



ATTACHMENTS

**Ordinary Council Meeting
Under Separate Cover
Wednesday, 6 December 2023**

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MINUTES



BMRRR Advisory Committee

24 November 2022 at 5pm

Council Office, Darley and Microsoft Teams

ATTENDEES	
Member	Apologies
Chris Gardner, Manager Community Activation	Liam Kiely, Bacchus Marsh Soccer Club
Nicholas Sluggett, Community Recreation Officer	Simon Antonello, BMX Club
Chloe Beech, Coordinator Sport & Active Recreation	
Leigh McCallum, GM Community Strengthening	
Robert Young, BM Harness Racing	
Robert Gleeson, BM Harness Racing	
Deirdre Davey, Pony Club	
Moirra Berry, Councillor	
Tonia Dudzik, Councillor	
George Rogers, BM & Melton Poultry	
Jan Motherwell, Footscray Poultry	
David Kraljik, BM Cricket	
Mike Fitzpatrick, Campdraft	
Toni Davey, Pony Club Representative (Guest)	
AGENDA	
1. Items of Business	
1.1 BMRRR Stages 2 + 3 Works Update	CB
<ul style="list-style-type: none"> Progress since last meeting and any delays with project. All Abilities Playground tender – update on progress. Project commencement update for new Cricket Net Facility and Pavilion. <p>Experienced some delays to stage 2 due to recent poor weather.</p> <p>Ovals still expected to be completed in April/May of 2023.</p> <p>All Abilities Playground tender closed yesterday (23 November 2022)</p> <p>Progressing with cricket net designs. Engagement will be done with relevant clubs with designs expected to be finalised in February 2023.</p>	
1.2 Stage 1 Outstanding Works Update	CB
<ul style="list-style-type: none"> Speed limit reduction request. Camp Draft scorer's box delivery. <p>Outstanding stage 1 works have been completed except for the Campdraft Scorers Box. Delivery has been delayed due to recent poor weather.</p>	

1.3	Tractor Update	CG
	<ul style="list-style-type: none"> Process in action and update on proposed timeframes. <p>Tractors are expected to be sold at auction, and funds to be distributed. Tractors will be listed, and Council will notify clubs of this when confirmed.</p> <p>Question raised around if slashers are included as part of tractors. Council position is that they are included but this will be reviewed.</p> <p>ACTION: Review and disseminate if slashers are included as part of tractor auctions.</p> <p>It is confirmed funds would go back to Council to be included with other funds, to then be redistributed to the tenant clubs, and if one of the clubs purchased a tractor, it would be their responsibility to ensure the tractor is compliant with relevant safety standards.</p>	
1.4	January Committee Meeting	All
	<ul style="list-style-type: none"> No December Meeting due to Christmas clash. Email update to be sent to Advisory Committee members by mid-December. First meeting for 2023 falls on Thursday, 26 January (Australia Day public holiday). Update on proposed meeting schedule for 2023. <p>It is moved the BMRRR Advisory Committee meet quarterly in 2023, as there has been considerable progress on issues raised, Stage 1 works completed, and remaining assets/funds confirmed with their direction and distribution. Stakeholders' preference is to meet bimonthly, this was supported, and the next meeting will be scheduled in February 2023, with a bimonthly schedule to follow.</p> <p>ACTION: Council to confirm new schedule with distribution of minutes.</p> <p>ACTION: Council to provide updated Action sheet and Calendar notifications to all members in place of meetings held in December and January.</p> <p>If there are any enquiries, the committee/clubs' first point of call is NS who will redirect to the relevant departments at Council. The procedure would then involve those relevant Council officers investigating the request, and then determining the required contractor to rectify the problem.</p> <p>There is an after-hours service clubs can use in case of emergencies; however, members have heard of/experienced delays using it.</p> <p>ACTION: Staff to investigate if out of hours line is working correctly in preparation for upcoming Christmas shutdown period.</p> <p>One member noted that his club had a positive experience using the emergency number.</p>	

	<p>1.5 General Security Concerns All</p> <ul style="list-style-type: none"> Discussion of recent break-ins at Bacchus Marsh BMX Club, and offenders accessing the roof of the soccer/cricket pavilion and attempted break-in to pavilion canteen door. <p>With the absence of certain members this has been deferred.</p> <p>Harness Club is evaluating measures they can implement to address hoon behaviour within their area.</p>
	<p>1.6 General Business All</p> <p>Upcoming Events at BMRRR</p> <ul style="list-style-type: none"> Cricket Matches each Saturday until Christmas - 26 November, 3 December, 10 December, and 17 December Poultry Club Event - 4 December, 11 December Harness Club Events - 10 December, 24 December, and 31 December Pony Club Event – 4 December, and 11 December BMX Club Event - 10 December <p>McMahons put a pile of dirt on the roadway which is used to access the harness club area (club agreed to this). The harness club is happy with the work and collaborative nature of their activities on the reserve and commitment to a positive relationship with the tenant clubs.</p> <p>Updated calendar of events from each club requested to gain a complete understanding of the use of the reserve.</p> <p>BMX State Series to be held at BMRRR May 2023. Campdraft event to be held at BMRRR 25/26 May 2023.</p> <p>There is outstanding money owed for the plumbing works done to the public toilet at the reserve. This issue was still outstanding, but officers were following this up internally.</p> <p>Discussion of a meeting held between clubs to ascertain splitting of outstanding funds and assets. Footscray and District Poultry Club proposed a new agreement of an equal five-way split.</p> <p>Council proposed to meet F&D Poultry Club offline at another meeting. All other clubs have agreed to the terms of the Council-proposed split of funds.</p> <p>ACTION: Council and F&D Poultry to meet to discuss terms of distribution of funds to tenant clubs.</p> <p>ACTION: Council to investigate with the Asset Management department</p>

and provide update to the Poultry Club regarding a plan to address white-ant issue moving forward.

PA System issue unresolved. Campdraft have a working bee on Saturday (26 November). Club does not have access to a code for the alarm system.

Pony Club wants to ensure the security of the pavilion is maintained. There needs to be a test of the capability of the security system to ensure it can accommodate multiple users.

Campdraft require access to pavilion on Saturday (26 November)

ACTION: Council to provide code to Campdraft for access to the facility on Saturday.

Campdraft will not share their code to all members. Camp Draft and Council both clarify the code will not be widely shared.

ACTION: Council to produce and share documents to assist clubs with managing facility use and relationships.

BM & Melton Poultry club raised grease trap issue and it needing to be cleaned.

Campdraft club disputed previous minutes stating he agreed to sharing PA system with the pony club. He agreed to using the same contractor, but designs were never provided for their system.

ACTION: Council to follow up with Campdraft regarding specific minutes to be amended.

The Campdraft club previously had multiple water points for access, and this has not been replicated at the new site.

Council said this has not been included in the stage 1 scope of works.

Council and Campdraft club agree to take this meeting offline to discuss this prior to any works taking place, potentially involving the pony club.

ACTION: Council, Campdraft club and Pony club to meet to discuss water system implementation and operation in top area of reserve.

Concerns raised around cameras located internally within the new pavilion.

ACTION: Council to meet with Pony Club to discuss use of cameras.

Council does not have a CCTV policy in place and these cameras are in a public space, and there are privacy concerns, particularly with personal data capture and storage.

Recommendation that cameras should be switched off until there is an adopted policy.

Pony Club suffered from break-ins at a previous facility, and this only ceased when there was a security system and cameras installed onsite.

