Attachment 1, that the Committee will review and have oversight of.
2. The Committee suggested that Procurement be included as a Policy for it to review, with this review scheduled for December 2025 and to remove Accounts Payable as this is considered to be an operational procedure.

CARRIED

---

## 8 OFFICER REPORTS

### 8.1 QUARTERLY FINANCIAL REPORT SEPTEMBER 2024

#### COMMITTEE RESOLUTION

Moved: Cr Moira Berry

Seconded: Mr Peter Smith

That the Audit and Risk Advisory Committee receives the Quarterly Financial Report – September 2024.

CARRIED

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**8.3 BUSINESS CONTINUITY PLAN - SUB PLANS UPDATE****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

**That the Audit and Risk Committee receive the Business Continuity Plan Sub Plan progress update and note a further update will be presented at the February 2025 meeting.**

**CARRIED**

---

**8.4 GOVERNANCE DOCUMENTATION UPDATE****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

**That the Audit and Risk Committee note the update relating to Governance documentation.**

**CARRIED**

---

**8.5 RISK MANAGEMENT AND OHS****COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

**That the Audit and Risk Committee receive and note the Occupational Health and Safety and Risk Management Framework Update including the Strategic Risk Management Register.**

**CARRIED**

---

**8.6 GOVERNANCE AND COMPLIANCE****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry**

**That the Audit and Risk Committee receive and note updates on the following matters:**

- 1. Behaviour, Fraud and Corruption;**
- 2. Significant Legal Matters; and**
- 3. Compliance with Legislation and Policies.**

**CARRIED**

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9 CORRESPONDENCE

9.1 VAGO CORRESPONDENCE AND REPORTS

COMMITTEE RESOLUTION

Moved: Cr Moira Berry

Seconded: Mr Peter Smith

That the Audit and Risk Advisory Committee receive and note the VAGO correspondence:

- 1. VAGO Status Report – August 2024
- 2. Independent Auditor’s Report – R2R Program – Moorabool Shire Council
- 3. That Management undertake a self-assessment regarding the recommendations contained in recent applicable IBAC and VAGO Reports (including ‘Leo’ and ‘Sandon’) and any other relevant government reports and report back to the Committee.

CARRIED

10 MEETING CLOSURE

The Meeting closed at 11.15am.

.....  
CHAIRPERSON



# **CUSTOMER EXPERIENCE STRATEGY 2025-2027**

**Moorabool Shire Council**

*We embrace our natural environment and lifestyle options to create  
an inspiring place for everyone to live, work and play*



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Council respectfully acknowledges the Traditional Owners of the land, which include the Wurundjeri Woi Wurrung, Wadawurrung and Dja Dja Wurrung people. We pay our respects to the Elders past, present and emerging.

## Message from the Mayor and CEO

Moorabool Shire's population is rapidly growing. Our picturesque surrounds, vibrant community, and great location are attracting new residents and investment, and our population is set to double over the next twenty years.

At the same time our population is growing; our world is changing significantly. Trends like urban sprawl, the prevalence and use of digital technology, extreme climate events, and higher expectations from customers are all contributing to the need to redesign our services.

If we are to create a safe and prosperous future for Moorabool Shire we need to work together to understand the needs and aspirations of residents, businesses and visitors so that Moorabool Shire Council can provide the services and advocacy that are needed, and do that in an inclusive, consistent, reliable, efficient and seamless way.

A review of our existing Customer Experience Strategy was an important action in the Council Plan 2021-2025. Reviewing our strategy helps us to ensure we are delivering services that meet our community needs.

We have made a lot of progress since introducing the Customer Experience Strategy in 2020. We now have a better understanding of our customers and have made headway in transforming the way we delivery services which has proven to support our community based on feedback received via our Voice of Customer program.

As our shire continues to grow it is important that we continue to build on the way we delivery services.

This new strategy outlines not only our vision but what we are going to do to embed that vision and provide the best possible outcome for our customers.

Cr Paul Tatchell  
Mayor

Derek Madden  
Chief Executive Officer



**WHY DO WE NEED A CUSTOMER EXPERIENCE STRATEGY?**

The Customer Experience Strategy defines how Council will design and deliver service experiences that are consistent, reliable, inclusive, easy to use, and meet the needs and expectations of our customers.

**WHAT IS CUSTOMER EXPERIENCE?**

Customer experience is the overall experience customers have at Council. Customer experience is offered by everything we do, including customer service, customer communications, the services we offer and how we offer them.

**WHO ARE OUR CUSTOMERS?**

Our customers are anyone who interacts with us or uses our services - that includes residents, ratepayers, businesses, investors and visitors.

## How this strategy was developed

This Customer Experience Strategy was informed by several research pieces conducted with customers and staff to achieve a data and customer driven strategy.

Research and data included:

- A review of the 2020-2021 Customer Experience Strategy
- 302 surveys completed by customers who had used Moorabool Shire Council services (through our Voice of Customer program)
- 135 surveys completed through our community engagement portal ('Have your say on the Customer Experience Strategy')
- Information drawn from our annual telephone survey of 400 Moorabool Shire residents (the Community Satisfaction Survey 2024)
- Workshops held with 60 staff from a variety of departments including our front-line teams, management teams and Council's Executive team to obtain staff feedback on how we deliver customer experiences and potential areas for improvement
- Demographic analysis via profile.id (<https://profile.id.com.au/moorabool/>)

The core elements and direction of the strategy have been developed using the results of the above and through co-design with staff from a range of high-volume services.

## Our journey so far

The Customer Experience Strategy 2020-2021 outlined the need for Council to increase our online options, provide clearer, consistent, and timely responses, provide better tools for our staff as well as provide staff insights on the customer experience.

Since then, we have built on these foundations to improve the customer experience journey, based on insights which identified areas for improvement. These included:

- Reviewing and updating the Customer Charter
- Setting service levels for our most frequently used services
- Investing in customer-centric training programs for the organisation to provide our customers improved service quality and building a more customer-focused culture
- Developing and implementing a Voice of the Customer program and listened and learned through this program, which allows customers to tell us how we performed when dealing with their customer service request

We also improved our digital offerings, including:

- Implementing a new customer request system which helps staff make interactions smoother, more personalised and responsive, enhancing overall customer experience and satisfaction
- Implementing almost 30 new online forms, which makes it easier for customers to do business with us online and at a time that suits them
- Reviewing, updating, and creating new website content for our high-volume visited pages to make them more customer-friendly
- Making our website easier to navigate so customers can easily find what they are looking, including implementing a Pay /Report/ Apply buttons on the homepage
- Providing live chat on the website as a new contact channel for customers.

## About our Customer Charter

The Customer Charter was developed as an action of the Customer Experience Strategy 2020-2021.

The Charter outlines our promise and goals when it comes to our customer service:

**Our Promise:** Moorabool Shire Council provides more than 220 services to the Moorabool Shire community. We are committed to designing and delivering services that are consistent, inclusive, easy to use and meet the needs of our customers as well as regularly share how we are doing.

**Our goals:** To understand our customers needs, make it easy to deal with us, do what we say we will and keep customers updated.

See our Customer Charter – [Appendix 1](#)



## Who are our customers?

Key traits of some of the segments of our community are:



**Pridhee & Amit** are a couple in their thirties who have moved to Moorabool to raise their young family. Their eldest child attends Darley Kindergarten and they use occasional care for their youngest when Amit and Pridhee are rostered on at the same time. They love going to the park or playground as a family but are concerned that sometimes dog owners do not leash their dogs in the area.

**Shae** is a single Mum in her forties with a teenage daughter. She moved to Ballan for the lifestyle and lower cost-of-living. She spends a lot of time on the road driving her daughter to activities and is concerned about the state of the roads between Bacchus Marsh/Ballan and her home. Her daughter has been struggling, and Shae is keen to get help but does not know where to go.



**Dora** is a widow living in a retirement village in Bacchus Marsh. Her children have all moved out but is regularly visited by her daughter who has a disability. It is important for Dora to be able to get around town with her daughter as they visit the library regularly to borrow books and have a chat to the friendly staff, she also participates in the knitting club in the library.

**Robyn & John** have a hobby farm near Bungaree. Since their kids left home, Robyn and John have spent more time getting involved with the local community. Robyn is the events coordinator with her local small business networking group and is responsible for liaising with the Council for use of community rooms. John has set up a side business restoring farm machinery.







## How you contact Council

Our customers are as diverse as the services we offer, and they contact us for a range of different reasons, and each have varying needs.

Council's role as a service provider and regulatory body can create situations where not all customer requests will be satisfied. In saying this Council does have an obligation to provide customers easy, convenient and equitable channels to access services, make requests and obtain assistance.



Website: [moorabool.vic.gov.au](https://moorabool.vic.gov.au)



Email [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au)



Phone [5366 7100](tel:53667100) Monday to Friday 8.30am-5pm



Mail PO BOX 18, Ballan, Victoria 3342.



In person

**Principal Office – 15 Stead Street, Ballan**

Monday - Friday 8.30am-5pm

**Darley Civic and Community Hub, 182 Halletts Way, Darley**

Monday-Friday 8.30am-5pm

Lerderberg Library, 215 Main Street, Bacchus Marsh

Monday - Friday 8.30am-5pm, Saturday 9am-2pm





## Our principles

- **Customer-centric design:** we will use the insights we get from listening deeply to customers and use them to redesign our services, processes, documentation, information, and communication channels.
- **Choice:** we will improve the breadth, quality, accessibility and useability of our online information and services so that customers can choose to interact with us digitally as well as being able to call, write, or visit us in person
- **Transparency and accountability:** we will measure, monitor, and report on our progress towards becoming more customer-centric (see “How we will measure our progress” on page 12)
- **Collaboration:** we will establish formal mechanisms to ensure that we collaborate across the organisation to solve customers' problems, showcase results, and foster culture change
- **Staff wellbeing:** we will design our services to provide a good employee experience, as well as a good customer experience.

## Our key focus areas for 2025-2027

We have taken what we have learned and revised our strategy to guide our activities over coming years.

Our focus areas:

1. **Listen:** Continue to listen and understand our customers through research and community consultation
2. **Design:** Design and improve services by prioritising insights, needs, and areas for improvements from that listening and engagement
3. **Deliver:** Deliver every day on our customer charter and provide a consistent experience across all channels
4. **Measure:** Measure and communicate our performance
5. **Build:** Build and sustain a customer centric culture worth celebrating.



## Our action plan

Focus area	Initiative	Final delivery
<b>1. Listen</b>	1.1 - Continue to listen and act on the Voice of Customer program feedback	2027
	1.2 - Leverage Voice of Customer results for informed decision-making	2027
	1.3 – Identify and discuss internal continuous improvement initiatives	2027
	1.4 – Listen and understand our community demographics and how they inform our customer personas	2027
<b>2. Design</b>	2.1 - Design and implement additional online forms to allow customers to self-serve via the website	2027
	2.2 - Review our most used services and design process improvements including journey mapping where appropriate	2027
	2.3 – Consider new and innovative ways of supporting and enhancing the customer experience e.g. leveraging artificial intelligence (AI)	2027
	2.4 – Review and update our customer personas with regards to our changing shire demographics	2027
	2.5 – Review our Customer Charter and associated service commitments and design refreshed charter in line with the review	2025
<b>3. Deliver</b>	3.1 – Update and roll out the new Customer Charter and associated service commitments	2026
	3.2 – Update the customer service knowledge database to allow increased first contact resolution and investigate improvements	2026
	3.3 – Continue to improve the customer online portal MyMoorabool to increase customer self-service options	2026
	3.4 – Implement and promote smartphone application technology to allow customers to make reports and receive council communication via the app.	2026
	3.5 – Update our complaints management policy and procedure	2027
<b>4. Measure</b>	4.1 - Implement the new CX strategy and report on delivery	2027
	4.2 – Review and improve customer experience reporting to the public for transparency	2026
	4.3 - Continue to report and communicate on performance internally	2027
	4.4 - Measure frontline performance against our customer service quality assurance framework	2027
	4.5 – Support and enhance our brand through excellence customer experience	2027
<b>5. Build Culture</b>	5.1 - Continue to train and upskill our staff on customer centric outcomes and investing in more customer focused training programs e.g. ensure adequate training to staff to close off customer requests in a timely, appropriate way	2027
	5.2 - Communicate internally - celebrate successes and share customer insights and stories, and bring customer experience to leadership meetings	2027
	5.3 – Identify council officers as customer champions to run focus groups on improving performance within each area to align with our commitments.	2025
	5.4 – Encourage teams to collaborate and understand other Council departments	2025
	5.5 – Explore opportunities to enhance our customer performance outcomes by promoting the importance of providing excellent customer service both internally and externally.	2026

## How we will measure our progress

Tracking our progress is vital to ensure we are delivering in line with community expectations.

We will track our performance in the following areas:

Area of focus	Measurement to be used	Strategy targets by 2023 (2020-21 Strategy delivery)	2025-2027 Strategy targets
User satisfaction with overall Council performance	% of surveyed users satisfied or very satisfied with overall Council performance	56%	75%
User New Positive Sentiment Score	% of surveyed users who would speak positively about council scoring a 9 or 10 out of 10	NEW*	+15
User Net Ease Score	% of surveyed users satisfied or very satisfied with the ease of getting their enquiry resolved.	NEW*	75%
User Effort Score	% of surveyed users who got their interaction resolved without having to follow up.	NEW*	75%
First contact resolution	% customer interactions resolved at the first point of contact	53%	75%
Availability of digital forms	what % of our forms are available online	NEW*	90%
Availability of our results to the public	How many data sources are available on the public website that shows transparency of our results	NEW*	3
Successful implementation of smartphone application	How many users have installed the application	N/A	1000 users
Successful implementation of improvements to the customer online portal	How many users have created an online portal account	N/A	2000 users

\*Targets created for the 20/21 strategy



[Appendix 1 – Customer Charter](#)

# Our commitment to you.

Customer Charter



## Our promise.

Moorabool Shire Council provides more than 220 services to the Moorabool Shire community.

We are committed to designing and delivering services that are consistent, inclusive, easy to use and meet your needs.

And we regularly share how we are doing.



MOORABOOL SHIRE COUNCIL

Our commitments.

1

We understand your needs.



We work hard to understand what matters to you most.

2

We are easy to deal with.



We design our services to give you a great experience, and to help you quickly and simply complete your transaction.

3

We do what we say we will.



We earn your trust by how we act and what we do.

4

We keep you updated.



We explain what we will do and keep you updated until we resolve your enquiry.





## We understand your needs.

We continue to seek your feedback.

We find new and innovative ways to best serve you.

We use your feedback to help us improve.

We design our services to give you a great experience, and to help you quickly and simply complete your transaction.