Campdraft are continually getting “washout” in northeast corner of the arena. This is due to recent weather. Campdraft have performed temporary works but stated this requires further investigation and a longer solution.

To be discussed with the engineering team.

ACTION: Discuss Campdraft’s washout issue (for north-east corner of arena) with Engineering department.

Meetings will be held early December around operational agreement for the use of the shared pavilion between the Pony and Campdraft club.

Meeting closed at 6:03pm

2. Next Meeting

- 2.1 Next Meeting Scheduled for 23 February 2023 at 5pm
Location: Council Darley Offices, North Wing Meeting Room 1

MINUTES



BMRRR Advisory Committee Meeting

23 February 2023 at 5pm

North Wing Meeting Room 1

Council Office, Darley and Microsoft Teams

ATTENDEES	
Member	Apologies
Nicholas Sluggett, Community Recreation Officer	Chris Gardner, Manager Community Activation
Chloe Beech, Coordinator Sport & Active Recreation	Tonia Dudzik, Councillor
Robert Young, BM Harness Racing	Robert Gleeson, BM Harness Racing
Deirdre Davey, Pony Club	Mike Fitzgerald, Campdraft
Moirra Berry, Councillor	Liam Kiely, BM Soccer Club
George Rogers, BM & Melton Poultry	Brian Slatter, BMX
Jan Motherwell, Footscray Poultry	
David Kraljik, BM Cricket	
Anne Beattie, Secretary Poultry Vic (Guest)	
Toni Davey, Pony Club Guest	
AGENDA	
1. Items of Business	
1.1	<p>Welcome</p> <p>Meeting started at 5:01pm</p> <ul style="list-style-type: none"> Acknowledgement of Country <p><i>I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present and emerging, and the Aboriginal Elders of other communities who may be here today.</i></p> Apologies – Chris G, Ginger G, Mike F, Cr Dudzik, Liam K and Brian S Anne Beattie, Secretary Poultry Victoria – Guest. Rian Pony Club attendee. Confirmation of previous Minutes Accepted.
1.2	<p>Update on Current Actions</p> <p>Pony club noted other posts are also now splitting further along the fence line. Community Activation to pass on to Assets/Projects.</p> <p>BMRRR Calendar. Request to clubs for Calendar.</p> <p>Meeting with Footscray Poultry Club has been requested. Discussion to be taken offline.</p> <p>BM & Melton Poultry club raised White-Ant issues. This issue is yet to be resolved. Officers to follow up as a matter of urgency.</p>

	<p>Council met with consultant on-site to create guidelines for equestrian pavilion. Document to dictate responsibility of maintenance and operations of facility.</p> <p>Members raised that Council obligations should be included in the document to ensure there is no confusion on all tasks.</p> <p>Harness Racing club raised there were still a significant number of bins in the storage shed where the tractor was previously stored. These bins could be utilised by other tenants.</p>	
1.3	<p>BMRRR Stages 2 + 3 Works Update</p> <p>Civil works almost complete. Car parks, access roads, hard courts almost complete.</p> <p>Delays experienced in delivering ovals at site.</p> <p>Sprigs being put down shortly for AFL/Cricket Oval. Approx. 16–20-week establishment period.</p> <p>Significant delay in gravel delivery and acquisition for Soccer/Cricket oval. Unknown delivery time at this stage.</p> <p>All Abilities Playground contract has been awarded. Construction expected to commence in May. Delivery approx. November.</p> <p>Finalising designs for six-lane cricket training net facility.</p> <p>Design of Stage 2 pavilion being finalised, before stakeholder engagement and tender processes. Expected update at next meeting.</p> <p>Harness Racing club requested if any more materials will be brought on site and stored near harness club for use in the project. ACTION.</p>	CB
1.4	<p>Tractor Sale and Distribution of Funds</p> <p>Tractors picked up today (23 February) for auction.</p> <p>Auction date is to be determined. This will be communicated to clubs prior to auction for transparency.</p> <p>Slashers were included as part of the delivery.</p>	CB
1.5	<p>General Security Concerns</p> <ul style="list-style-type: none"> • Discussion of recent break-ins at Bacchus Marsh BMX Club, and offenders accessing the roof of the soccer/cricket pavilion and attempted break-in to pavilion canteen door. - Security Camera Policy currently being drafted. Data capture and storage of public spaces a key fixture. 	All
1.6	<p>General Business</p> <p>Upcoming Events at BMRRR</p> <ul style="list-style-type: none"> • Autumn Blues Festival – 12 March • Campdraft Event - 24 March 	All

- Pony club event - 18/19 March
- BMX State Series event – fourth weekend in June

Pony Club has had expression of interest to host state games. Unsure of confirmation yet. Note to Events team. **ACTION.**

Request raised for Fire Prevention Officer to attend the reserve. There is significant dry grass present at the reserve. This area is likely within the Pony Club leased land. The responsibility needs to be confirmed and assessed to reduce risk on neighbouring buildings.

Harness Racing Club stated the area is likely Council responsibility but will be attended to as part of preparations for the Autumn Blues festival. **SR.16832**

There is rubbish in the driveway of the reserve. Approx. 10 metres before Pony club entrance. Pony club has raised with an officer, to be followed up and confirmed. **ACTION.**

Request to inform committee of payment methods available for use of tip and dumping of rubbish. **ACTION.**

Action sheet incorrectly states that the cleaning of the public toilets are the responsibility of the lease holders and suggested septic tank should be included in this schedule. **ACTION.**

There was previously a budget commitment to upgrade the toilets. The toilets are in a very poor condition and are a risk to users. Request to consider upgrade of toilets **ACTION.**

Meeting closed at: 5:45pm

2. Next Meeting

2.1 Next Meeting Scheduled for: 5pm on Thursday 27 April 2023.

Location: Council Darley Offices, North Wing Meeting Room 1

MINUTES



BMRRR Advisory Committee

29 June 2023 at 5pm

Council Offices, Darley and Microsoft Teams

ATTENDEES	
Member	Apologies
Shannon Maloney, Manager Community Activation	David Kraljik, BM Cricket Club
Chloe Beech, Coordinator Sport and Active Recreation	Tonia Dudzik, Councillor
Nicholas Sluggett, Community Recreation Officer	Brian Slatter, BM BMX Club
Robert Young, BM Harness Racing	
Robert Gleeson, BM Harness Racing	
Deirdre Davey, BM Pony Club	
Moirra Berry, Councillor	
George Rogers, BM & Melton Poultry Club guest- Linda BM&M PC	
Mike Fitzpatrick, BM Campdraft	
Jan Motherwell, Footscray Poultry Club	
Liam Kiely, BM Soccer Club	
AGENDA	
1. Items of Business	
1.1 Welcome	CB
<ul style="list-style-type: none"> Acknowledgement of Country <i>I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past, present, and emerging, and the Aboriginal Elders of other communities who may be here today.</i> Apologies David Kraljik – BMCC Cr Dudzik Confirmation of previous Minutes Objections: No Objections Raised. Minutes accepted. 	
1.2 Update on Current Actions	All
<p>Pony Club Fence – Assets advised contractor is following up with formal quote.</p> <p>Calendar – Not being circulated. Only Major events affecting other users being circulated. Primarily done through Advisory Committee.</p> <p>Security /CCTV – Draft Policy being reviewed after presentation to Council.</p> <p>BMSC – Had senior goal destroyed by vandals and requires full replacement.</p> <p>White-Ant – Treatments carried out. Ongoing works committed to. Program being developed.</p> <p>Secretary of BM & Melton Poultry received call on Friday evening at 5:15pm,</p>	

<p>demanding pavilion be open at 7am next day for treatment. Treasurer attended at 7:20am and was notified by contractor to be back at 3:20pm to lock building. There was no other communication with the club, and this was done with no collaboration and the club received no report of the works. The treatment meant that BM & Melton Poultry Club had to postpone its annual show. F & D Poultry also cancelled their annual show for 2023. Both shows were postponed due to the ongoing deteriorating condition of building.</p> <p>ACTION: Both Poultry clubs request an inspection of a qualified building surveyor at the pavilion to assess its safety and condition.</p> <p>Relationship documents – Guidelines are being drafted for equestrian pavilion. This will assist clubs in operating a shared pavilion. Document also being drafted for shared use between the two poultry clubs. Walkaround requested of pavilions for consultant. 24 notice is required for access.</p> <p>PA System – CB to follow-up with Campdraft around PA System. Club were unable to follow-up with the contractor around the number of speakers. Club hired portable speakers for recent event, totalling six speakers.</p> <p>ACTION: CB and Campdraft to meet regarding installation of speakers.</p> <p>NS to close off old action as minutes amended.</p> <p>Car Park Material Storage – Clubs unhappy with extension. Harness Racing Club requests if material is used if car park could be levelled as quickly as possible. Also, for potential installation of extra car park near poultry club end of track/reserve.</p> <p>Illegal dumping – Harness Racing club requested if larger bin can be put on-site for club to fill and then get collected? Harness club lease may address this? Permit tickets are for personal households as a trial. The Waste department stated they could not change process for reporting and collecting dumped rubbish.</p>		
1.3	<p>BMRRR Stages 2 + 3 Works Update</p> <ul style="list-style-type: none"> - Currently the two ovals are progressing. September seeding/sprigging of ovals is scheduled. A 20-week resting period is required. Expected availability is February 2024. - All-abilities playground has started construction. Expected completion is March 2024. - Hard-court netball & tennis courts are completed. - Six-lane cricket net facility is going out to tender soon. 	CB
1.4	<p>Tractor Sale and Distribution of Funds</p> <ul style="list-style-type: none"> - Tractor Sales confirmed at May Auction. - The two tractors sold for a combined \$19,144.59 to be distributed to; - BM & Melton Poultry, Footscray & District Poultry, Camp drafting Club, Pony Club & Harness Racing Club - This distribution model will be the same as the distribution of the outstanding funds from the previous committee. - F & D Poultry requests split breakdown for funds. The club states that they did not agree to any distribution of funds model. F & D Poultry requests that any decision needed to be unanimous. F & D Poultry stated that when the trust account was set up, it was to be unanimous decision only. - ACTION: CB and F & D Poultry to take discussion offline for further 	NS

investigation.		
1.5	<p>General Business</p> <ul style="list-style-type: none"> - Repairs to car park barriers near soccer club. Ongoing security concern. - Bacchus Marsh – Balliang Road pedestrian path. Temporary path to be constructed and timeline confirmed prior to next meeting. - Harness Racing Club raised that a Barrel Racing Club recently hired the Campdraft arena and intends to hire it again in the future. The Pony club hires the area around Campdraft arena (The day yards and Pony club arena). Harness club prepared Campdraft arena. There is confusion around responsibility and charging for usage when a group is hiring multiple areas. - The Barrel Racing club contacted Campdraft about hiring the grounds for Barrel Racing. Campdraft gave the Barrel Racing Club the Harness Racing Club's contact details for preparing the Campdraft arena. - Normally a small donation to the Campdraft club is the only cost involved. The Barrel Racing Club was then billed by the Pony Club for using the Pony Clubs' grounds. Both Harness Racing Club and Campdraft Club waived their fees for the event due to the high nature of the Pony club fees. - Pony Club stated that the fees go into a specific account for maintaining their licensed and leased areas. - Question around how clubs organise these bookings when groups are using multiple facilities? What will be the process? This needs to be discussed in shared use documents for the facility? - ACTION: CB to follow this up and investigate situation and practical solutions in guidelines. Guidelines are well progressed and to be circulated soon. - BM & Melton poultry made a formal statement regarding their treatment by Council and the status of their new licence agreement. Club representatives went to Ballarat and contacted DEECA directly. The licence the club has been presented has had no consultation process. The club stated that the licence also had no covering letter. The club wants to have the 50% ownership of the solar panels in the licence and also timelines around eviction processes and club ownership of cages and stalls held within the building. The Club sated that they believe they have been ignored by Council throughout this process and treated as secondary to the Councils need to control the document. - ACTION: CB and BM & Melton Poultry Club to take meeting offline. <p>Upcoming Events at BMRRR</p> <ul style="list-style-type: none"> • 2 July – Pony Club Rally • 15 & 16 July – Pony Club Horse Trials • 5 August – BM & Melton Poultry Show – Pending surveyor evaluation. • 6 August – Pony Club Rally • 13 August – Australian Barrel Horse Association • November 13/14 – Request by Moscow Circus to use reserve as stopover site on way to Tasmania. 	All

Meeting closed at: 6:02pm	
2.	Next Meeting
2.1	Next Meeting Scheduled for: 5pm 31 August 2023 Location: Council Darley Offices, North Wing Meeting Room 1

BMRRR Advisory Committee Action Sheet

Updated 17 July 2023

Current Actions			
Action:	Responsible	Status	Update/Comments
Deirdre raised that posts have split along the fence line with the gate and that a rail is also dislodged.	Nicholas Sluggett	Ongoing	<p>Lodged on new Service Request system. SR# 2772</p> <p>Last update was 13 October. Assets is awaiting information from the projects team on original scope of the fencing.</p> <p>Assets had meeting with Projects team on 2 February 2023. Original contractor to be contacted for repair.</p> <p>DD noted other posts are now splitting further along the fence line. NS to pass on to Assets/Projects.</p> <p>18 April – No update provided by Projects or Assets on Issue</p> <p>June 19 – Request sent to Assets for update.</p> <p>Assets is following up with the contractor following a hand over form projects team. Currently awaiting formal quote for the works.</p>
Share Updated BMRRR Calendar to all users	Nicholas Sluggett	Ongoing	<p>Dates to be updated.</p> <p>Council is requesting all clubs submit their 2023 major events for input into a new Calendar which will be shared at the next meeting.</p> <p>On 15 February 2023, Only the Pony Club has shared confirmed dates for multiple events for 2023. This includes potentially holding state games. NS to</p>