MOORABOOL SHIRE COUNCIL



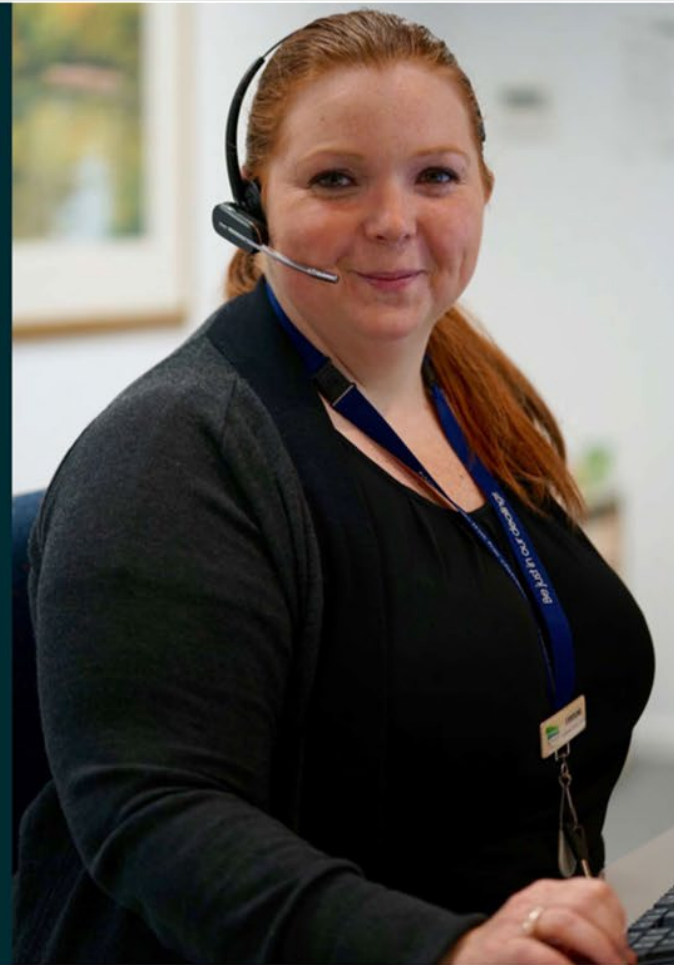
## We are easy to deal with.

We provide contact options that suit your needs:

- telephone
- online
- livechat
- website
- letter
- social media
- face-to-face

We supply comprehensive, accurate and up-to-date information online for you to complete your enquiries and transactions.

We review our services to ensure they give you the best experience and meet your needs.



MOORABOOL SHIRE COUNCIL



## We keep you updated.

We take the time to listen and understand your enquiry.


We share what will happen next, and if there is anything you need to do.

We provide you with an expected response timeframe for your enquiry.

We explain the reasons for our decisions.

MOORABOOL SHIRE COUNCIL





## We do what we say we will.

- We deliver our services within the stated timeframe.
- We explain why something is taking longer than anticipated.
- We will try our best to contact you via your preferred channel, where possible.
- We clearly explain our next steps if things don't go to plan.

MOORABOOL SHIRE COUNCIL

## We are regularly tracking our performance.

Our performance against our customer commitments is important to us. Where we can, we track how consistent, reliable, and easy to use our services are.

Each quarter we report how we are tracking publicly on our website.

We regularly expand the list of services that we track and report on.

We often ask for your feedback on how we did, using that data to help shape our process improvements.



MOORABOOL SHIRE COUNCIL

## We respond to your concerns.

If you aren't happy with our performance, you can submit a complaint via:

- telephone
- online
- website
- letter
- face-to-face



MOORABOOL SHIRE COUNCIL



## We improve every day and have plans for the future.

We are working on a new customer portal.

We are digitising forms online, so you can get in contact, register for a service, or request a bin - when you want, how you want.

We are constantly reviewing our systems to find new ways to improve your experience.

We are always looking for new ways to be more transparent on what we are doing.

As we strive to always be better, we are exploring new ways to be more accessible and inclusive.



MOORABOOL SHIRE COUNCIL

MOORABOOL SHIRE COUNCIL

# Get in touch.

**Website:** [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

**Live chat:** [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au) – available from 9.00 am to 4.30 pm weekdays, excluding public holidays.

**Call us:** 03 5366 7100

We are open from 8.30 am to 5.00 pm on weekdays - public holidays excluded. If your call is urgent and out of office hours, we have an after-hours phone service available.

**Visit us:**

15 Stead Street, Ballan - 8.30 am to 5.00 pm, Mon- Fri.

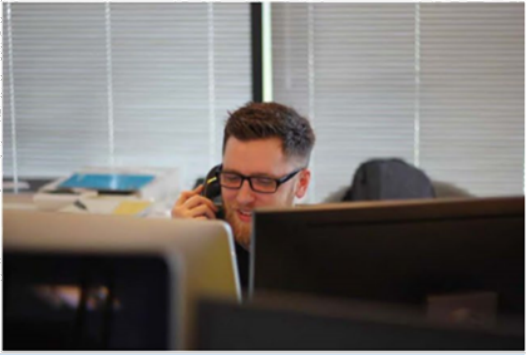
Lerderderg Library, 215 Main Street, Bacchus Marsh - 8.30 to 5.00 pm Mon- Fri; and 9.00 am – 2.00 pm Saturdays.

Civic & Community Hub, 182 Halletts Way, Darley - 8.30 am to 5.00 pm, Mon- Fri.

**Write to us:** PO Box 18, Ballan Vic. 3342

**Fax:** (03) 5368 1757

**Email:** [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au)



## Get in touch.

**National Relay Service:** If you are deaf, have a hearing or speech impairment you can call through the National Relay Service (NRS):

- TY users can phone 133677 then ask for 03 5366 7100
- Speak & Listen (speech-to-speech) users can phone 1300 555 727 then ask for 03 5366 7100
- Internet relay users can connect to NRS on [nrschat.nrscall.gov.au/nrs/internetrelay](https://nrschat.nrscall.gov.au/nrs/internetrelay) then ask for 03 5366 7100

**Victorian Interpreting & Translating Service (VITS):** VITS qualified interpreters provide on-site, telephone, and video interpreting services.

- For interpreting bookings, call 03 9280 1955
- For translating services call 03 9280 1941



## Background

The Customer Charter was developed with feedback received through the Customer Satisfaction Survey. As well as through engagement with our community during the development of the Community Vision 2030.

With the assistance of this feedback, we were able to establish a Charter that captures our aspirations, goals, and standards to determine the best way we can serve our community and continue to improve.

The Charter and our Customer Commitments will continue to evolve through continued feedback received from you - our customers.



Thank you.





MOORABOOL  
SHIRE COUNCIL



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@mooraboolshirecouncil



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[www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)



15 Stead Street  
Ballan  
Victoria 3342

2025 - 2030



MOORABOOL SHIRE COUNCIL

# Moorabool Shire **Open Space Strategy**







**ACKNOWLEDGMENT OF COUNTRY**

Council respectfully acknowledges the Traditional Owners of the land which includes the Wurundjeri Woi Wurrung, Wadawurrung and Dja Dja Wurrung people. We pay our respects to the Elders past, present and emerging.

**ABOUT THIS DOCUMENT**

Developed by the Urban Design & Landscape Architecture Team at Moorabool Shire Council in conjunction with @leisure Planners, Council staff, DEECA Staff, Moorabool Community Groups, and Local Park & Environmental groups.

2025

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# Introduction

## 1.1 Glossary

TERM	DESCRIPTION
MSC	Acronym for Moorabool Shire Council.
Public Open space	Defined as public land open to the sky. Reserved for public park and recreation, or public conservation and resource within the Moorabool Planning Scheme, or land set aside for recreation or environmental purposes.
Primary Function	The open space function is defined as the primary purpose and role of the open space within the wider network, based on key benefits sought by the community from the type of space.
Open space catchment	The Open space catchment refers to the categorisation of open space based upon the defined level of service i.e. local, district and regional level parks.
Landscape Setting	Landscape setting can be defined as the environmental setting an open space is situated within i.e. treed parkland, bushlands, former agricultural area etc.
Settlement Type	The settlement type is defined by the immediate context in which the public open space is provided defined by development & population levels i.e. suburban, township etc.
Programme	A programme is a planned activity, event, or function designed to enhance an open space.
Kickabout space	A kickabout space is an informal outdoor area designed for recreational activities, such as casual sports or play, without formal structures or equipment.
Encumbered open space	Encumbered open space refers to outdoor areas that are restricted or limited in their use due to legal, physical, or environmental constraints, such as easements, conservation regulations, or infrastructure.
Un-encumbered open space	Un-encumbered open space refers to outdoor areas that are free from legal, physical, or environmental restrictions, allowing for unrestricted use and development.
OSEP	Acronym for Open Space Enhancement Project.
STEP	Acronym for Small Township Enhancement Project.

## PART 1

# Introduction

An Introduction which includes a glossary, document structure, purpose, strategic framework and the definition of public open space.



# Introduction

## 1.2 Structure of this document

The Open Space Strategy is divided into the following sections;

### PART 1 - INTRODUCTION

This chapter includes a glossary, document structure, purpose, strategic framework and the definition of public open space.

### PART 2 - VISION

This chapter demonstrates how this document fits within the strategic framework of Council and the principles that guide the strategy's direction. All principles are consistent with the State Planning Policy (Clause 11, Settlement, Moorabool Planning Scheme 2021).

### PART 3 - OPEN SPACE CLASSIFICATION

This chapter identifies each type of open space classification. These are primary function, catchment, landscape setting & settlement types.

### PART 4 - APPLYING THIS STRATEGY

This chapter provides locality analysis and examples on how to apply the classification system in-line with the overarching strategic values & principles.

### PART 5 - ACTION PLAN

This chapter provides a 10 year action plan or the duration of the Open Space Strategy.

## 1.3 What is public open space?

Public open space, in this strategy is:

- ~ Public land open to the sky
- ~ Land reserved for Public Park and Recreation, or Public Conservation and Resource in the Moorabool Planning Scheme, or
- ~ Land set aside for recreation, or environmental purposes.

This study is about public open spaces managed or owned by the Council. It considers Crown land and land that may or is used for recreation or environmental purposes or set aside for utility purposes.

## 1.3 Purpose

This Strategy aims to provide a clear direction about the planning for open space across the Shire, including in all greenfield development areas, and meeting the community's needs today and into 2035. The brief for this Open Space Strategy required the following items to be addressed:

1. A classification system/hierarchy for public open space defining non-encumbered vs encumbered open space.
2. Levels of service for each hierarchy level.
3. Future Actions for the strategic period.

## 1.4 Legislative requirements

This strategy has been developed with consideration to current legislation, standards and best practice design to provide guidance on Council's minimum expectations when it comes to open space design. This strategy is to be read in line with all relevant legislation, standards and best practice design and it is the consultants obligation to submit documents that comply with this strategy and all other requirements.

## 1.5 Role of Council & process

Moorabool Shire Council is responsible for managing the process in preparing this Open Space Strategy which has included:

- ~ Review of over 50 documents, open space-related policies and plans, locality and issues related plans.
- ~ Classification of open spaces submitted and discussed with the Project Steering committee.
- ~ Process for assessment of open space.
- ~ Provision standards by open space function type and catchment.
- ~ Review of demand from other consultations especially Bacchus Marsh and Ballan Open space Planning Framework 2019 and consultation with children.
- ~ Interviews with key stakeholders.
- ~ Community engagement via Council's 'Have Your Say' for comments.
- ~ Assessed participation in activities in open space using existing and 2041 populations.
- ~ Issues based internal workshops (8)\*2 with staff: open space in new residential areas, Encumbered land, Development contributions, Biodiversity and waterways, Off road trails,

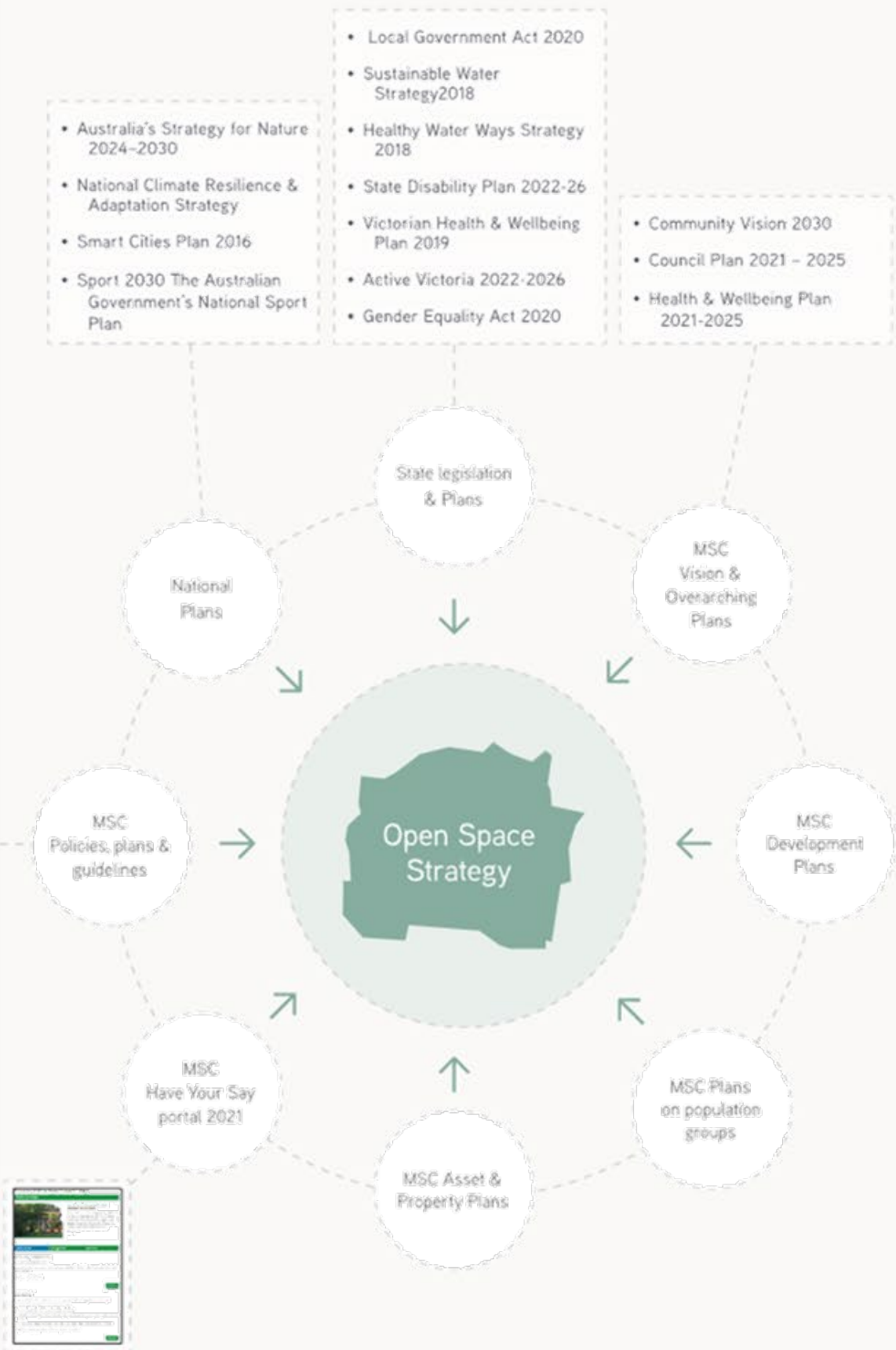
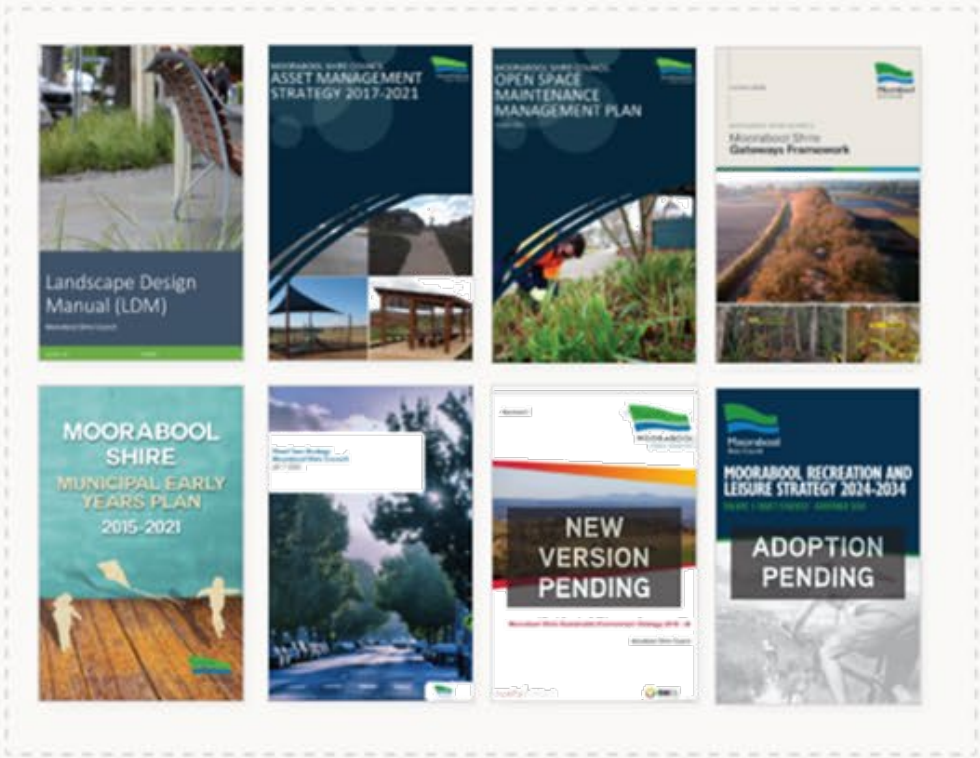
Dogs in open space, Play, Access and Inclusion.

- ~ Research, analysis and key points summarized.
- ~ High level directions were identified for each issue and a draft strategy was submitted in July 2021. Additional volumes were revised and submitted in December 2022.
- ~ Council has internally reviewed and condensed the four x Open Space Strategy Volumes prepared by @leisure, into one single volume.

How does this strategy fit within the greater National, State & Council context?

1.7 Strategic Framework

The documents and groups listed here have been key in developing the Open Space Strategy and should serve as ongoing references for its implementation through adoption and actions.





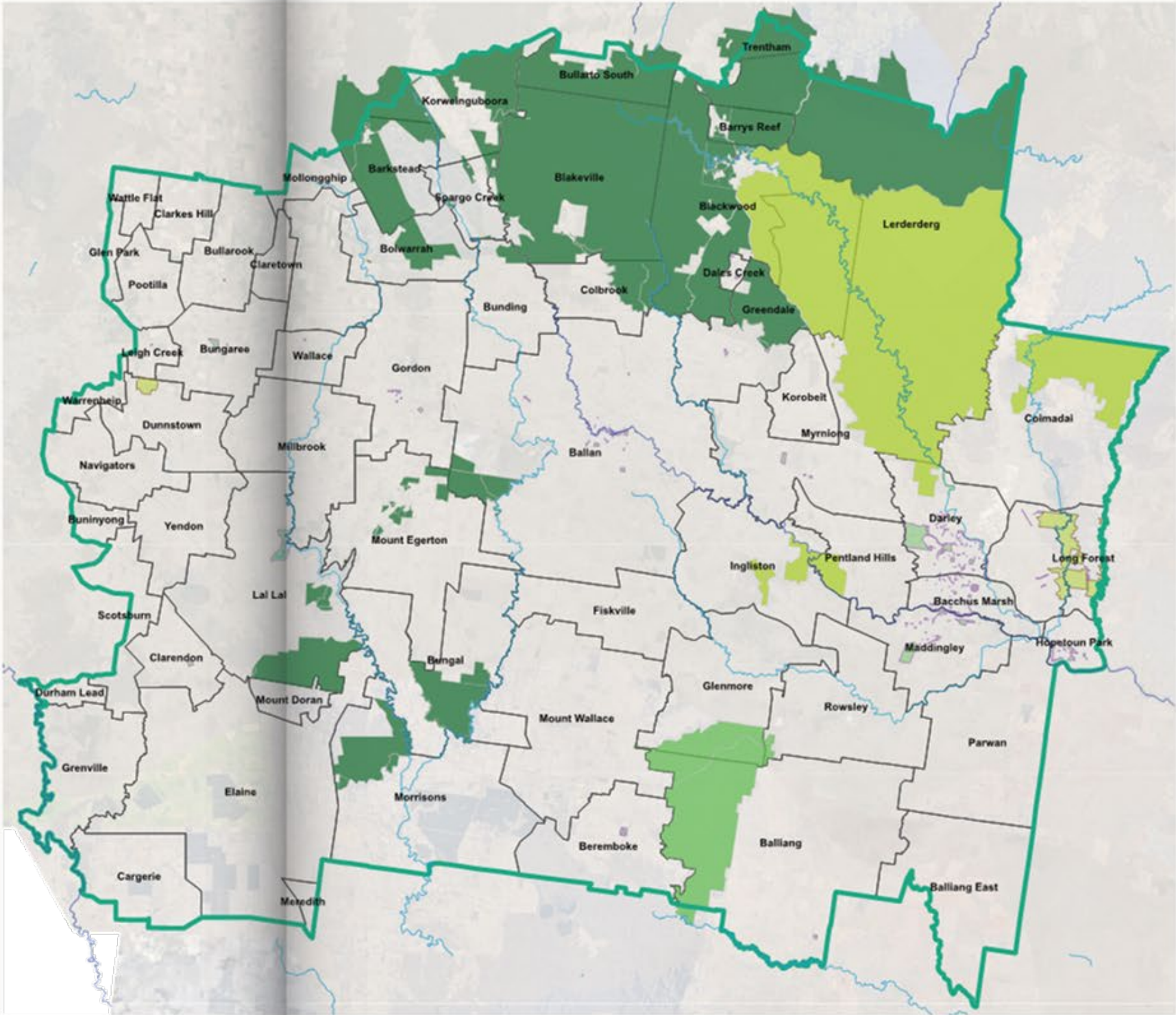
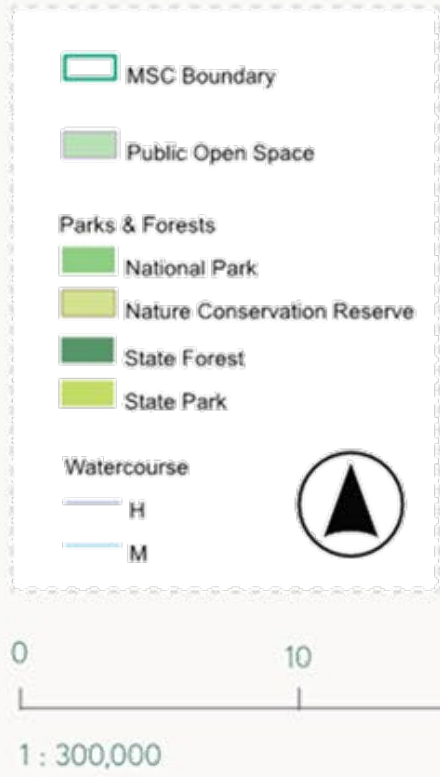
Mapping of existing Open space within Moorabool Shire Council

1.8 Existing Open space Mapping

The mapping to the right shows the extent of the municipality and distribution of forest & park, national park, nature conservation reserve, and Moorabool Shire Public Open Space across the Shire.

Locality Analysis

The distribution of open space across Moorabool was assessed by locality, using Isochrone maps to show walkable distances from Council parks classified as passive parks or equivalent to social/family recreation sites (see Part 4).





PART 2

Vision

The Open space Vision and a breakdown of each principle that guides the overall vision of the strategy.

Open space Vision

The overall open space vision encompasses a core set of values that serve to inspire and guide the long term direction of the entire open space network within the Shire.

Principles

A set of principles guide the implementation of the Open Space Strategy within Moorabool Shire and its broader context, defining the key elements and values that form the foundation of any open space project.



# Open space Vision for Moorabool

## 2.1 Council Vision

A network of open space in Moorabool Shire that is:

- Fit for purpose in accordance with its identified primary function and desired landscape setting,
- Diverse in nature and opportunities,
- Equitably distributed within easy walking distance from all residences,
- Accessible and inclusive to people of all ages, abilities, backgrounds and gender identities,
- Able to enrich social, environmental and recreational experiences and provide opportunities to increase physical activity for existing and future residents of Moorabool,
- Sustainably sited, designed and managed in partnership with community, stakeholders and traditional owners,
- Protecting and enhancing biodiversity, cultural heritage and amenity in the Shire's built landscape, parks and waterways, and
- Complementary to and providing access to the opportunities that the extensive state park system in Moorabool could provide.





# Open Space Principles

## 2.2 Open space principle definitions

TERM	DESCRIPTION
Accessibility & Inclusion	<ul style="list-style-type: none"><li>• Provide opportunities for all people to access all types of public open space, and interact with others when using open spaces, even though not all activities or equipment may be readily accessible to all people.</li><li>• All projects must comply with DDA (Disability Discrimination Act) where possible, to cater to all users, particularly those with disability or specific mobility requirements.</li><li>• All projects require an internally developed Gender Impact Assessment (GIA) mandated by Victoria's Gender Equality Act 2020. Gender Impact Assessment is necessary to ensure that the design, accessibility, and safety of the space considers the diverse needs of all people while addressing potential disparities.</li></ul>
Health & Safety	<ul style="list-style-type: none"><li>• Maximize the opportunities for existing residents to access green open space and outdoor recreational opportunities.</li><li>• Locate public open space of appropriate function and form (landscape setting types) complementary to the context of the place where people live and work to create a sense of well-being, stress release and provide opportunities for recreation and physical activity.</li><li>• Provide opportunities for all people, especially children, to grow and learn through risk and challenge in open space and enhance opportunities and resilience. The planning and design of spaces will seek to minimize danger to users, locate public open spaces to promote passive surveillance, promote a sense of security and adhere to Safer by Design Principles.</li><li>• Ensure shade and UV protection by incorporating trees for natural shade and installing shade structures such as shade sails or shelters.</li></ul>
Diversity & Choice	<ul style="list-style-type: none"><li>• Provide a diversity of outdoor recreation experiences through open space function and landscape setting types that:<ul style="list-style-type: none"><li>• Respond to the needs and wants of the community through consultation,</li><li>• Complements opportunities available to residents at home and in their local area,</li><li>• Delivers a range of recreation, social, physical and environmental experiences to suit people of all ages, abilities and cultural backgrounds, and</li><li>• Provides as a priority a social/family recreation area, a network of off-road trails and a sporting open space that is proximate to all residential areas.</li></ul></li></ul>



# Open Space Principles

TERM	DESCRIPTION
High standard of urban design and amenity.	<ul style="list-style-type: none"><li>• Provide high quality designs that conform to Australian Standards and general best practice.</li><li>• Each design is to be reviewed by specific internal Council departments for feedback and approval.</li><li>• Each design must conform to Council policies, plans and procedures.</li><li>• Each design should be informed by relevant preliminary investigations, which are not limited to the following:<ul style="list-style-type: none"><li>~ Cultural Heritage Management Plan</li><li>~ Arborist Report</li><li>~ Environmental Management Plan</li><li>~ Gender Impact Assessment</li></ul></li></ul>
Prevention of pollution to land, water and air. Includes integrated water management	<ul style="list-style-type: none"><li>• Provide areas for the retention and filtering of stormwater, utilities and other non-recreation purposes, without compromising space for sporting and recreational requirements.</li><li>• Create buffers between incompatible land uses and maximize the value of that space for open space objectives.</li><li>• Address the decrease in the tree canopy and the increasing proportion of impervious and heat-absorbing surfaces.</li><li>• Where applicable, promote the use of water storage tanks that collect stormwater from building infrastructure within reserves e.g. pavilions, toilet blocks &amp; shelters. To assist in providing water to localized garden beds.</li></ul>
Protection of environmentally sensitive areas & natural resources	<ul style="list-style-type: none"><li>• Contribute to the management and protection of creek corridors for habitat, environmental integrity, water quality improvement and management of weeds.</li><li>• Minimize the impact of buildings, lights, structures, car parks and social activities on environmentally and culturally significant attributes in open space and waterway corridors.</li><li>• Where suitable, utilise indigenous planting and habitat specific vegetation to enhance biodiversity. Native classified planting being a secondary option.</li><li>• To provide educational opportunities around environmental protection and waste disposal in applicable open space bordering Environmental sensitive areas (e.g. forests, waterways, habitat).</li></ul>





# Open Space Principles

TERM	DESCRIPTION
Land use & multi-modal transport integration	<ul style="list-style-type: none"><li>• Locate public open space in prominent and accessible locations close to where people live, so that they provide multiple benefits: physical, social and environmental.</li><li>• Ensure all the social/family recreation and sporting open spaces are accessible by off-road trails that connect to the wider footpath network.</li><li>• Develop a network of off-road trails in every township that includes park perimeter trails, local neighbourhood trails, circuits and open space corridor trails to allow people to exercise and access community facilities, parks and commercial areas without having to drive a vehicle.</li></ul>
Planning the prevention of environmental issues created by siting incompatible land uses close together.	<ul style="list-style-type: none"><li>• Seek to provide buffers along waterways and around environmentally sensitive open spaces, while ensuring residential, commercial and other land uses minimize impacts and enable residents to benefit from these encumbered open spaces.</li><li>• Adequately sized reserves and buffers must also be provided around sports facilities to protect residences from ball spill, traffic congestion, noise and light spill.</li></ul>
Facilitate the provision of public open space that supports sustainable development.	<ul style="list-style-type: none"><li>• Focus on sustainable development that leverages existing and intended settlement patterns.</li><li>• Ensure transport, telecommunications, water, sewerage and power are provided within public open space where appropriate.</li><li>• Encourage residential development close to and overlooking existing recreation opportunities.</li><li>• Expand existing open space assets to ensure they are fit for purpose.</li><li>• Provide additional open space, and/or upgrade existing open space, to serve area specific population increases and changing requirements.</li><li>• Address gaps in off-road trail circuits, sporting, and social/family recreation spaces.</li></ul>
Sustainable development & Economic viability	<ul style="list-style-type: none"><li>• Configure and design public spaces to enhance sustainability and cost-effective development, programming, use and management.</li><li>• Encourage the use of public open spaces for local, Moorabool-wide, and regional communities, while also benefiting and attracting tourists from a broader catchment.</li><li>• Take countermeasures to reduce heat island effect across reserves, parking lots and streetscapes by increasing tree canopy.</li></ul>



### The four forms of classification

The Open Space Strategy provides a classification system which includes **primary function, catchment, landscape setting** and when applicable, **settlement**. Each component of these classification types will be explored with examples provided.

### Encumbered vs Un-encumbered

The function types will be listed as **encumbered** or **un-encumbered**, with each function falling within either of these categories. Each function type will be explored, demonstrating the reasons for these categorisations.

## PART 3

# Open space classification system

This chapter introduces the open space classification process and provides a breakdown of each type.





# Open space Classification system

## 3.1 Open space classification purpose

This classification system aims to provide the framework for analysing existing open space, potential community needs in future, and determining the future open space requirements of the specific study area. Open spaces provide varying benefits and experiences based on their function, landscape setting, and catchment area, all of which determines the catchment level of local, district, or regional populations.