			<p>inform Events team of this when confirmed.</p> <p>Some major events have been confirmed but only the Pony Club has provided a complete list of events. As such, the calendar only includes Pony club events and some other significant events from clubs and what the Community Activation team has been able to source.</p>
<p>Council and Clubs to consider possible security improvements for the reserve, in light of recent break-ins and unsavoury activity at the site.</p>	<p>All members</p>	<p>Ongoing</p>	<p>All members to consider and attempt to provide thoughts, options, and feedback in discussions.</p> <p>A CCTV policy is currently being drafted, with data capture and storage of public spaces a key fixture.</p> <p>19 June – Request sent to Governance for a Status update. Draft policy was presented in February and received extensive feedback which is still being reviewed.</p>
<p>NS to investigate with Assets and provide update to GR around plan to address white-ant issue moving forward.</p>	<p>Nicholas Sluggett</p>	<p>Ongoing</p>	<p>Assets has been contacted and requested to provide a statement to clarify the ongoing plan for managing the white-ant issue. Community Activation is still awaiting a response.</p> <p>NS has spoken with Assets and a meeting is being organised between department managers. There is significant cost associated with the plan that goes beyond the scope of regular maintenance.</p> <p>17 April 2023 – Meeting between Assets and Community Activation held. Treatment for pavilion confirmed to be conducted prior to the end of the financial year. Ongoing plan to be developed with contractor.</p> <p>19 June – Assets confirmed</p>

			treatment of White Ants has taken place. Ongoing plan to be confirmed in new financial year.
Council to produce and share documents to assist clubs with managing facility use and relationships.	Chloe Beech	In progress	<p>In process of drafting operational guidelines for the shared use facilities.</p> <p>Meeting with relevant contractor is scheduled to occur W/C 20 February.</p> <p>10 March 2023 – Following meeting, draft document being prepared for distribution</p> <p>18 April – Chloe currently on Leave and did not provide an update on status of document. Pony Club to Confirm?</p> <p>27 April 2023 – Deidre has sent through club documents but has not received anything from Council. Benchmarked other local facilities for reference. Pony club awaiting Council response.</p> <p>19 June – Documents being drafted and are in progress.</p> <p>29 June – Issue raised around Barrel Racing club. Chloe to take information on board as part of drafting of documents.</p>
Investigate whether any more construction materials will be brought on-site and stored near harness club for use in BMRRR stages 2 and 3 works.	Chloe Beech	In Progress	<p>10 March 2023 – Nick has contacted Project Manager for an update.</p> <p>18 April – No Update Provided from Project manager.</p> <p>27 April - Materials currently on-site. More going on north-end. Harness club would like indication on completion/finish date to allow for them to plan developments and activities.</p> <p>19 June – Materials on site for second oval construction and general area build-up. Likely continual usage for remainder of</p>

			calendar year.
Investigate funding opportunities to upgrade public toilets at BMRRR (equestrian end of reserve)	Nicholas Sluggett	Ongoing	17 April 2023 – No current opportunities but Council is hopeful of some in second half of 2023.
Both Poultry clubs request an inspection of a qualified building surveyor at the pavilion to assess its safety and condition.	Nicholas Sluggett	Ongoing	
Meeting regarding installation of speakers.	Chloe Beech and Camp drafting club	Ongoing	
Request for Skip bin to be placed on site for club to fill with rubbish and larger materials. Cost associated?	Nicholas Sluggett	Ongoing	
Meeting regarding licence and lease agreement for Bacchus Marsh and Melton Poultry club.	Chloe Beech and BM & Melton Poultry club	Ongoing	
Complete Actions			
Action:	Responsible	Status	Update/Comments
Follow-up On Council's commitment on Stage One works with relation to Camp Draft PA System. Mike requests a copy of the document	Chloe Beech	Completed	Chloe confirmed from minutes of an on-site meeting that Camp Draft was the responsible party for the supply of a sound system for the new Camp Draft arena.

Deidre asks if there will be a water tank on the storage shed to collect the storm water that runs off it. Council to confirm.	Chloe Beech	Completed	A water tank on the storage shed was not part of the scope
Council to pay invoice sent through so that Robert can collect it and bring the tractor back to Bacchus Marsh.	Nicholas Sluggett & Chloe Beech	Completed	Invoice paid in first week of August. Tractor has been returned to Bacchus Marsh.
Inspection of poultry pavilion for termite damage and infestation.	Nicholas Sluggett	Completed	Pavilions and Storage Sheds have been inspected. Outcomes to be communicated to clubs.
Suggestion to also have a sign installed indicating the entrance to the reserve is in 100 metres	Nicholas Sluggett and Chloe Beech	Completed	Lodged on Service Request system SR# 3757 Signs confirmed to be installed by Traffic & Transport Engineer once reserve upgrades are complete
Contact Finance department to ensure incorrect invoices are not being sent	Nicholas Sluggett	Completed	Email sent to MSC Finance team on 29 August 2022 Lease Fees corrected. To be communicated to finance team and then to relevant clubs.
Raise Service Request for overflowing septic tank at the BMRRR reserve public toilets servicing pony club and poultry clubs.	Nicholas Sluggett	Completed	Lodged on Service Request system SR# 3771 Harness Club has been informed by Assets that maintenance for the toilets is the responsibility of tenants and not Council.
No handle on disabled toilet at BMRRR reserve public toilets servicing pony club and poultry clubs.	Nicholas Sluggett	Completed	Harness Club has been informed by Assets that maintenance for the toilets is the responsibility of Council. NOTE: RY requests this point be edited to say cleaning of these public toilets <i>should</i> be the responsibility of Council and

			suggested that the septic tank should be included in this schedule.
Raise Service Request for the plumbing of the new Equestrian Pavilion and presence of dirty water at the location.	Nicholas Sluggett	Completed	<p>Lodged on Service Request system SR# 3775 (Completed).</p> <p>New SR# 6253 (Completed).</p> <p>Bacchus Marsh Plumbing Service attended Bacchus Marsh Pony Club on 15 September 2022, due to concerns of muddy water. Investigation found debris of mud through the lines. The plumber flushed the lines to clear the mud that had entered the potable water line and two inlet valves required replacement due to excess mud build up.</p>
Request grease trap in the equestrian pavilion to be emptied every six weeks	Nicholas Sluggett	Completed	<p>Lodged on Service Request system SR# 3805</p> <p>20 September - Assets awaiting information on grease trap and user manual. Will be put on schedule following this information.</p> <p>27 September - Assets has confirmed that this type of unit will need to be emptied by the committee.</p>
Request a dedicated bin for the Poultry Club to be delivered to the site.	Nicholas Sluggett	Completed	<p>Lodged on Service Request system SR# 3779</p> <p>20 September - Waste Services confirmed Bins are on-site.</p>
Investigation into possible missing \$12,000 from account belonging to former Committee, form amount initially reported to the amount eventually transferred.	Nicholas Sluggett & Chloe Beech	Completed	Deirdre provided documentation of the expenditure at the September meeting, which was recorded in the minutes.
Explore the option of lowering the speed limit on Balliang Road in front of the Reserve, or alternatively explore speed humps.	Nicholas Sluggett and Chloe Beech	Completed	Council has received initial approval from Regional Roads Victoria (RRV). Council is awaiting final sign-off before officially

			changing the speed limit.
Sharing of documentation and investigation into unaccounted \$12,000 of Committee funds.	Nicholas Sluggett and Deirdre Davey	Completed	Deirdre sent through relevant documentation. Council has investigated and hoping to have referral for next meeting.
Request information around Council's public liability insurance and how the coverage would work should there be an accident on any equipment used at the Reserve.	Nicholas Sluggett and Chloe Beech	Completed	Email sent to MSC Governance team on 28 August 2022 Currently being reviewed by Governance team. Discretionary trust for insurance. Council is covered. Does not cover machinery breakdown. Council and officers' liability is covered. Policy will cover any person that is covered.
Booking and moving future meetings from November 2022 onwards to a digital friendly location	Nicholas Sluggett	Completed	North Wing Meeting Room 1 at Councils Darley Offices has been booked for the final Thursday each month until November 2023.
Tractor Registrations	Robert Young & Nicholas Sluggett	Completed	10 November 2022 – Both tractors have been recorded on Council's Assets Register and Council has committed to completing minor repairs on both to make them compliant for use.
Working with Pony Club on template documents for assisting with Casual bookings at the facility.	Nicholas Sluggett	Completed	14 November 2022 - Template has been sourced and sent to the Pony Club.
Investigation for installation of light at entrance to reserve off Balliang Road.	Nicholas Sluggett and Chloe Beech	Completed	Lodged on Service Request system SR# 3763 Council advised that lights will be installed once the projects at the reserve are complete, and entrances/exits have been