These catchment levels in summary are:

CATCHMENT LEVEL	DEFINITION	EXAMPLE
Local	Open space predominantly serving the immediate surrounding neighbourhood. These service daily and weekly needs and short stays and are generally accessed by walking or cycling from surrounding areas.	McLean Reserve, Ballan
District	Open space predominantly serving a whole suburb or group of suburbs. For sports parks these facilities will provide for competitions rather than social activities, and for people who drive from some distance.	Darley Park, Darley
Regional	Open space predominantly serving the whole Shire or a larger area. These may have significance to a large population including visitors, and typically would include some unique attraction. These provide for visitors and longer length of stay, likely to include a higher degree of accessibility and support facility provision.	Maddingley Park, Maddingley

To determine the catchment level, the following classification system is utilised:

- ~ Primary Function
- ~ Catchment Level
- ~ Landscape Setting & Settlement Type

These classification types ensure open spaces are protected, diversified, equitably distributed, and managed effectively according to their purpose. This approach helps maintain consistent service levels for provision, upgrade, and maintenance, while addressing the unique benefits of each space.

# Primary function

In Moorabool, reclassifying existing open space, such as converting a play space into a community horticulture site or adding trees to an open grassy area, can reduce redundancy, promote diversity, and meet a broader range of community needs. These strategic changes enhance sustainability, create varied experiences, and ensure that open spaces provide valuable opportunities for all members of the wider community.

## 3.2 Application to established open space

By using open space classification to differentiate between sites that have similar functions or landscape settings, established areas can be improved by reducing duplication and enhancing diversity.

Re-programming an open space to a different function, such as turning a play area into a community garden or adding trees and paved surfaces to an open grassy area, creates variety and better meets the diverse needs of the community. This approach promotes sustainability by reducing competition between similar spaces and providing more opportunities for different activities.

## 3.3 Primary function

The open space function type reflects the purpose and role of the open space within the wider network based on key benefits sought by the community from the type of space. This classification is the most important as it will determine if needs will be met. An Open space can have one or more function, but there will generally be a primary purpose that encompasses the entire space.

The function of each site (including non-recreational uses) needs to be overt. The function is the first decision in planning a new area because the function determines the desirable size, location, distribution, quality and nature of infrastructure and management.

By defining the primary purpose or function of public open space, it is possible to:

- Determine which benefits can be met in the long term
- Design the space to be fit-for-purpose
- Measure the demand for these spaces
- Monitor changes in time and across the Shire
- Define the attributes it should provide, where it should be and how many spaces are needed
- Assess appropriateness of development proposals and enable residents to understand opportunities and limitations of each public space.



# Un-encumbered land

## 3.4 Un-encumbered open space functions

Un-encumbered land refers to land that is free from any restrictions or obligations, such as easements, zoning limitations, or legal claims, that could restrict its development or use for public purposes. This type of land is available for potential use as public open space without having to respond to conflicting rights or encumbrances, making it a more viable option for development of parks, recreational areas, or other public amenities.



# Primary Function Types

## 3.4.1 Social & family recreation (SFR)

Areas that provide opportunities for social and physical and play activities for people from a wide range of age groups and abilities, typically catering for community & family gathering, play, picnics, casual ball games, social sporting activities, trail activities and educational elements.

Moorabool Shire specific examples:

- Hine Court Reserve, Darley
- Mclean Reserve, Ballan
- Bacchus Marsh Recreation & Racecourse Reserve (BMRRR), Bacchus Marsh





3.4.2 Singular Playgrounds (Existing)

Small, single-use areas that are primarily play equipment oriented toward younger age children.

Note: These single purpose spaces should be phased out in future in favour of larger, multipurpose social / family recreation areas (SFR) accommodating play for people of all ages and abilities.

Moorabool Shire specific examples:

- Rogers Reserve (As of 2024)
- White Avenue Reserve (As of 2024)
- Hine Court Reserve (As of 2024)



3.4.3 Sports Fields & Organized active recreation

Sports fields and organized active recreation refers to designated areas that allow for structured physical activities, such as team sports, competitive events, or recreational games. These spaces usually include specialised surfaces and facilities, like fields, courts, pavilions & grand stands. They play a key role in promoting community participation, physical activity and healthy lifestyles.

Moorabool Shire specific examples:

- Masons Lane Reserve
- Ballan Recreation Reserve
- Myrniong Recreation Reserve





3.4.4 Relaxation & passive recreation

The relaxation and contemplation function of open space is characterized by areas that feature minimal recreational elements, such as seating, pathways, viewing platforms, or interpretive signage, within predominantly green or natural landscapes. These spaces are designed with a focus on high environmental quality which provides users with relaxation, reflection, and a sense of escape.

Moorabool Shire specific examples:

- Rupert Van Moon Reserve



3.4.5 Memorial, remembrance & contemplation parks

Parks, gardens, or avenues of honor dedicated to commemorating individuals or events, including the preservation or interpretation of significant trees, gardens, or buildings that reflect European settlement or Indigenous cultural heritage. This may include landmarks such as shrines, cemeteries, memorials, sacred sites or peace parks. Often contemplative spaces for quiet reflection are incorporated into these reserves.

Moorabool Shire specific examples:

- Ballan General Cemetery
- Myrniong War Memorial
- Lal Lal Memorial Reserve





3.4.6 Visual amenity & Look outs

Areas principally providing visual relief from urban surroundings, enhancing the amenity of streetscapes or for civic pride, restorative values or respite. Areas dedicated to viewing scenery, or to protect view sheds, ridge lines or skylines. These only need to be provided if the quality are not provided in other open spaces close to residences.

Moorabool Shire specific examples:

- Bald Hill



3.4.7 Gateway reserves & wayside stops

Area set aside on a main road to take a break or rest. These spaces cater to a larger catchment that includes tourists and visitors to the region. The level of activity and visitation is sporadic in nature being impacted by seasonal holidays, working hours etc.

Moorabool Shire specific examples:

- Federation Park, Darley (As of 2024)
- Freeway or highway resting stops
- Entry points into Townships





# Encumbered Land

## 3.5 Encumbered Open space functions

Encumbered land refers to land that is subject to restrictions or legal obligations, such as easements, zoning restrictions, or existing claims, that may limit its use or development for public purposes. These encumbrances can affect the land's suitability for certain types of open space development, as they may impose limitations on how the land can be accessed, developed, or modified. Encumbered land often requires additional considerations or negotiations before it can be utilised for parks, recreational areas, or other public amenities.

Note: Encumbered land functions may be refused by Council as part of an open space contribution. Land may be refused or maintenance periods can requested to be extended if land is not fit for purpose or demonstrates perceived risk to Council.



# Encumbered Land Functions

## 3.5.1 Embankments, escarpments & sloped areas

From an open space function perspective, embankments and escarpments are considered encumbered space because they create physical barriers that restrict movement and accessibility. Embankments, being raised earth structures, hinder the flow of people and limit the usability of surrounding areas for recreational activities. Similarly, escarpments, which have steep slopes and dramatic elevation changes, make it difficult to navigate and connect different spaces. Both landforms reduce the functional potential of open spaces by isolating areas, creating safety concerns, and limiting practical use. Any slope at or greater than 1:4 is generally considered significantly steep and is extremely limited in terms of accessibility, usability and maintenance.

Moorabool Shire specific examples:

- Stonehill Estate
- Queens brook Estate





3.5.2 Accessways, off-road trail corridors & linear parks

Accessways, off road corridors & linear parks are commonly situated along existing corridors such as riparian zones (banks of rivers & streams), disused rail lines, or utility easements. These can integrate specific design elements such as promenades, shared user paths, trails, planted buffers, and green corridors to facilitate pedestrian movement, cycling, and forms of non-motorized recreation. If planned appropriately, these parks can enhance connectivity between communities through a continuous spatial network while providing opportunities to incorporate native vegetation, enhanced biodiversity, sustainable stormwater management systems, and ecological restoration. These do not include on-road bicycle lanes or footpaths.

Moorabool Shire specific examples:

- Aqualink walking trail, Darley
- Peppertree Park, Bacchus Marsh



3.5.3 Flood prone, wetlands, basins & water management areas

Flood-prone areas, wetlands, basins, and water management zones are often considered encumbered space in an open space function context because they present challenges for development, accessibility, and recreational use. Flood-prone areas are subject to water inundation, limiting their potential for construction or public use due to safety concerns and environmental regulations. Wetlands, while ecologically valuable, typically have soft, waterlogged ground that makes them difficult to access and less suitable for active recreation. Similarly, water management areas, designed for flood control or water treatment, may be restricted by infrastructure and regulatory constraints reducing their functionality as accessible, multi-purpose open spaces. This category also includes open water bodies or lakes, where water is the dominant landscape, and the use is predominantly for water-based recreation with many other uses being restricted.

Moorabool Shire specific examples:

- The Avenue Estate wetland, Maddingley
- BMRRR Wetland Basin, Bacchus Marsh





3.5.4 Utility Areas

Utility areas are classed as encumbered open space that is primarily designated for public use but are limited by the presence of infrastructure such as power lines, water pipelines, or sewage systems. These areas may still be used for passive activities like walking, but their primary function is to support utilities rather than serve as recreational spaces. The infrastructure limits their design and accessibility, making them less suitable for large events or intensive recreation, though they still can provide some ecological or aesthetic value within their urban context. Appropriate visual and physical buffers should be incorporated between utility and recreational assets to enhance the open space experience within or adjacent to these areas.

Moorabool Shire specific examples:

- Silverdale Drive Reserve



3.5.5 Open space in and around industrial estates, and employment areas

Open space adjacent to industrial estates and employment areas serves buffer zone, providing a transition between industrial activity and surrounding environments. These spaces can mitigate environmental impacts like noise, air pollution, and visual disturbances, while offering recreational opportunities for workers and nearby communities. The integration of green space promotes physical activity, provides social and relaxation opportunities, and mitigates pollution and visual disruption, which in turn improves both the employees and local residents well-being. As a general guideline, a minimum 50m vegetated buffer is required between residential and industrial areas to ensure adequate spatial separation and mitigate potential conflicts between these land uses.

Moorabool Shire specific examples:

- Parwan Industrial Precinct (future development plans)





# Open space Classification - Landscape Setting

## 3.6 Landscape Setting

A classification based on landscape setting defines the nature of vegetation and form of open space. (For example, can the site be mowed grass, heavily treed, paved, managed sports turf, or an ornamental or cultivated garden).

This classification helps us to:

- Understand the diversity of experiences available across a locality and the Shire
- Assess the extent of tree canopy and residents likely access to nature
- Determine the priority for how to develop new open spaces so they complement other planned or available open spaces, and
- Determine maintenance requirements and costs.

The landscapes setting types recommended are:

- Bushlands, Forests or Conservation Areas
- Ornamental, Formal or cultivated Garden
- Open Grass Area or Kickabout space
- Lawn, Managed Turf, or Specialised soft sports surfaces
- Treed Parkland
- River corridor, Waterway or Water body
- Culturally significant or historical landscapes
- Plaza, Civic spaces or squares
- Former Farmland and Agricultural areas

Landscape Setting Types will be further explored throughout this chapter.

Demonstrating the landscape setting type of each open space can assist potential users to make a choice between sites, for different reasons, in different seasons and explore new places. For example, on a hot day residents may choose a forested, shaded place to play, rather than a paved area or open grassed area.

# Landscape Setting Types

## 3.6.1 Bushlands, Forests or Conservation Areas

Conservation areas, including bushlands and forests, are natural spaces that offer a secluded landscape separate from the built environment, while providing limited access to outdoor activities. These activities typically include trail walking, bush walking, and recreation, allowing visitors to immerse themselves in their natural surroundings. Additionally, these areas support and protect biodiversity by offering various habitats for plant and animal species as part of a diverse range of ecosystems.

Moorabool Shire specific examples:

- Coimadai Bushland Reserve
- Long Forest conservation reserve
- Kel Shields Flora Reserve





3.6.2 Ornamental, formal or cultivated garden

An ornamental, formal or cultivated garden in an open space is a meticulously designed landscape setting featuring symmetry, geometric patterns, and curated plantings, which may also be paired with fountains, arbors, statues, and paved walkways. This landscape setting is usually themed and does not necessarily conform to the greater context of the reserve. Activities include strolling, reflection, private events, photography and horticultural based community events or tours.

Moorabool Shire specific examples:

- Rose Garden at Maddingley Reserve
- Native Gardens at Darley Park



3.6.3 Open Grass Area or kickabout space

Open lawn areas or kick-about spaces are large, flexible grassed areas (often without irrigation) that can include land subject to flooding/inundation or meadow-like environments. While typically cleared, these spaces may have boundary tree planting for definition or shelter, but remain largely open for casual activities like picnics, games, or relaxation.

Moorabool Shire specific examples:

- Clarinda Park Bacchus Marsh
- Carberry Drive Reserve





3.6.4      Lawn, Managed Turf, or Specialised soft sports surfaces

Lawn, managed turf, and specialised soft sports surfaces are landscape settings designed to support recreational activities, offering smooth, durable surfaces suitable for a variety of sports and outdoor events. Managed turf refers to well-maintained grass areas that provide a soft, aesthetically pleasing space for picnics, casual sports, or community gatherings. Specialised soft sports surfaces, such as artificial turf or resilient rubberized materials, are engineered for specific activities like soccer, rugby, or athletics, offering consistent performance and durability.

Moorabool Shire specific examples:

- Masons Lane Reserve
- BMRRR, Bacchus Marsh
- Dunnstown Recreation Reserve, Dunnstown



3.6.5      Treed Parkland

Treed parkland consists of open grassed areas with scattered specimen trees, offering a balance of shade and open space. This landscape setting creates flexible environment for activities like picnicking, walking, and casual play, while the trees add visual interest, shade and structure to enhance the park's informal appearance.

Moorabool Shire specific examples:

- Maddingley Park, Maddingley





3.6.6 River corridor, Waterway or Water body

Rivers, waterways, and water bodies are dynamic landscape settings that serve as natural features, offering both ecological and recreational value. These water features create opportunities for activities such as boating, fishing, kayaking, and waterfront walking, while also contributing to biodiversity and environmental health. The presence of water enhances the aesthetic appeal of a space, providing tranquil views and a habitat for various plant and animal species. In urban and rural settings, these areas are often integrated into parks or conservation spaces, offering a natural retreat for visitors and serving as vital resources for local ecosystems.

Moorabool Shire specific examples:

- Federation Park, Darley
- Peppertree Park, Bacchus Marsh



3.6.7 Culturally significant or historical landscapes

Cultural heritage and historical landscapes are settings that embody the historical, cultural, and social significance of a place, often preserving landmarks, architecture, and features that tell the story of a community or region. These landscapes may include monuments, historic buildings, battlefields, or traditional cultural sites, which provide both educational and aesthetic value. They offer opportunities for learning, reflection, and connection to the past, while also serving as focal points for tourism and local pride. These spaces play a crucial role in preserving history, fostering a sense of identity, and promoting cultural heritage within the broader landscape.

Moorabool Shire specific examples:

- Lal Lal Falls Reserve





3.6.8      Plazas, Civic Spaces or squares

Plazas, civic spaces, squares, and paved areas are landscape settings are primarily defined as open, sealed or paved surfaces designed for social interaction, events, and gatherings. This setting is often dominated by hardscape materials such as stone, brick, or concrete, however, they my also incorporate elements like trees, planters, water features, or sculptures that reduce the harshness of the urban landscape. Additional landscape elements can act as meetings points or landmarks, which spatially can offer opportunities for respite, relaxation and calm. These settings serve as focal points in cities or towns, becoming activated through hosting markets, performances, and community events in the center of the urban environment.

Moorabool Shire specific examples:

- Court House Place, Bacchus Marsh



3.6.9      Former Farmland and Agricultural areas

Former farmland and agricultural landscape settings offer expansive, open landscapes which typically include fields, crops, scattered trees and hedgerows. This setting provides a rural environment that connects users to the former land-use such as animal husbandry and agriculture. Opportunities generally include passive recreation such as walking or cycling, as well as educational opportunities about farming, horticulture and land stewardship. If significant open space is retained, wide open spaces combined with scenic vistas can provide carefully designed sight-lines, framed views or perspectives that highlight specific elements of the greater landscape. Often, existing agricultural practices in adjacent areas offer a backdrop of working landscapes that highlight the region's farming heritage.

Moorabool Shire specific examples:

- Avenue Estate, Maddingley





# Open space Classification - Settlement

## 3.7 Settlement Type

This classification i.e., Large Town, Small Town or by different densities, large lot residential, and non residential areas, is to reflect the immediate context in which the public open space is provided. The context should consider dwelling density, availability of incidental open space, trees and degree of hard stand and the nature of the likely market. In the selected environment, the scale of urban development determines whether all facilities should be centralized or multiple spaces equitably distributed are provided, based on walkability and planning scheme zone. These factors determine who the space will serve, (i.e., employees or residents) and the priority type of spaces required. In dense areas where private spaces are small, and highly paved, small pockets of forest, ornamental garden or treed parkland would be preferred over paved or grass.

## 3.8 Settlement Hierarchy

The settlement hierarchy system categorises settlements based on their size, function, and the services they provide. This assists in planning, design & implementation of open space within the allocated locality.

The Moorabool Shire Small Towns and Settlements Strategy, and the Moorabool Shire Gateways Strategy, categorizes settlements into three scales of habitation, identifying commonalities across different settlement sizes.

At the top of the hierarchy are **Large Towns**, which offers access to extensive services and is generally densely populated. **Small Towns** serve as regional hubs with fewer services and lower population densities. **Villages** are smaller settlements, often focused on local agriculture or basic community needs, with limited amenities but a strong local identity. **Hamlets** are the smallest type of settlement, typically rural with only a few houses and minimal or no public services.

Clearly defining the settlement type can be utilised to determine what level of open space is required, and what features or programmes are implemented. These assessments can also provide the basis to investigate the needs of residents including access to services. Hierarchy also informs urban planning, zoning, and overall development, ensuring equitable access to amenities and resources based on settlement size and function.

## 3.9 Settlement Density

In the context of the settlement hierarchy, different densities refer to the spatial arrangement and distribution of built form and open space within a settlement e.g. how tightly concentrated or spread out residential areas are. In high-density urban areas, where built form is more concentrated and land is at a premium, a desired outcome could be the introduction of small, multi-functional public open spaces, such as small local level reserves, plazas, civic spaces, green walls or rooftops, that maximize accessibility and provide a break from the built environment.

In low-density suburban neighbourhoods, where there is more space between buildings, the design of open spaces can be more expansive, such as local, district, and possibly regional level reserves, with the addition of linear corridors. Large lot residential areas, typically associated with low density, often have private gardens or yards, which reduces the requirement for larger public spaces but may still have access to shared community amenities such as smaller reserves or nature reserves.

In non-residential zones, like commercial or industrial districts, then integration of green corridors, green walls & roofs, or social spaces into otherwise hardscaped environments can offer aesthetic value, improve air quality, and provide relief to workers and visitors.

## 3.10 Greenfield developments

Greenfield developments, which involve the transformation of undeveloped land into residential property, commercial and industrial allotments and public open space, present a unique opportunity to holistically shape an outcome that caters to the existing & expected community needs.

Clause 56.05-2 of the Moorabool Planning Scheme provides assessment standards for open space in new residential development subdivision applications. These standards inform travel distances related to the future open space hierarchy as:

- local parks within safe walking distance of 400 metres of at least 95 percent of all dwellings
- additional small local parks or public squares in activity centres and higher density residential areas
- active open space of at least 8 hectares in an area within 1 kilometre of 95 percent of all dwellings
- linear parks and trails along waterways, vegetation corridors and road reserves within 1 kilometre of 95 percent of all dwellings

All stakeholders should ensure that each development incorporates ample active open space in both high-density and low-density areas, which responds to the context and landscape setting of each proposed area. Council requires over 5% land contribution of unencumbered open space within infill development.



# Greenfield Developments

## 3.10.1 Open Space Provision Rates

The Victorian Planning Authority's Precinct Structure Planning Guidelines: New Communities in Victoria, October 2021 includes the following guidance on open space provision:

The open space network should seek to meet the following targets:

- Within residential areas (including activity centres)
  - ~ 10% of net developable area for local parks and sports field reserves
  - ~ 3-5% of net developable area set aside for local parks
  - ~ 5-7% of net developable area set aside for sports field reserves
- Within dedicated employment and / or economic activity areas, 2% of the net developable area for local parks

Moorabool Shire Council recognises that there is a historical undersupply of active open space in the Shire of Moorabool and therefore prefers 7 per cent of the land in future greenfield areas to be allocated for sports field reserves and 3 per cent as passive open space.

## 3.10.2 Active Open Space Provision Principles

The following principles are provided to guide future decision-making by Council for the provision of sports reserves in greenfield areas:

- The land for new sports reserves should be of an appropriate size, with sufficient space for playing fields of senior dimensions and other open space for informal recreational use and provides appropriate buffers between the defined playing fields and adjoining properties.
  - ~ 4 hectares is required for a single oval or two soccer field reserves (this size is suitable for development located in Ballan and small townships). Reserves should be square or rectangular with sides no greater than 2:1.
  - ~ 6 hectares is required for rectangular field sports (this size is suitable for small sports ground reserves in PSP areas). Reserves should be square or rectangular with sides no greater than 2:1.
  - ~ 10-12 hectares is required for reserves (this size is suitable for large sports ground reserves in PSP areas). Reserves should be square or rectangular with sides no greater than 3:1.
- The land should be unencumbered.
- The land should be appropriate for the intended uses in terms of quality and orientation.
- The land should be flat.

- The land should be located with access to, or make provision for, a recycled or other sustainable water supply.
- The land should be linked to existing or planned pedestrian and cycle path networks.
- The land should be located adjacent to complementary facilities or spaces.

## 3.10.3 Encumbered Open Space Provision Principles

Encumbered open space should be functional, fit-for-purpose and cost effective to maintain.

Encumbered land can include:

- steep land that is not suitable for development.
- land required for flood protection, drainage and water treatment.
- land encumbered with biodiversity that must be retained (conservation open space).
- Land encumbered with cultural heritage.
- utility and service land including pipelines, pylons and overhead wires.

The following principles are provided to guide future decision-making by Council for the provision of encumbered land in greenfield areas:

- In the new developments, during the assessment stage to determine what open space is needed where, undertake a stepped process to determine if an encumbered site can have a secondary recreational function:
  - ~ Determine if colocation of an encumbered space with a priority open space function is possible, and whether the encumbered site can have a secondary recreational function.
  - ~ Determine what land is required for conservation or cultural heritage which can also serve a secondary open space function. For example, visual amenity, relaxation, or an off-road trail.
  - ~ Specify what type of open space function may use land with each type of encumbrance – and on what conditions.
- Use encumbered land proactively to maximise its value e.g. by adding size to an unencumbered park for borrowed landscape, or to extend the variety of landscape settings or activities available.
- Agree on what uses of encumbered land are acceptable for each type of open space, and different types of encumbrances.
- Where Council is requested to take on the management of encumbered land, first consider whether it is willing to do this and second ensure the developer:
  - ~ Undertakes a risk assessment of the land being used for public purposes and



- ~ Contributes to the additional ongoing costs of maintenance, over and above urban parkland.
- Where a roadway separates a residential development from an escarpment or encumbered land, ensure a developer provides a shared trail along the length of the land on the outer edge of the road.
- If encumbered land is to be taken as an open space contribution, ensure an adequate budget is available to cover the additional costs of developing escarpments and encumbered land. This cost may be considerably more than flat reserves due to erosion control, topsoil to enable plant growth, planting and revegetation and maintenance on steep slopes, and armouring / path design that will be sustainable on a slope.

The following principles are provided to guide future decision-making by Council for the provision of elevated or steep slope open space in greenfield areas:

- Minimise the disturbance of recontouring steep slopes and the need for significant cut and fill and fully consider the difficulty and cost in managing such a site when apportioning expenses or considering whether Council should, in fact, own the land. If steep sites are to be transferred to Council, the developer must develop / remediate and maintain the steep slope until vegetation establishes and the slopes are stable. This may require extended developer maintenance periods e.g. 10 years.
- Create the best possible visual relationship between the public open space and the streetscape by minimising the height difference between the two. Enhance views into the site, create prominent entries, path access, clearly sign the open space as public, where open spaces are elevated above the street level. Create ease of access into the site at grades suitable for a person using a mobility aid, and ensure access is not restricted to roadways.
- Consider the slope and design of the entry through meandering or switchback access for roads and paths separated with suitable planting.
- Minimise the visual effect of the bulk and scale of any support buildings or structures in public open space by planting. Avoid using bright and highly reflective external materials and finishes in infrastructure in elevated slopes that are prominent from roads and reserves.
- Open spaces with slopes should not have retaining walls or batters above 1m high, which create additional risk, visual separation, access concerns and are expensive and difficult to maintain. Soften the retaining walls or batters with landscaping.
- Escarpments must be cleared of environmental weeds and rehabilitated in accordance with a plan approved by the Council prior to the Council accepting the dedication of the land.
- Ensure appropriate drainage has been designed on slopes, and erosion control such as jute / Coir matting or logs are incorporated into works to prevent land slip and erosion.
- Require the development of slope management plans for open space in steep areas.



# Open space Classification - Catchment Level

## 3.11 Open space catchment types

The open space catchment level defines the sphere of influence of an open space, how far people are willing to travel to use it and how long they are likely to stay. Therefore, catchment determines the level of embellishment and support facilities required to support its function. The following points outline the criteria for determining the Open space Catchment Type.

## 3.12 Walkable distance

Analysing walking distances and accessibility can assist in defining the open space catchment type. Spaces within a 5-10 minute walk are generally considered local level, while those 10-20 minutes away serve a larger district level. Open spaces that serve a greater catchment and are accessible multi-modal transport such as walking, car or public transport, are considered district or regional level spaces. Walking distance analysis is a key factor in determining how accessible open spaces are to the community.

## 3.13 Population Density

The population density in the area surrounding an open space influences its catchment type. A higher population density typically calls for a higher density of local level spaces to accommodate the demand. In contrast, sparsely populated areas commonly rely more on district or regional-level spaces, as fewer people are spread across a larger area, and these larger spaces can cater to broader needs. Population analysis is not required to conclude that regional level parks do not belong in high population density areas, this analysis provides a benchmark in determining catchment type.

## 3.14 Local Context

The local context, including the availability of other nearby open spaces, impacts the catchment type. If there are many other parks or recreational areas in the vicinity, a smaller, more specialised open space might serve the local neighbourhood. However, if open space is limited or distant, the catchment area may extend to a regional level to provide adequate access to green space. This process can be applied to existing open space as well as green field developments.

## 3.15 Reserve Area

Calculating the size of the reserve assists in determining the catchment type. Larger reserves with an area ranging from 3 - 10 or more hectares, that also provides an array of programmes, are categorised as regional or district-level open spaces. These spaces offer a range of activities that attract visitors from a broader area and can potentially be expanded upon due to available open space. Smaller reserves ranging from 0.2 - 3 hectares, are usually considered local level spaces, serving the immediate vicinity through the provision of basic amenities and less extensive facilities.

## 3.16 Open space catchment level hierarchy

The open space catchment level hierarchy is as follows:



Note: the driver of planning new open space is not the catchment of the space, it is the determined primary function or purpose.



# Open space Catchment Levels

## 3.17 Local Level Park

A local-level park is a small-scale open space designed to serve the immediate community, typically within a 5-10 minute walking distance from residential areas. This level generally provides recreational opportunities such as playgrounds, smaller scale sports fields or courts, kick-about spaces and path networks intended to meet the day-to-day needs of nearby residents. They are often more accessible and less crowded compared to larger parks, offering a safe and conveniently located space for small events, socializing, and outdoor activities.

OPEN SPACE ELEMENT	DESCRIPTION
Walkable Distance	Serves less than a 400m walkable catchment and maximum 5 - 10 minutes walking distance.
Population catchment	Serves local area (single suburb or township). Average population per dwelling, per block, can provide an estimate calculation.
Local Context	Multiple local level reserves co-exist within the same suburb. This allows for use without over congestion.
Area Size	Area typically from 0.2 ha - 3 ha (2,000 - 30,000 m2).
Programmes, Assets & Amenities (Essential)	<b>Green space</b> (includes open lawn and kick-about space for unplanned recreation), <b>landscaping</b> (Includes trees for shade and understory planting), <b>playground</b> (basic level of play), <b>social spaces</b> (picnic settings), <b>walking paths</b> , <b>resting nodes</b> (seating) and general waste bins.
Programmes, Assets & Amenities (Optional)	<b>Lighting</b> (additional lighting located on assets or free standing), <b>active recreation &amp; sporting facilities</b> (sports fields, courts, outdoor fitness equipment & sporting assets), <b>shade sails and assets</b> , <b>community gardens</b> , <b>art installations and sculptures</b> , <b>social spaces</b> (Power supply, shelter, BBQ facilities), <b>drinking tap</b> , <b>dog parks</b> (unfenced on-leash or fenced off-leash areas), and <b>irrigation &amp; water storage systems</b> (water tanks, lawn or garden irrigation).





3.19 District Level Park

A district-level park serves a broader area, commonly within a 1-kilometer walkable catchment, and is designed to cater to multiple suburbs or townships. These parks are larger in size and offer a broader range of facilities and amenities, such as sports fields & courts, fitness areas, larger multi-age play spaces, and defined social spaces. Depending on community needs, specialised features may optionally be included such as performance or community event spaces, toilet facilities, pump tracks or skate parks, accommodating a variety of recreational activities required for a multiplicity of unique suburbs, townships or user groups. District parks serve as a key destination for residents seeking a greater variety of activities than those offered by smaller level parks.