			finalised. There are no plans to increase lighting within the reserve.
Council to write a letter to former chairperson requesting information.	Chloe Beech	Completed	Former chairperson has been contacted
The door for access to the toilets from the primary social space can only be locked from one side (the toilet side) which makes it difficult to potentially isolate for casual users of the facility. Can this be changed?	Nicholas Sluggett	Completed	#9517 – New Service Request to accommodate accurate nature of request. Update 7 November – Assets to fix if possible once key returned by CFA doing the ESMs 17 November – Assets states the job has been completed and the door is now lockable from both sides.
Review and disseminate if slashers are included as part of tractor auctions	Nicholas Sluggett and Chloe Beech	Completed	Slashers have been stated to be included as part of the sale of the tractors
NS to provide code to MF for access to the facility on Saturday, 26 November	Nicholas Sluggett	Completed	NS has provided the code to MF
Retrieve Instrument of Delegation from s86 committee, investigate who has authority to expend funds (either chairman has authority to expend with second signatory, or there's a resolution from the committee to expend).	Chloe Beech	Completed	Update provided at meeting.
Staff to investigate if out of hours line is working correctly in preparation for upcoming Christmas shutdown period.	Council Staff	Completed	Out of Hours line will be operating over Christmas period.
Unknown lock located on equestrian gate.	Nicholas Sluggett	Completed	Awaiting Clubs to provide information on lock to Council. Pony Club contacted on 12 December 2022 for further information.

			Lock said to be removed.
NS to confirm new schedule with distribution of minutes.	Nicholas Sluggett	Completed	New Schedule included with minutes. Meetings held bi-monthly at Council Offices in Darley in North Wing Meeting Room 1.
PIC number for Poultry club	Nicholas Sluggett and Chloe Beech	Complete	Community Recreation team has begun contacting Council departments to ascertain if site has recorded PIC number. 20 January – Agriculture Victoria contacted by Community Activation and awaiting response. 8 February – PIC Victoria has confirmed the PIC for the reserve is <u>3MBUG032</u> . Council is now the registered contact for the number.
Follow up to Emergency Plumbing works at Reserve during September and responsibility with Council.	Chloe Beech & Nicholas Sluggett	Completed	Club provided documentation for works. Chloe following up internally with relevant officers Projects has confirmed they will cover costs of works.
CG, MF and DD to meet to discuss water system implementation and operation in top area of reserve.	Chloe Beech	Completed	Meeting held on 10 February 2023
Advisory Committee (AC) to have discussion around what funds might be expended on prior to next AC meeting.	Advisory Committee members	Completed	Advisory Committee Members to have these discussions. Members held meeting and multiple options for splitting of funds and assets were discussed. 15 February 2023 – Agreement has been confirmed to Council.

10001

Council to provide updated Action sheet and Calendar notifications to all members in place of meetings held in December and January.	Nicholas Sluggett	Completed	To be completed at appropriate days/times. Clubs emailed and requested updated Calendars on 23 January 2023 Club contacted again
CG and JM to have meeting to discuss terms of distribution of funds to tenant clubs.	Chloe Beech	Completed	To be scheduled post-Christmas. JM contacted for meeting by CG and CB as part of ongoing discussions for confirming the distribution of funds.
Investigate whether the dumped rubbish enquiry (approx. 10m before pony club entrance at BMRRR) raised by DD is being followed up and report back.	Nicholas Sluggett	Complete	SR identified and stated that works have been completed and rubbish cleared.
Discuss Campdraft's washout issue (for north-east corner of arena) with Engineering department.	Nicholas Sluggett	Completed	Email sent on 15 February with request of detail of issue and if still required to meet with Engineering. Mike attended to issue and had the problem resolved. Sent invoice to Chloe and Corinne for crushed rock delivered.
Council to follow up with MF regarding specific minutes to be amended.	Chloe Beech	Complete	Email sent on 15 February 2023 with request for specification on minutes to be amended. 27 April - PA System minute issue. Mike stated that PA system was not going to be sorted by Campdraft. Responsibility ultimately rested with Council. 29 June – action confirmed and Chloe and Campdraft club to take meeting offline.
Research payment methods for tip and dumping of rubbish at BMRRR	Nicholas Sluggett	Complete	15 March 2023 – Nick has emailed Waste requesting information of payment for tip

			<p>and dumping of rubbish.</p> <p>18 April -No Update received from Waste Management team.</p> <p>27 April - Clubs wanting reserve or club-based ability to dump their rubbish. Using personal rate notices currently. Is there an opportunity for Council to assist?</p> <p>Waste and recycling considerations. Residents have the ability to purchase a "Tip Ticket". Can this be made available to clubs to reduce the cost of keeping their facilities clean? Can this be an ongoing annual item?</p> <p>Replacement/renewal system in place?</p> <p>12 May – The rate notice scheme is currently in the first year of a three-year trial and does not apply to sporting clubs or other community organisations. It is for personal households only. Waste is unable to expand the scheme without a formal process and approval and will proceed with current approved trial settings for the scheme.</p> <p>Complete</p>
Investigate Installation of "illegal dumping of rubbish" signs at the reserve and possibly install "under surveillance" signs at the reserve also.	Nicholas Sluggett	Complete	<p>12 May 2023 – Waste confirmed the current system of reporting illegal dumping and then having the appropriate staff attend is the only course of action currently. "Under surveillance" signs to be considered as part of CCTV policy.</p> <p>Complete.</p>



MINUTES



Maddingley Park Advisory Committee

Advisory Committee Meeting

Monday, 6 February, 2023 at 5.15pm

Maddingley Park

ATTENDEES	
Member	Apologies
Chris Gardner, Manager Community Activation	Kim Cukavac,
Nicholas Sluggett, Community Recreation Officer	Bacchus Marsh Football Club
Chloe Beech, Coordinator Sport & Active Recreation	
Pamela Pinney, Friends of Maddingley Park	
Shane Cook, Bacchus Marsh Football Club	
Scott Wakefield, Bacchus Marsh Cricket Club	
Nigel Bullen, Bacchus Marsh Lawn Tennis Club	
Shane Jenkins, Bacchus Marsh Lawn Tennis Club	
Rod Ward, Councillor	
Moiria Berry, Councillor	
MINUTES	
1. Items of Business	
1.1 Welcome - Meeting started at 5:15pm	
<ul style="list-style-type: none"> Acknowledgement of Country <p><i>I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present and emerging, and the Aboriginal Elders of other communities who may be here today.</i></p> Apologies <ul style="list-style-type: none"> Kim Cukavac, Bacchus Marsh Football Club Confirmation of previous Minutes <ul style="list-style-type: none"> No issues raised and minutes adopted. 	
1.2 Maddingley Park Master Plan	CG
<ul style="list-style-type: none"> Update on Master Plan status <ul style="list-style-type: none"> 4-week public exhibition period last year. Highest number of response for any engagement. Positive solution arrived with Tennis club for court alignments. Meetings were held with all clubs as part of consultation. Updated masterplan will go to an Executive Management briefing and then once endorsed it will then go to OMC for Council approval for adoption. The final plan will then be circulated. Community Activation team will aim to take master plan to the 	

	<p>next available OMC.</p> <ul style="list-style-type: none"> - It was noted that cricket footprint has been slightly reduced. Concern for reduction in nets. No turf wicket at the reserve. - Council stated that a 6-net facility at current ratios, employed by Cricket Victoria, would cover the required needs of the club, along with the three nets retained at Maddingley Park. - Tennis club was losing a court as part of the draft masterplan. Tennis club will receive another mod grass court as part of losing the existing one for the expansion of netball. - Will include renewal of storage sheds at the area, as well as resurfacing of three existing courts. May include potential reorientation of some courts as part of the plan, but this will require approval. - Friends of Maddingley Park (FoMP) raised need to identify trees impacted by courts. As well as ongoing maintenance of vegetation at the reserve. - FoMP will need consideration for the construction of any new storage to ensure their equipment is catered for, for ongoing activities. - Confirmation that the rose gardens will not be affected. - FoMP noted that if any garden was lost that it would result in the majority of FOMP volunteers retiring. - Football club raised the fencing in the masterplan, restricts their ability to make a profit on matchdays. Considerable amount of funds for the football club to consider. - Football club cited the Queenscliff reserve, and the system that operates there. Sliding gates and 1.4m height fencing. 	
<p>1.3</p>	<p>Update on Works at Maddingley Park</p> <ul style="list-style-type: none"> • Discussion around issues, concerns and opportunities identified for the park. - Condition of the rotunda has been noted. Assets attended the site and removed some of the lacework and noted the poor condition of the steps. - FoMP can investigate if there is a patent for the lacework and assist in delivering improvements for the rotunda. Council and FoMP to communicate and investigate a foundry to develop. - Issue with hole in the deck wall. Needs to be repaired. - Cricket club is requesting an investigation into putting shutters in place to restrict public access to the deck and restrict damage and theft etc. - Action: NS to flag repairs for Assets to complete. - Action: NS to discuss security options with Assets and Cricket Club. - Cricket club stated that the grounds are not in pristine condition. Struggle with bird damage. Run-ups very patchy. Football club use increasing in January. - FoMP raised they had issues with watering system for rose garden and sports oval. NS to raise with Parks and Gardens. 	<p>CG</p>

1.4	Updated Contacts	All
	<ul style="list-style-type: none"> • Clubs to have provided updated and secondary contacts for the meeting. - Secondary contacts in attendance. NS and FoMP agree to secondary contact and new nomination form being sent. - BMFC to confirm their secondary contact. - Action: NS to Send FoMP nomination form. - Action: NS to send nomination form to BMFC. - Tennis Club raised that there may need to be a netball representative included. SC to raise with the BMFNC committee. 	
1.5	General Business	All
	<ul style="list-style-type: none"> • Lock changing for football/cricket pavilion scheduled for February • Monthly Market occurring on second Saturday of each month. • Easter event on Good Friday at MP - Will be back to back events on April 7/8 with easter event and then monthly market. - BMFC requested a LUX test for the lights should be completed as some lights have potentially moved and the lux rating has possibly changed. - Action: NS to request LUX test from Assets as part of floodlight repairs. - Next 2-3 weeks new Powercor substation will go into Siberia area. Fencing should come down in the next three weeks. Water storage is also going to be located at the field. - Question raised if there can be turf laid during the Christmas break, and potentially have fresh turf ready for when play resumes? - Action: NS to raise feasibility of works with Parks and Gardens. - CG to report on delivery of two ovals at BMRRR at next meeting. Delays have been experienced with delivery of materials. - BMFC expressed interest in taking some of their training load out to the AFL/Cricket oval at the racecourse once ready. - BMLTC would like to input security system, including cameras for surveillance. Potential that due to the area requiring an agreement through book-a-court system to access area, that clause could be built into agreement that surveillance is used around the clubrooms. - Policy is currently being developed by Council in conjunction with local police and other organisations and Councils. - Meeting closed at 6:30pm 	
2.	Next Meeting	
2.1	Monday, 3 April, 2023 5.15pm – Maddingley Park	

MINUTES



Maddingley Park Advisory Committee

Advisory Committee Meeting

Monday, 17 April, 2023 at 5.15pm

Maddingley Park

ATTENDEES	
Member	Apologies
Nicholas Sluggett, Community Recreation Officer	Chloe Beech, Acting Manager
Anthony Cini, Acting Coordinator Sport and Active Recreation	Community Activation
Shane Cook, Bacchus Marsh Football Club	Pamela Pinney,
Tony Wallach, Bacchus Marsh Football Club	Friends of Maddingley Park
Scott Wakefield, Bacchus Marsh Cricket Club	
Nigel Bullen, Bacchus Marsh Lawn Tennis Club	
Shane Jenkins, Bacchus Marsh Lawn Tennis Club	
Rod Ward, Councillor	
Moirra Berry, Councillor	
MINUTES	
1. Items of Business	
1.1 Welcome	AC
<ul style="list-style-type: none"> Acknowledgement of Country <p><i>I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present and emerging, and the Aboriginal Elders of other communities who may be here today.</i></p> Apologies <ul style="list-style-type: none"> - Pamela Pinney - Chloe Beech Confirmation of previous Minutes <ul style="list-style-type: none"> - No objections raised. Minutes accepted. 	
1.2 Maddingley Park Master Plan	AC
<ul style="list-style-type: none"> Update on Master Plan status <ul style="list-style-type: none"> - Went to Executive on 28 March. - Councillor endorsement on hold due to tennis club submission regarding netball court orientation and location. - Update to be confirmed prior to next meeting. - Cricket club raised the desire to get a fourth cricket net attached to the existing facility - ACTION - Request to have a design of "future proposed net expansion" as there is a significant need for nets for junior and female teams" - ACTION - Cricket club to send through formal request to be considered prior to Cr Briefing 	

<p>- ACTION - Football club raised that there is only a single toilet at the netball facility and that a temporary portable solution is required to be able to cater to players, officials and crowds. Council to cost and request a solution.</p> <p>- Tennis club gave context on the netball court concern and if there is a need for further consultation. Raised cost of building extra tennis court and that orientation should not be a factor. These concerns are being addressed by Council staff. Tennis club believes this is the best solution for all three affected stakeholders (netball, tennis and the Friends of Maddingley Park, who manage and maintain the rose gardens).</p> <p>ACTION - Tennis Club requested costing comparison for the two design options.</p>		
1.3	<p>Update on Works at Maddingley Park</p> <ul style="list-style-type: none"> • Discussion around issues, concerns and opportunities identified for the park. <ul style="list-style-type: none"> - Groundworks complete. Renovations and oversewing. Council thanks the football club for their cooperation and positive attitude this season. - Rubbish bins being evaluated for replacement and repair. - Floodlight evaluation also believed to have been completed. - Works at Siberia have largely been completed for the current season. Ground is deemed safe to use by the projects team. - Netball Floodlight. Floodlight was removed. Council to ensure that light pole is reinstalled. - ACTION - Football club requested possible timeline for repair and adjustment of lights if the LUX test shows insufficient lighting. 	All
1.4	<p>Updated Contacts</p> <ul style="list-style-type: none"> • Clubs to have provided updated and secondary contacts for the meeting <ul style="list-style-type: none"> - Agenda item to be removed after this meeting. - Football club contacts to be updated after this meeting. 	NS
1.5	<p>General Business</p> <ul style="list-style-type: none"> • Lock changing for football/cricket pavilion completed. • Monthly Market occurring on second Saturday of each month. <ul style="list-style-type: none"> - Tennis raised corella issue. Tennis club discussed issue with DEECA. - Council had previously used air horn or similar and that this was not used any longer due to neighborhood complaints. - The current situation of the Parks team attending regularly 	All

could be a significant cost that could be weighed against other control measures.