OPEN SPACE ELEMENT	DESCRIPTION
Walkable Distance	Serves a 1km walkable catchment and 10 - 20 minutes walking distance.
Population catchment	Serves more than one suburb or township. Population numbers vary between suburbs and townships.
Local Context	A district-level reserve serves a larger catchment area, such as multiple suburbs or townships, offering a wider range of recreational facilities to meet the diverse needs of the community.
Area Size	Area typically from 3-10 ha (30,000 - 100,000 m2) or 1.5km in length.
Programmes, Assets & Amenities (Essential)	<b>Green space</b> (includes open lawn and kick-about space for unplanned recreation), <b>landscaping</b> (Includes trees for shade and understory planting), <b>playground</b> (multi-age play and natural play), <b>social spaces</b> (event spaces, shelter, picnic settings), <b>extensive walking paths</b> , <b>resting nodes</b> (seating), <b>active recreation &amp; sporting facilities</b> (sports fields, courts, multi-courts, outdoor fitness equipment & sporting assets), <b>shade sails and assets</b> , <b>drinking tap</b> , <b>lighting</b> (additional lighting located on assets or free standing), <b>irrigation &amp; water storage systems</b> (water tanks, lawn, field or garden irrigation), allocated parking and general waste bins.
Programmes, Assets & Amenities (Optional)	<b>Toilet block</b> (including DDA accessible cubicles), <b>Community gardens</b> , <b>art installations and sculptures</b> , <b>water features or water bodies</b> , <b>dog parks</b> (unfenced on-leash or fenced off-leash areas), <b>social spaces and related assets</b> (BBQ facilities, power supply), and <b>specialised recreational programmes</b> (fitness equipment, skate park, pump track, bouldering).





3.20 Regional Level Park

A regional level park serves a wider geographic area, typically covering several districts or localities, and is designed to attract visitors from a greater catchment. These parks are larger in size and offer a broader range of facilities and amenities, such as several organised sports fields & courts, fitness & resting nodes, large multi-age play spaces, and several social gathering spaces. Regional open spaces often feature specialised facilities such as toilet blocks, change rooms, lighting, parking and expansive path networks. They offer specialised programmes and activities that cater to a diverse range of users from multiple communities, providing an essential destination for both locals and visitors seeking expansive outdoor experiences and community connection.

OPEN SPACE ELEMENT	DESCRIPTION
Walkable Distance	There is no set distance, as regional level parks are considered key destinations that people are willing to travel longer distances to reach by vehicle or other transportation.
Population catchment	Serves one or more regions with the intent to attract visitors from across the Shire and beyond. The entire population of Moorabool Shire will provide a benchmark for determining level of service.
Local Context	Regional level parks are usually located in a densely populated area, however, this is not a defining rule for future open space. This level will generally cover a wider range of social, recreational and amenity value, including multi-aged and specialised recreation to cater to the entire Shire and beyond. Tourism and regional visitation is a main driver on what level of service is provided.
Area Size	Area typically greater than 10 ha (100,000 m2) or 5km in length.
Programmes, Assets & Amenities (Essential)	<b>Green space</b> (includes open lawn and kick-about space), <b>landscaping</b> (includes trees for shade and understory planting), <b>playground</b> (multi-age play and natural play), <b>social spaces</b> (event spaces, shelter, picnic settings, powered BBQ facilities), <b>extensive walking circuits</b> , <b>resting nodes</b> , <b>active recreation &amp; sporting facilities</b> (sports fields, courts, multi-courts, & sporting assets), <b>shade assets</b> , <b>drinking tap</b> , <b>lighting</b> , <b>irrigation &amp; water storage systems</b> (water tanks, lawn, field or garden irrigation), <b>allocated parking</b> , <b>toilet block</b> (including DDA accessible cubicles), <b>dog parks</b> , potential to include <b>specialised recreational programmes</b> (fitness equipment, skate park, pump track, bouldering) and general waste bins.
Programmes, Assets & Amenities (Optional)	<b>Community gardens</b> , <b>art installations and sculptures</b> and <b>water and aquatic features</b> .





### 3.21 Programme / Feature hierarchy comparison

The following tables will compare several aspects of each Open space Catchment Hierarchy Level.

- ✓ = Compulsory programme/feature
- = Optional programme/feature (considered for higher density areas)
- ✗ = Not required

OPEN SPACE PROGRAMME / FEATURE	LOCAL	DISTRICT	REGIONAL
Large open grassed area for unstructured recreational use (includes kickabout space)	•	✓	✓
Soft landscaping (includes trees for shade, understory planting, spade edge & mulched garden beds)	✓	✓	✓
Hard landscaping (includes pavement, seating & retaining walls, timber structures, edging, etc.)	•	✓	✓
Playground - Minor	✓	✗	✗
Playground - Medium	✗	✓	✗
Playground - Large	✗	✓	✓
Playground - Major (includes towered multi-play & custom units)	✗	•	✓
Path - Shared	•	✓	✓
Path - Pedestrian	✓	✓	✓
Public Toilet	✗	•	✓
Rubbish Bin	•	✓	✓
Social space - Shelter	•	✓	✓
Social space - Accessible BBQ	✗	•	✓
Resting Nodes - Seating	✓	✓	✓
Shade Sails & assets (UV protection)	•	•	✓
Structured outdoor sport & recreation facility	✗	✓	✓

OPEN SPACE PROGRAMME / FEATURE	LOCAL	DISTRICT	REGIONAL
Exercise & fitness facilities (e.g.. small scale fitness equipment, half court, tennis table etc)	•	✓	✓
Unstructured sport & recreation facility (e.g.. multi-use courts, cricket nets etc)	•	✓	✓
Drinking fountains	✗	✓	✓
Car Parking	✗	✓	✓
Irrigation	•	•	✓
Lighting	•	•	✓
Dog Parks (Fenced off-leash & unfenced on-leash areas)	•	•	•
Specialised programmes - skate parks	✗	•	•
Specialised programmes - advanced fitness equipment & courses including parkour equipment	✗	•	•
Specialised programmes - BMX parks & pump tracks	✗	•	•
Water play including splash parks	✗	•	•
Specialised programmes - Rock climbing & bouldering	✗	•	•
WSUD feature and infrastructure, including sustainable water supply	•	•	•
Open space for festival & event activation - major	✗	•	✓
Open space for festival & event activation - minor	•	✓	✗
Ornamental & cultivated gardens	•	•	✓
Community gardens	•	•	•

PART 4

Applying this strategy

A practical guide on how to utilise this strategy for existing open space.

Locality & distribution analysis

The distribution of open space across Moorabool was assessed by locality, using previous studies to demonstrate walkable distances from Council parks classified as passive parks or equivalent to social/family recreation sites.

Assessment of existing open space

An example will be provided and investigated based on this strategy. Analysis will include area size, existing programmes, current use, landscape setting & settlement type..





# Areas of under & over supply:

## 4.1 Locality & distribution analysis

### 4.1.1 Bacchus Marsh & Darley

The northeast, northwest, and west areas of Darley lack dedicated social and family recreation spaces. While the overall quantity of land designated for open space may seem sufficient, much of it is either undeveloped, encumbered, or not publicly accessible. As such, the town's open space network is underutilized.

To improve access to recreation, it would be beneficial to selectively redevelop one large open space in each sector of Darley for social and family use. Additionally, a comprehensive planting program could enhance the many smaller, underused reserves. Several trail circuits are also needed to better connect these spaces to the River and Aqualink, creating a more cohesive and accessible network for the community. Encumbered sites such as Telford Park in Darley, could address gaps in forest or bushland settings not available in other parks.

### 4.1.2 Bacchus Marsh & Maddingley

The gaps in Bacchus Marsh are mainly large, unencumbered sites that could serve as spaces for social and family recreation (SFR) and trail circuits. While the town has two sizable potential recreation spaces, there are several areas without open space within a walkable 400-500m distance.

To improve accessibility, additional SFR sites are needed, including the redevelopment of key areas like Maddingley Park and Rotary Park to cater to all ages and abilities. By enhancing larger sites, including natural areas, their value could be increased, extending their reach and providing spaces for areas lacking priority public space. Most existing spaces in Maddingley are small play parks, which are challenging to retrofit due to their size, proximity to houses, or encumbrances like slope or drainage. Some of these parks have already undergone upgrades since the first draft of the plan.

**Encumbered land**  
Bacchus Marsh contains several encumbered spaces, some of which offer valuable sporting opportunities. To maximize their potential, enhancing these areas through trail development, additional planting, and general improvements will be crucial for increasing their usability and value. Rather than solely focusing on new unencumbered open space, future developments should consider larger sites adjacent to these encumbered areas, as they will provide greater value and benefit a wider range of people.

**Trails and greening**  
As housing density increases in and around Bacchus Marsh, trail extensions and the greening of open spaces will become essential. Connecting more residences to existing reserves through trails, while enhancing landscape quality and planting in these spaces, will help create a more sustainable and enjoyable environment, especially given the area's challenging climate.

### 4.1.3 Ballan

Ballan is currently structured around a central green space provided by the Werribee River corridor, which serves as the town's main open space spine. This corridor runs east, connecting various public spaces, community facilities, and the main off-road trail. However, the river itself is not fully accessible, and the surrounding area, while perceived as public, is not officially designated as such. Furthermore, the town lacks a central, easily accessible town park, and with only 3 hectares of land reserved for public open space, this is a significant gap in the urban fabric.

The southern part of Ballan is served by the Ballan Recreation Reserve and a small civic space along the main street, but these are not connected to the river corridor. Meanwhile, the northern area, which has seen an increase in housing density, is underserved by public open spaces, compounded by a relatively impermeable street layout. The town's recent residential developments, primarily small infill subdivisions, have exacerbated the lack of walkable public spaces. For future growth, it is essential that Ballan incorporates centrally located open spaces to support sports, recreation, off-road trails, and relaxation—helping to create a more connected and accessible community.

### 4.1.4 Blackwood

While Blackwood benefits from nearby Crown land and the Lerderberg State Park, there is a lack of accessible open space for recreation close to the residential area and main street. The town's existing sporting reserve is not within safe walking distance from the town center, further limiting public access.

Additionally, Blackwood lacks a central town park for social and family recreation, which would be a valuable asset for both residents and visitors. A circuit trail connecting the town's existing recreation facilities, particularly the Recreation Reserve and sporting facilities, would significantly enhance accessibility and create a safer, more connected community.

### 4.1.5 Bungaree

The residential area is well-served by the main recreation reserve, located about 1 kilometer from most homes. Other nearby open spaces include The Mount Warrenheip Nature Conservation Reserve and the primary school.

With expected population growth, focusing further residential development around the Recreation Reserve and school will be key. Additionally, providing an off-road trail circuit and connecting trails to nearby regional Crown open spaces would enhance accessibility. The development of open space facilities in this area should align with those in Wallace to create a cohesive network of recreational spaces.



#### 4.1.6 Dunnstown

The Dunnstown Recreation Reserve, located less than 1 km from most homes, serves as a central hub for social and family recreation, as well as sports. Other open spaces, such as Mount Warrenheip Flora Reserve, are situated 2 km from the township.

The focus of open space development should be on creating a trail to Mount Warrenheip and expanding bio-links to enhance connectivity and biodiversity within the area.

#### 4.1.7 Elaine

Elaine's existing open spaces include a Recreation Reserve on the town's outskirts, which features active cricket and tennis clubs as well as a play space, a large cemetery near the Monastery, and a Crown water frontage reserve along Tea Tree Creek.

There may be opportunities for walking or cycling along closed roads to the east. Priorities for development should include upgrading the shared path, enhancing reserve facilities, adding tree planting, and creating a circuit trail. Encouraging additional housing development near the Recreation Reserve would also help support its role as a central community hub.

#### 4.1.8 Greendale

Greendale borders the Wombat State Forest and offers several open spaces, including a cemetery on Napoleon Street, the Dales Creek water frontage, Blue Gully water frontages, a small bush block, and the Egans Reserve Recreation Reserve, which adjoins Dales Creek.

The Recreation Reserve is located within approximately 400m of all residential lots. The focus should be on developing trails to these open spaces, along with ongoing improvements and maintenance of the Recreation Reserve to support the town's young population and ensure a well-distributed network of open spaces.

#### 4.1.9 Gordon

Gordon benefits from a good distribution of public open space, including several parcels of Crown land. However, the central social and family recreation park is small, and not fully accessible to all residents. The area along the town's southern boundary lacks a social or family recreation or sports reserve within 500m.

A key strategy for Gordon should be to plan all existing sites as an integrated network of open spaces, offering diverse opportunities while ensuring that infrastructure is concentrated at key nodes, avoiding duplication. Focus should be placed on selectively redesigning and planting existing spaces, along with developing circuit trails to enhance connectivity.

#### 4.1.10 Hopetoun Park

Hopetoun Park currently lacks a defined community heart, with no space for sports, social hard courts, or dedicated social and family recreation. The street layout limits the creation of open spaces with good visibility and pedestrian accessibility. Two undeveloped recreation reserves leave much of the residential area without proper open space services.

Most of the existing reserves serve conservation purposes, such as wetland areas or treed parkland, and do not cater to active recreation needs. There are no sealed paths or off-road trails within the suburb, though introducing paved landscape settings could enhance the existing conservation spaces and open grassed areas, improving overall connectivity.

With potential residential development in the northern part of the suburb, smaller lots will require a central social and family recreation space to serve the entire community. Additionally, preserving the grey box forest and creating a bio-link to connect conservation areas and trees on private land would enhance ecological connectivity and provide greater value to the suburb.

#### 4.1.11 Lal Lal

Lal Lal has limited access to centrally located open spaces for social and family recreation or sport, with the school being the only significant facility available.

To improve accessibility, the focus should be on enhancing and making better use of existing facilities around the village, including the school's resources for community activities. Additionally, prioritizing the design and embellishment of the Regional Falls Recreation Reserve would help create a more inviting and functional space for residents.

4.1.12 Mt Egerton

The Mt Egerton township is surrounded by large tracts of public open space, though much of it is either unembellished or located on former mine sites. Key open spaces in the area include the Recreation Reserve, the Mechanics Institute Reserve, Tech Sol Mine, and several reserves along local roads such as Reserve Road, Church Street, Carney Street, and others, as well as the Mount Egerton Cemetery.

All land zoned for public parks and recreation is forested, while the Recreation Reserve is zoned as Township Zone, which may need to be reassessed for its appropriateness. Both the primary school and the Recreation Reserve are somewhat removed from the main road, indicating the need for a centralized social and family recreation space. This could potentially be developed in conjunction with the Mechanics Institute to create a more accessible community hub.

4.1.13 Myrningong

Myrningong is a small town, with most residential areas are within 1 km of either the Recreation Reserve, the school, or open space along the waterway corridor.

To ensure future development is sustainable, it will be important to concentrate any new residential growth near the existing Recreation Reserve and other community facilities. Available funds for open space should be directed towards enhancing existing reserves and creating an off-road trail circuit that connects key community spaces and travels along the riparian corridor. This will improve accessibility and promote connectivity across the town.

4.1.14 Wallace

Wallace has a main recreation reserve located within approximately 400 meters of most residential blocks. To support the town's growth, future residential development should be concentrated near the recreation reserve. Additionally, open space contributions from subdivisions should be used to enhance the reserve and fund the construction of a shared trail circuit, improving connectivity and recreational opportunities for residents.

Locality analysis summary

4.2 Locality analysis summary

The main urban localities (mostly consisting of large towns) and 10 small towns were assessed. The main urban localities were: Bacchus Marsh including Darley & Maddingley, Ballan, and Hopetoun Park. The assessment of the largest small towns was also included in the analysis were: Blackwood, Bungaree, Dunnstown, Elaine, Gordon, Greendale, Lal Lal, Mount Egerton, Myrningong and Wallace.

Mappings were provided as part of the original open space strategy volumes. These provided a very high-level guide to areas served within 400m walking distance to reserves, which was used as a starting point for the analysis.

The locality analysis did not identify any obvious areas of oversupply, considering distance and range of open spaces required. However, some sites are of low value and others potentially underutilised because of the lack of embellishment. Some sites are underutilised due to the area having a small local population (small towns).