- **ACTION - Tennis and football clubs both requested further exploration of control method to be taken to Council for consideration.**
- Question raised around improving the security of the main pavilion deck area. No meeting has been held between Community Activation and Assets at this time but is expected to be held before the next meeting.
- Football club raised monthly market concern. This caused a concern with football club trying to raise revenue through gate takings on match days.
- Football Club raised that they would install a temporary fence at Maddingley Park the Friday before each of their home games and then remove the fence at the end of the following matchday. The fence would still allow egress through the reserve when no matches are held.
- The football stressed the importance of this action to allow them to pursue hosting league finals, interleague matches and generate revenue for the club.
- **ACTION - Council to confirm the clashes of BMFNC home fixtures with the Maddingley Market.**
- Football raised prospect of training on BMRRR during the current winter season. Council took the request on notice to provide a response.
- Clubs and Councillors requested update on the reason for sewing the winter grass.
- Siberia lighting issue raised by the Women's Football team. Women's football located there currently with no change rooms or lighting.
- The Football club was offered access to Masons Lane Oval 1 on Wednesday and Friday nights. Council to organise keys and allocation.

Meeting closed at 6:26pm

2. Next Meeting

2.1 Monday, 5 June, 2023 5.15pm – Maddingley Park Pavilion

MINUTES



Public Art Collections and Advisory Committee Meeting

Meeting No. 1

Tuesday 18 July 2023

5.30pm – 6:30pm

North Wing Meeting Room No. 1, Darley and online

Meeting Objective: To provide advice to Council in relation to the commission, acquisition and de-accession of public art within the shire, in accordance with the Public Art and Collections Policy.

Attendees	
Members	Apologies
Cr Tonia Dudzik (chair)	Cr Ally Munari
Shannon Maloney (SM), Manager Community Activation	Jinny Coyle (JC), Community representative
Bec Carey-Grieve (BCG), Coordinator Arts & Economic Development	
Anita King (AK), Public Art Officer	
Lauren Matthews (LM), Arts Industry Expert	
Victoria Jones (VJ), Arts Industry Expert	
Anindita Banerjee (AB), Arts Industry Expert	
Alison Durham (AD), Community representative	
Jinny Coyle (JC), Community representative	
Lou Callow (LC),	

Item No	Topic
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1. **Welcome and introduction**
 - 1.1 Acknowledgement of Country
2. **Committee member induction and introduction**
 - 2.1 **Purpose of Committee**

BCG - Through extensive community consultation during the development of the new Art and Culture Strategy, Public Art was identified as a priority. The committee's purpose is to advise Council on the commission, acquisition and deaccession of public art in the shire and reflect the community in decision making.

3. **Public Art in the Shire**

BCG – Public Art continues to grow in the shire. Policy aims to connect artists in the community, giving voices to a broad range of artists. Projects outlined: Paste Ups Program (*various artists*), Mineral Springs (*Murri:Yul*) and Telford Park (*Aunty Kim Wandin and Chris Joy*).

3.1 Bald Hill Sculpture Trail – EOI draft (*attachment*)

AK – Committee reviewed EOI for Ball Hill All Abilities Sculpture Trail and was given until Friday 21 July to provide any further feedback.

3.2 Ballan Library – First Nations commission

BCG - Noted that as part of Ballan Library Community Hospital Fund was allocated to a new First Nations Commission to be developed in early 2024.

4. **Any other business**

AK – The AMaGA digitisation project will enable Moorabool’s public art collection to become digitally accessible.

All – Committee updated Council on community events and activities

Next Meeting

Tuesday 5 September 2023

5.30pm – 6.30pm

Council Chambers, Ballan

Action Sheet



Meeting Date	Topic and Action	Who	Status - Open
18/7/23	Feedback requested on EOI	AK	Open until 21/7

Meeting Date	Topic and Action	Who	Status - Closed

MINUTES



Public Art and Collections Advisory Committee Meeting

Meeting #2

Tuesday 5 September 2023 at

5.30pm – 6.30pm

In person – Council Chambers, Ballan

Online – via Microsoft Teams

ATTENDEES	
Member	Apologies
Cr Ally Munari, Councillor appointed to PACAC	Shannon Maloney (SM), Manager, Community Activation
Bec Carey-Grieve (BCG), Coordinator Arts and Economic Development	Anindita Banerjee (AB), Arts Industry Expert
Anita King (AK), Public Art Officer	
Lauren Matthews (LM)	
Victoria Jones (VJ)	
Alison Durham (AD)	
Jinny Coyle (JC)	
Lou Callow (LC)	

MINUTES	
1. Items of Business	
1.	Confirmation of previous Minutes and actions arising (refer to the attached Action Sheet) LM and LC moved and passed the Minutes from Meeting No. 1
2.	Conflicts of Interest (any declarations) AD declared having submitted an EOI for the Bald Hill Sculpture Trail. AK declared that she plans to study with one of the applicants.
4.	Bald Hill Sculpture Trail EOI review and selection (separate attachment) AK - EOI Submissions closed at midnight on September 3. 36 EOI submissions were received which were evaluated against the selection criteria listed in the Artist Brief. The committee was tasked with reviewing the shortlist and selecting artists to develop their concepts further.
5.	Visitor Economy Strategy update (attachment) Moved to next meeting
6.	Any other business A special meeting will be called for artists to present their EOI proposals. This proposed date is October 25, 2023 (currently under review). Some members asked for a training session to educate local artists on an EOI process.
7.	Next Meeting – Tuesday October 24, 2023 at 5.15pm North Wing Meeting Room 1, MSC, Darley

Action Sheet



Meeting Date	Topic and Action	Who	Status - Open
05/09/2023	Shortlisting against selection criteria	AK	Open until 12/9

Meeting Date	Topic and Action	Who	Status - Closed

**Bacchus Marsh Public Hall Committee of Management
Annual General Meeting**

Monday 26th September 2022

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 7.03pm. with S Deagan in the Chair.
2.	Acknowledgement of guests in attendance – Cr T Dudzik, no other guests were present
3.	Acknowledgment of members in attendance: S Deagan, G Treloar, E Daws, K Currie, J Faulkner The Chairperson acknowledged and thanked members in attendance for their participation and ongoing involvement on the Committee
4.	Apologies: J Ginnane, D Childs
5.	Minute of previous meeting of 23 rd September 2019 distributed to members and guests. Resolution: <i>That the minutes of the Annual General Meeting of 23rd September 2019 be confirmed</i> <i>Moved: G Treloar Seconded: E Daws</i> <i>Carried</i>