Many open spaces in the urban areas of Moorabool are encumbered. Some of these may provide additional benefits or address identified gaps. For example, Darley has a limited number of treed sites. A large site such as Telford Park may fill a gap in forest/ bushland- a landscape setting type not available in other parks locally.

Linear open space corridors along waterways, aqueducts, transmission easements, and adjacent to encumbered sites remain undeveloped and disconnected from towns and other open spaces. Additionally, off-road shared trails along freeways and railways are underutilised. It is recommended to develop more shared trail and walking path links to improve connectivity and accessibility within, to, and between open spaces. Areas that have potential for bio-links also appear to be underutilized.



# The master planning process

## 4.3 Master plans

Many parks require redevelopment due to changing needs, aging infrastructure, or inadequate design and embellishment since their initial creation. To address these issues, the master planning process is essential, as it offers a structured opportunity for user groups, the community, and staff to contribute their ideas on the reserve's development. While there may be a misconception that a master plan implies a commitment to short-term funding and specific details, it is important to understand that these plans are long-term frameworks. Development often occurs incrementally in stages as funds become available.

Master plans should reflect long-term community needs, with strong support from landowners, managers, committees, user groups, and the wider community. They provide an invaluable opportunity to fulfill the overarching vision for the area, ensuring parks offer spaces for social, environmental, and physical activities that promote family recreation and sport. The open space function, catchment area, and provision standards outlined in this plan should serve as key elements when crafting the brief for a master plan, ensuring that all future development aligns with the broader goals of accessibility, inclusivity, and sustainability.

### 4.3.1 Master plan criteria

A master plan should meet the following criteria:

- ~ Not just be focused on a single space but should assess those neighbouring and in the wider locality.
- ~ Be clear about the relationship of the reserve to those of the same open space function type elsewhere.
- ~ Be specific to the primary and secondary function of the site and the preferred landscape setting type. Clarify the reserve's role with other open spaces of the same kind and any open spaces in the neighbourhood.
- ~ Respond to long term community needs and environmental and sustainability targets.
- ~ Commit the owner and manager of the land, any committee responsible for management or advice, user groups and the broader community to the vision.
- ~ Identify key facility components and the objectives for change.
- ~ Respond to the need for the key activities, the key market segments, social, physical and environmental components, and the requirements of people of all ages and abilities.
- ~ Be clear about what a master plan is in all relevant messaging. They are blueprints to guide long term development when funds become available.

- ~ Ensure that play opportunities are integrated into the whole park's design and not present as separate elements.
- ~ Provide a basis for incremental improvement works by Council and the community within annual budgets: access, tree planting and path works.
- ~ Engage all relevant stakeholders throughout the design & review process.

### 4.3.2 Master plan priorities

Sites where master plans are required as a priority include but are not limited to:

- ~ Werribee River corridor and associated reserves, Ballan
- ~ Lal Lal Falls Reserve, Lal Lal
- ~ Kel Fields Flora Reserve, Maddingley, and
- ~ New greenfield sites across the Shire including Merrimu, Parwan Station and Ballan.



Maddingley Park Masterplan



# Open space acquisition & disposals

## 4.4 Acquisitions & disposals

### 4.4.1 Strategic Acquisition of Public Open Space

Acquisition of public open space may be required for strategic purposes such as:

- ~ To protect an open space that would fill a gap in supply, or add diversity to open space functions present or landscape settings in public open space
- ~ To address the lack of a continuous corridor along a significant river corridor or trail route or connect fragmented spaces - for the purpose of a bio-link
- ~ To meet an identified demand for outdoor recreation or sport
- ~ To protect a site that has high conservation or local significance
- ~ To increase the size of an existing space to enable it to meet the fit-for-purpose criteria for that open space function type, and
- ~ To replace a site that is of low value and will be divested or lost in development.
- ~ To provide for demand as a result of subdivision.

The Subdivision Act 1988 specifies that the amount of contribution for public open space must be determined on a case-by-case basis. Under Section 20 of the Act, any land acquired as a public open space contribution can only be sold if the Council provides for the replacement of the public open space.

### 4.4.3 Disposal of Public Open Space

1. Before a site is considered for disposal, or land swap, it should be first assessed, to establish:
  - ~ Its potential to provide another open space function, or landscape setting type
  - ~ The opportunities to expand or develop the site to enable it to be fit-for purpose
  - ~ The benefits of and likely revenue from disposal – e.g., if it has low potential to develop and if the value of the land could be better utilised to add to or develop another open space in the vicinity, and
  - ~ The cost of disposal and any remedial works required, including community engagement, advertising and the planning process, including any likely appeal.
2. Open space should not be disposed of to raise funds for small capital projects.
3. Assess several very small sites of low value in Bacchus Marsh and Gordon for potential disposal following master planning of other sites in the locality.

### 4.4.4 Acquisition Process for Open Space

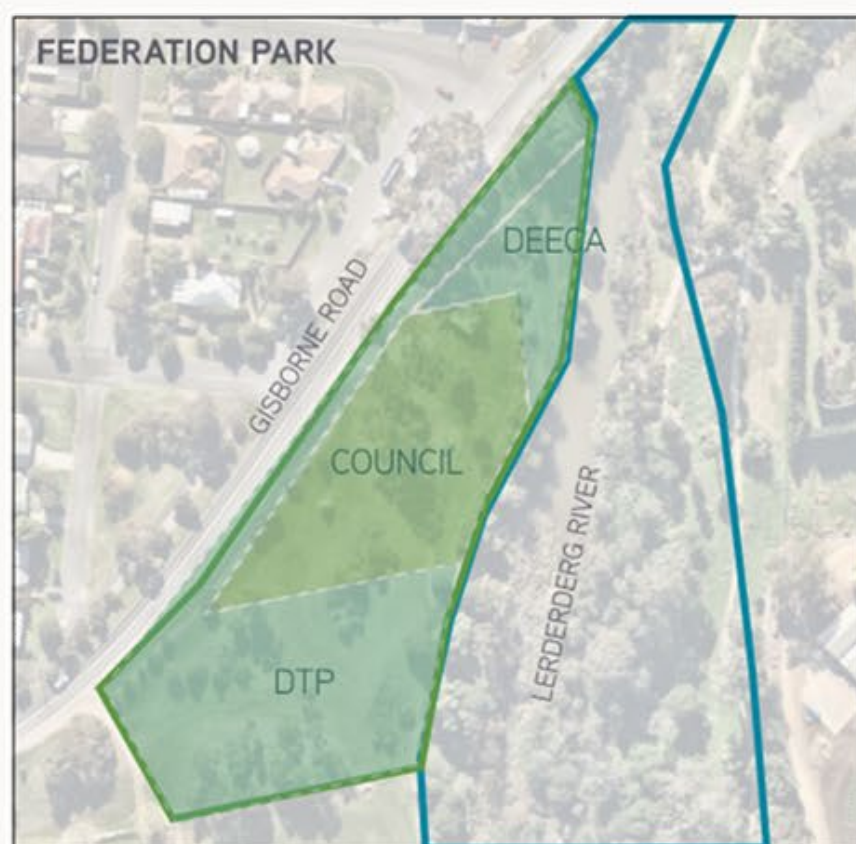
The acquisition process for open space should include the following considerations

- ~ The primary open space function of land required for acquisition must be identified prior to being able to assess (using the core service levels for each function type) what land is suitable and fit-for-purpose and the size of land to acquire
- ~ The land must be fit for the intended purpose (primary function type)
- ~ If required for an open space with a recreation purpose, the site should not be encumbered - in line with the core service levels described for each function of open space, and
- ~ The site should be assessed for contamination/hazards, possible encumbrances, and potential costs of rectification prior to purchase.

## Analysis of existing Open space

### 4.5 Case study: Federation Park (Existing open space)

For the purposes of demonstrating how this strategy can be applied to existing open space, Federation Park Reserve located on Gisborne Road, Darley is the example project.



#### 4.5.1 Project Analysis

Based on a brief analysis, the following can be determined:

- ~ **Area Size Total Reserve** - 15,270m<sup>2</sup> (Between Local and District Level)
- ~ **Area size Council Reserve** - 5,580m<sup>2</sup>
- ~ **Area Size DEECA Reserve** - 1,430m<sup>2</sup>
- ~ **Area Size DTP Reserve** - 8,260m<sup>2</sup>
- ~ **Population catchment of Darley** - 9,190 residents (2021 Census All persons QuickStats)

- ~ **Population catchment analysis** - Visitors from Bacchus Marsh Region including locally in Darley, Moorabool wide visitors stopping or passing through, truck drivers, transport staff and couriers stopping over, regional visitors going to and from Gisborne (Macedon Ranges Shire).
- ~ **Existing primary function** - gateway reserve/wayside stop
- ~ **Existing features** - Rotunda (references to heritage including Darley Camp), Toilet Block, drinking fountain, seating, dog bag dispensers, bins & car park
- ~ **Landscape Settings** - Treed parkland
- ~ **Settlement Type** - Large Town
- ~ **Walkable catchment** - walkable distance to significant portion of suburban Darley and rural properties.
- ~ **Overlays** - Area encompassed by CSO (Cultural Sensitivity overlay).





4.5.2 Adherence to Open space strategy principles

A significant part of the process is to evaluate whether the current Open space meets the required benchmark based on the principles of the Open Space Strategy, and to identify any necessary upgrades that will reasonably achieve this standard.

- ✓ = Fully adheres
- ✗ = Does not adhere
- = Partially adheres

PRINCIPLE	LEVEL OF ADHERENCE
Accessibility & Inclusion	✗
Health & Safety	✗
Diversity & Choice	✗
Sustainable development & Economic viability	✗
High standard of urban design and amenity.	✗
Prevention of pollution to land, water and air. Includes integrated water management	✗
Protection of environmentally sensitive areas & natural resources	●
Land use & multi-modal transport integration	✗
Planning the prevention of environmental issues created by siting incompatible land uses close together.	●
Facilitate the provision of public open space that supports sustainable development.	✗

4.5.3 Adherence to Open Space Strategy Vision

Additionally, the current Open space should be evaluated whether it meets the required benchmark based on the vision of the Open Space Strategy, and to identify any necessary upgrades that will reasonably achieve this standard.

- ✓ = Fully adheres
- ✗ = Does not adhere
- = Partially adheres

VISION STATEMENT	LEVEL OF ADHERENCE
Fit for purpose	✗
Diverse	✗
Equitably distributed	✗
Accessible & inclusive	✗
Able to enrich social, environmental and recreation experiences	●
Sustainably sited, designed and managed partnership	●
Protecting and enhancing biodiversity, cultural heritage & amenity	●
Complementary to and providing access to the opportunities extensive	●



4.5.4 Conclusion

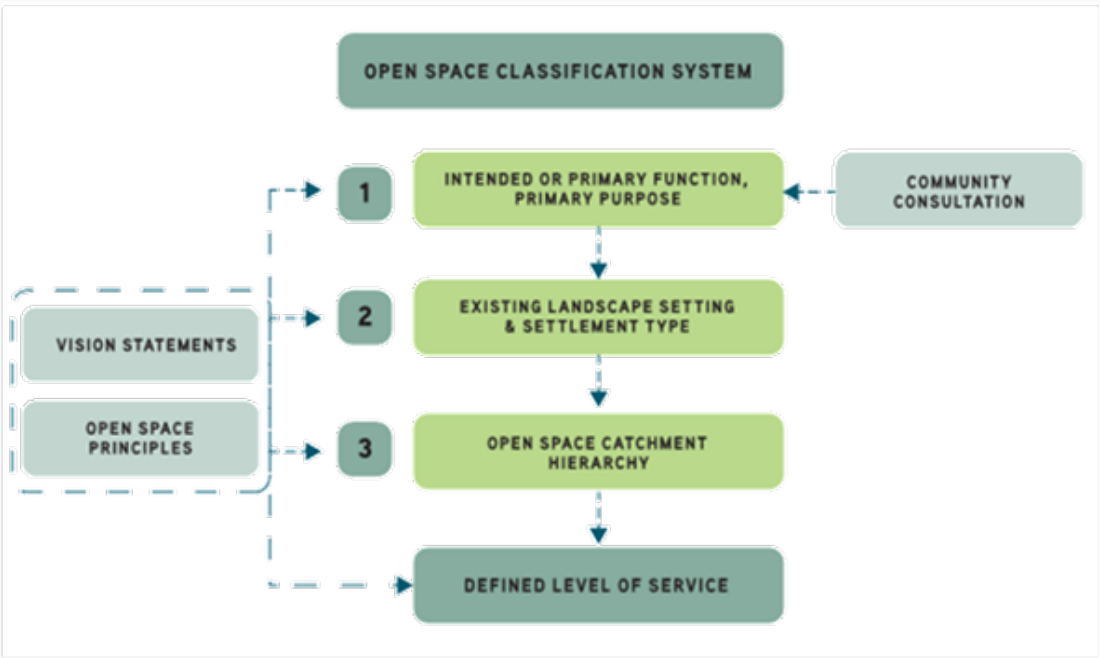
This section will provide a summary of the findings, outlining a path forward for Open space Classification and establishing a foundation for future upgrades.

- ~ Federation Park’s total area size qualifies it as a reserve at the local to district level. However, considering walking distance, regional visitation, and population catchment, it could be classified solely as a district-level reserve.
- ~ While the reserve has the potential to be a high-end district-level park based on its existing function and features (toilet block, parking, playground etc.), currently these are either lacking or in need of upgrade. Based on the table in 3.21 Programme / Feature hierarchy comparison, this reserve should be upgraded to better align with the appropriate level of service, based on the assigned catchment level.
- ~ Several landscape settings, located adjacent to the site, present opportunities to enhance the reserve’s character, biodiversity, and connection to the surrounding context.
- ~ The historical and cultural significance of this reserve further elevates its importance within the broader local context.
- ~ Currently, the site’s development does not fully reflect the Open space Strategic principles and vision. Therefore, an upgrade is needed to address these gaps and integrate the key principles into the Open space Enhancement Project (OSEP).
- ~ According to Gender Impact Assessment reporting and analysis, the reserve does not provide adequate safety and accessibility to all residents.
- ~ Based on several rounds of community consultation, collated feedback has determined the intended primary function is required to transition into Social & Family Recreation (SFR) rather than a wayside stop or gateway reserve.

*‘Federation Park, Darley is by definition a District Level reserve that currently does not meet the appropriate level of service. The reserve requires an upgrade through the OSEP program to meet these standards and to better adhere to the Open space Vision & Guiding Principles.’*

4.6 Process diagram

The following diagram will summarize the process flow in how Open space is classified and how adjacent tasks directly impact the outcome.



# Analysis of Greenfield open space

## 4.6 Case study: Development site in Darley (Greenfield)

For the purposes of demonstrating how this strategy can be applied to greenfield open space, a development in Darley is the example project.



### 4.6.1 New development Checklist

Initially, the process to determine what open space is required in a new development must undergo an initial checklist as provided within the appendices.

The checklist can be summarised into the following four categories:

- ~ Context for the development
- ~ Open space function type
- ~ Open space landscape setting needed to ensure a diversity of experiences
- ~ The best site for an open space

## 4.6.2 Recommended Steps

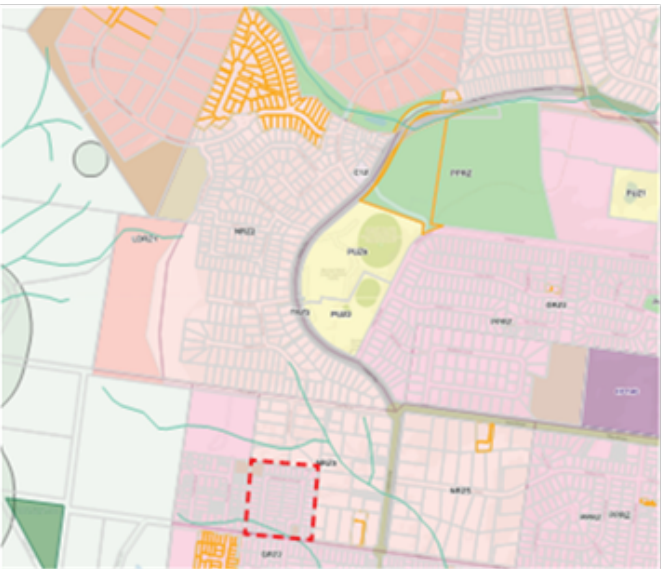
### Step 1

What is the context for the development: What private and open space will be available to people who come to live here?

### Findings

The site (see area marked in red in the image below) is in an urban township (Darley) extending over 2 kilometers across. So multiple open spaces are appropriate to the settlement type. The development is in the southwestern sector and on the fringe of the developed township. See Darley locality in locality and distribution analysis section.

The property is in a Neighbourhood Residential Zone. Low Density Residential (potentially Low-Density Residential where there is currently Farming Zone) also abuts. Some adjacent medium-density dwellings have a poor relationship to the existing open space. The proposed blocks are small in comparison with existing. There is also small undeveloped open space adjacent.





Step 2

What open space function type is needed and would add opportunities?

Findings

The site should become part of a local social / family recreation park to serve the southwest of Darley.

There is no social/family recreation space, sport, or off-road trail within the desirable distances of houses, (500m, 1km and 400m) nor in this sector of Darley based on GIS mappings.

The priority open space for a residential community that may be Neighbourhood Resident Zone or ultimately medium density, will be a social/family recreation area as none is available in the west of the suburb, or within the desired 400- 500m.

The closest sports park is about 1.8 kilometers away (desirable 1km), about the same for social/family recreation and no off-road trail circuit in the vicinity.

There is potential to develop a trail through the land to the north-west through the grey box forest (1.8 km from the site). When an extension of Ross Street is constructed, to the north, in the future subdivision, this will be closer).

Step 3

What open space landscape setting is needed and would add a diversity of experiences?

Findings

There are few areas of treed, parkland or forest designed for a social recreation function in Darley. Most sites are open grassed areas. The conservation sites further to the north are open forest, but these are not likely to allow significant social activities. Is not conducive to being primarily a water-based setting, type or paved area.

With a local catchment and its potential size, it is not suitable as a cultivated garden, or managed sports turf.

This new space's preferred landscape setting type is treed parkland or bushland/forest.

A full range of physical, social, and environmental activities for people from various age groups and abilities are required to serve a social recreation function and can be supported in a heavily treed area.

Step 4

What is the best site for an open space?

Findings

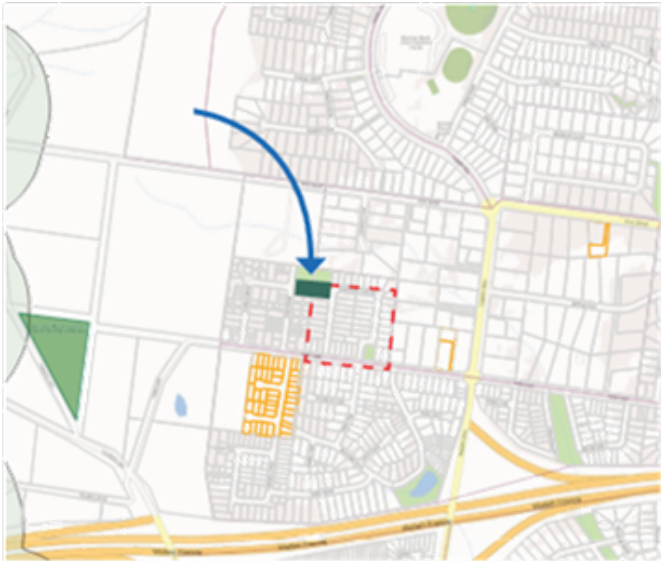
The site has been selected.

The area to the north-west, and north of Grey Street, may well be developed for residential but may also include a further corridor of open space to protect trees.

There is a parcel on the south-east of the site, a geological reserve which is a Crown reserve and has limited development potential for recreation. However, further re vegetation would provide restorative values, additional visual amenity, and opportunities for walking.

To the south-east is a reserve abutting the freeway off Silverdale Drive. A small creek feeds it. Here there are limited opportunities to develop as a social space (although it has a play space on it?). It is encumbered on the periphery of the residential area and abuts the freeway and private yards.

The Silverdale Drive site is not well landscaped. Its best potential is to serve a relaxation function, nature play, drawing on its potentially wet nature and its size of some two hectares.





Step 5

How should it be designed and developed to meet the requirement of the function and setting type.

Findings

This site is relatively flat and unencumbered. However, it is small, and multiple parcels (Ross Street open space and additional space in a future subdivision to the north) will meet the minimum size for a social family recreation area.

As shown in the plan, the site has a very narrow entry and poorly addresses the street.



This site and the adjacent park in Ross Street are relatively flat and featureless with limited encumbrances, except potentially backing onto the rear of residences on at least three sides.

This site should incorporate Ross Street reserve and a potential reserve to the north as one, and where possible in total provide a park of a minimum of approximately 8000-1ha square meters.

This new parcel of land has immediate rear private yards abutting, so it is least appropriate for the social activities, and more appropriate for the environmental features and trail activities.

The Ross Street Reserve is more appropriate for social activities, being open to the street. With a further development to the north, this street presence could expand.

This site should have screen planting along the fence lines, specimen trees, multiple layers of vegetation to provide sensory interest for play, visual amenity, and shade. See the development standards link. The park should have a path system that extends around the perimeter, (approx., 260 meters), picnic tables, and possibly a shelter.

On the western side of the park allow for more social facilities to be provided on the Ross Street verge, at a future date. The path along the medium density housing should (rather than as shown) not be too close to the fence.

It should include a narrow buffer of screen planting on the private fence line.

The Council could potentially allow residents in the medium density housing to have vegetable allotments in the park if appropriate. These lots have minimal open space.

4.6.3 Conclusion

The development site in Darley's southwestern sector, within a Neighbourhood Residential Zone, has limited open space and smaller allotments. The site should be transformed into a local level social and family recreation park to address the lack of accessible recreational spaces in the area, with the potential for a trail network. A treed parkland or bushland landscape is needed to support a range of social, physical, and environmental activities. The site selection considers surrounding developments and greater context. Further open space corridors and re-vegetation can enhance environmental value and walking opportunities. The design should include a path system, social facilities, trees for shade, understory planting, and potential future social and community spaces such as community vegetable gardens.

PART 5

Actions

An action plan to be implemented for the duration of the open space strategy.



Action Plan

4.1 Action Plan

Actions are a crucial part of the open space strategy as they provide a clear road map for developing and managing spaces that meet community needs, protect natural environments, and enhance quality of life while providing an appropriate level of service.

NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
SPECIFIC & MEASURABLE ACTIONS						
1.0	Develop an Open Space Enhancement Project (OSEP) program every three years that identifies and sets out the design projects for that period. This action will be determined by the results of Action #2	✓	✓		✓	
	Responsible Parties: Urban Design & Landscape Architecture, Parks & Gardens					
1.1	Collate all existing audits of all existing open space to define Primary Functions, Catchment Hierarchy Types, Settlement Types, Landscape Setting Types and Landscape features/assets/programmes. The audits inventory should include information about age groups and the activities provided for, e.g. swinging, rotating climbing; accessible features; whether the site is fenced; nature of softfall, and support facilities e.g. shade and tables, BBQs, etc. To include any additional audited information that may not be present in previous audits. Revise at end of strategy duration to ensure information is up to date prior to development of next OSS strategy.	✓	✓			✓
	Responsible Parties: Asset Management, Urban Design & Landscape Architecture, Parks & Gardens					



NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
12	Update the database each year as new projects are handed over to Council.					
	Responsible Parties: Asset Management, Urban Design & Landscape Architecture, IT business systems		✓	✓	✓	✓
13	Implement separate GIS mapping layers of each Hierarchy Level, for all existing open space, including any other relevant layers that could be useful to whole of Council. Revise & update the GIS mapping layers each year as new projects handed over to Council.		✓	✓	✓	✓
	Responsible Parties: Asset Management, Urban Design & Landscape Architecture, IT business systems					
14	Develop detailed mappings of existing open space and investigate gaps within the network. Investigate potential bio-links, recreation links and other opportunities. Revise every 5 years.		✓	✓		
	Responsible Parties: Urban Design & Landscape Architecture, Strategic Planning Department, Community Place & Prosperity, Special Projects, Community Planning & Development, Environments					

NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
15	Develop a Small Township Enhancement Project (STEP) Program every three years that identifies and sets out the design projects for that period.	✓			✓	
	Responsible Parties: Urban Design & Landscape Architecture, Capital Works, Parks & Gardens					
16	To develop, in partnership with relevant departments, a 'developer toolkit' that demonstrates Councils benchmark regarding the design, approval & development of Open Space in Greenfield developments. Revise Toolkit in fourth year of strategy duration and update accordingly.	✓	✓		✓	
	Responsible Parties: Engineering Services, Urban Design & Landscape Architecture, Strategic Planning, Statutory Planning, Parks & Gardens					
17	Audit all existing Open Space with a primary function of 'Single Playground', and plan the future design & construction of these reserves to become SSR (Social & Family Recreation) as a minimum standard.	✓	✓			
	Responsible Parties: Asset Management, Urban Design & Landscape Architecture, Parks & Gardens					



NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
1.8	Audit existing bio-links & conservation areas. Develop mappings to determine gaps and potential re-vegetation projects.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	Responsible Parties: Asset Management, Urban Design & Landscape Architecture, Parks & Gardens					
1.9	Identify open space that should be prioritised as social & family recreation (SSR) space in each settlement type, for redevelopment, master plan each and prioritise programmes in-line with the Open Space Strategy Principles.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	Responsible Parties: Urban Design & Landscape Architecture, Parks & Gardens					
1.10	Prepare a plant species list of trees, shrubs, grasses and ground covers that can be used to add play & sensory value, attract birds and are safe for children and pets.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	Responsible Parties: Urban Design & Landscape Architecture, Parks & Gardens, Environments					
1.11	Develop a 'Parks for Play' guideline. Update the Open Space Strategy to refer to this document.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Responsible Parties: Urban Design & Landscape Architecture, Parks & Gardens, Community Planning & Development					

NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
1.12	Develop and adopt a 'Playspace Strategy'. Update the Open Space Strategy to refer to this document. The 'Parks for Play' Guideline should be referenced within this document.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Responsible Parties: Urban Design & Landscape Architecture, Parks & Gardens, Community Planning & Development, Asset Management					
1.13	Develop a Park & Street Furniture Asset guideline/palette. This document will compliment the Open Space Strategy by specifying landscape assets for each type.		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Responsible Parties: Urban Design & Landscape Architecture, Parks & Gardens, Asset Management, Major Projects					
1.14	Develop a 'Dogs in Open Space' Guideline that follows the FOLA Dog Park Management Plan and the Masons Lane Reserve Notes developed by LMH consulting. Utilise the FOLA Dog Park Management Plan prior to the adoption of the guidelines.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Responsible Parties: Urban Design & Landscape Architecture, Parks & Gardens, Community Planning & Development					

NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
1.15	Develop an interactive map of all parks and open spaces that Council manages with a key of facilities available.			☑		
	Responsible Parties: Asset Management, Urban Design & Landscape Architecture, IT business systems					
1.16	Update Open Space Maintenance Management Plan to reflect revised hierarchy and terminology.		☑			
	Responsible Parties: Parks & Gardens, Urban Design & Landscape Architecture					
COUNCIL WIDE ACTIONS - GENERAL						
2.0	Adopt the classifications used in this Strategy to guide the provision, design, and management of public open space.	☑	☑	☑	☑	☑
2.1	Ensure the Open Space Principles underpin the planning, provision, design, construction and management of public open space.	☑	☑	☑	☑	☑
2.2	Refine the current processes and classifications in other plans so that the language reflects classifications required for planning as well as management and consistency is ensured between the hierarchy of open space and the asset hierarchy.	☑	☑	☑	☑	☑
2.3	Utilise the same classifications from this document in future strategies, documents & guidelines.	☑	☑	☑	☑	☑

NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
2.4	Adopt the priority function types of open space in new residential areas (Greenfield) as: social/ & family recreation, off-road trails, and sport.	☑	☑	☑	☑	☑
2.5	Where possible, utilise nature strips in established areas and greenfield developments to provide opportunities for people to walk, cycle and wheel around their neighbourhood, connect to off-road trail corridors and experience nature.	☑	☑	☑	☑	☑
2.6	All STEP (Small Town Enhancement Plan) projects, or works within Townships, should seek to provide path alignments and connectivity that either mirror or build upon the objectives outlined within adjacent strategies.	☑	☑	☑	☑	☑
COUNCIL WIDE ACTIONS - ENCUMBRANCE						
3.0	Before encumbered land is taken in residential developments, Council must ensure that site of a suitable size, configuration, capability and character is taken to meet the priority open space functions, otherwise Council may refuse acceptance of the allocated public open space.	☑	☑	☑	☑	☑
3.1	Ensure that the need for and possibility of taking land is considered as a priority before accepting a cash open space contribution, including the opportunity to add to an existing public open space.	☑	☑	☑	☑	☑

NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
3.2	Ensure the process provided within the Open Space Strategy 2025-2035 of selecting a suitable site for open space is followed and that incorporates an assessment of the feasibility of expanding any existing open space to meet the provision standards or the required space.	✓	✓	✓	✓	✓
3.3	For infill projects, as well as higher-density and mixed-use areas, spaces for social and family recreation (SSR), sports, and off-road trails (maintained to the same distance standards as in lower-density areas) should be supplemented with areas for community gardening and relaxation/visual enjoyment. These spaces should be situated close to residences in mixed-use, higher-density residential areas, and potentially within commercial or business zones to serve residents, employees, and visitors.	✓	✓	✓	✓	✓
3.4	Reduce the land take from developers that is encumbered, unless it has ability to meet a specified open space function and is compensated for taking it (has a long maintenance period etc.).	✓	✓	✓	✓	✓
3.5	Ensure all parks can be fit-for-purpose, not compromised by encumbrances.	✓	✓	✓	✓	✓
3.6	Use encumbered land proactively to maximise its value – e.g., adding size to a park for borrowed landscape etc.	✓	✓	✓	✓	✓

NO.	ACTION	IMPLEMENTED TIME FRAME				
		YEAR 1 (2025)	YEAR 2 (2026)	YEAR 3 (2027)	YEAR 4 (2028)	YEAR 5 (2029-30)
3.7	Where Council is requested to take on the management of encumbered land, Council should ensure the developer undertakes a risk assessment of it being used for public purposes and contributes to the additional ongoing costs of maintenance, over and above urban parkland.	✓	✓	✓	✓	✓



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