Bacchus Marsh Public Hall Annual General Meeting CoM MINUTES

Meeting Held – 26th September 2022

6.	6.1 Chairperson's Report	
	<p>I am delighted to present my third yet belated Annual Report as Chair of the Bacchus Marsh Public Hall Committee of Management.</p> <p>I wish to thank the Committee members and notable Guests for their efforts; their time, their dedication and their keen sense of humour. They have been a pleasure to work with over the last three years through the challenges of COVID.</p> <p>Special thanks to Carol Young our bookings contractor for the vast majority of htat period and the tremendous work she has done for the Committee and the Community. Gary Treloar for his ongoing work as Treasurer, Ron Geurts for his work as Hall Keeper and John Faulkner for back filling where required.</p> <p>Thank you to all of the Committee for all the work you have all put in and continue to put in.</p> <p>Finally, I wish to thank the Moorabool Shire Council and Officers for their support and assistance throughout the past year, and look forward to another productive year</p> <p>S Deagan</p> <p>Chairperson</p>	
	6.2 Booking Report	
	<p>With the vacancy of the Bookings Contractor position an annual report was not submitted.</p> <p>It is noted that bookings are still down, just over half of what they were compared to FY 18/19. It is anticipated this will take time to recover.</p> <p>S Deagan</p> <p>Chairperson (acting bookings contractor)</p>	
	6.1Questions from the audience	Nil
	<p>Resolution:</p> <p><i>That the Annual Management Reports be received</i></p> <p>Moved: S Deagan Seconded: K Currie</p> <p>Carried</p>	

Bacchus Marsh Public Hall Annual General Meeting CoM MINUTES

Meeting Held – 26th September 2022

7	Annual Financial Report	
	See attached financial statements provided by Treasurer G Treloar	
	7.1 Questions from the audience	S Deagan commended G Treloar on the presentation of these reports.
	Resolution: <i>That the Treasurer's Report be adopted</i> Moved: G Treloar Seconded: J Faulkner Carried	
8	Special Business	
	8.1 Fees and Charges Fees and charges were discussed, it was decided to leave them as is as they seem to be appropriate.	
	8.2 Other Business A nomination form from Carol Young was received in absentia. The Committee welcomed the nomination.	
	Meeting closed 7.27 pm	

Location: Supper Room, Bacchus Marsh Public Hall

1.	Open the Meeting at 7:20pm with Stuart D in the Chair	
2.	Members present Gary T, Eric D, Stuart D, Carol Y,	
3.	Apologies received Keith C, John F, Cr Rod W	
4.	Guests present Ron G, Anita J, Dotty H	
5.	Disclosure of Conflicts of Interest	
6.	<p>Confirmation of Minutes</p> <p>Resolution:</p> <p><i>That the minutes of meeting dated 22nd May 2023 be confirmed</i></p> <p>Moved: Gary T Seconded: Carol Y</p> <p>Carried</p>	
7.	Actions arising from previous meetings	
	7.1 Disabled Accessibility to Foyer and Stage. Repairs to ceiling and replacement of stage curtains. Front of stage, stage lighting and hall lighting 0717	Carry Over – MSC Assets to seek quotes for works. Project unlikely to be undertaken in FY23/24. Costings to be drafted to identify in the following year's MSC budget (FY24/25)
	7.2 Hall User Manual 1017	C/O
	7.3 Interpretive Signs 0817	C/O
	7.4 Help Phone Number 0220	Dotty will put up standard number. Ron G to approach Jamie Hine to put up frosted number on window next to door, under bookings officer number.

Bacchus Marsh Public Hall CoM Minutes

Meeting Held – 22nd May 2023

7.5 Electricity Account with AGL and Solar Panels 0720	C/O
7.6 Secretary's Position on Committee 0720	<p>Potential nomination for secretary from Dotty H – her daughter. Noted that currently both contractors (bookings officer and Hall keeper) nominally report through to secretary, however, members present thought this nomination worth pursuing.</p> <p>SD to confirm with MSC change of scope to restructure reporting lines through to Chair instead.</p> <p>SD to contact candidate to discuss nomination.</p> <p>RG raised discussions had with other parties who showed interest, but declined when learning it was governance / management, less hands-on.</p> <p>RG also mentioned a potential interested party from a usergroup – U3A. RG will reach out and put in contact with SD.</p>
7.7 Security Cameras 0321	C/O until MSC policy on CCTV finalised.
7.8 Public Hall heating 0521	<p>RG met with Graham Bradding to talk through particulars of quote. Proposal is as stands. No amendments to be made.</p> <p>RG to follow up with alternative contractor for a second quote. Once this info is obtained it can be forwarded to MSC assets for review/next steps.</p>
7.9 Hall Keeper Contract 0222	SD raised the feedback from MSC around ensuring the delineation between CAC responsibilities (for the hall keeper) and MSC responsibilities. Documentation passed on to review. Further discussions to be had with MSC if required.
7.10 Telstra Invoices 0822	<p>Telstra invoices are coming through portal now. MSC will need to forward onto committee. GT has had one or two discussions with MSC finance / accounts to ensure smooth process.</p> <p>(Outlined situation for new members: This has come about because Telstra will not email invoices and are ceasing post. All invoices related to account must be downloaded via their online portal, and as MSC has an established account with Telstra under that ABN, we are unable to establish another account using the same ABN)</p>

Bacchus Marsh Public Hall CoM Minutes

Meeting Held – 22nd May 2023

	7.11 BMPH website and Online Bookings 0123	<p>SD emailed David McIntyre to obtain pricing to develop scope of works and quotes associated with website renewal. No response.</p> <p>DH advised a new webspace could easily be procured and developed, with the relevant domains pointed to it at the appropriate time.</p> <p>SD to follow up local web develop raised by Cr Ward at previous meeting.</p> <p>SD advised Ashley from MSC reached out a few weeks past to discuss online booking requirements for the BMPH as they had changed / reviewed their bookings system recently.</p>
	7.12 Blowmold tables 0123	<p>RG went and picked up the new tables. They're a grey colour, as opposed to the original white, leg folding mechanisms tuck away easier and within the sides of the table, so less prone to damaging other table tops when stored incorrectly (as some hirers can do).</p> <p>Discussion around replacing round wooden table with blow mold. Same size, profile and colour, but far lighter. A new, suitable trolley would be available that could hold 15 (we currently have 10 across two trolleys)</p> <p>CY raised a question regarding overall hall capacity for banquet / seated dinner. Current capacity listed as ~400 in theatre style (rows of chairs facing stage), unsure if there is a different number depending on setup, and we should sort this out first, because there's no point ordering 15 tables if we cannot allow 15 tables to be setup.</p> <p>SD to query MSC around this, unsure if these limits are governed by the Building Code of Australia (BCA), National Construction Code (NCC) or other fire safety. Liquor licensing does have restrictions around maximum patrons, but these wouldn't be applicable as the BMPH hall is not a licenced venue. Hopefully MSC assets can advise.</p> <p>In the interim, RG to follow up details of these round blow mold tables re, weight of each table, dimensions of new trolley, and overall quote.</p>
8.	Chairperson's Report	No report tabled, except to say have not enacted resignation yet as have not notified MSC yet.
9.	Secretary's Report	No report tabled.
	9.1 Inwards correspondence	
	9.2 Outwards correspondence	

Bacchus Marsh Public Hall CoM Minutes

Meeting Held – 22nd May 2023

	9.3 Business Arising	
10.	Treasurer's report	
	10.1 Accounts for Payment	RG presented some invoices for payment.

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	10.2 Business Arising	<p>GT and DH undertook review of alternative accounting software, settling on Zoho. Seems a proper package, cloud based, that allows for greater utility and ease for invoicing and management of bookings.</p> <p>GT will continue using Reckon accounting for book keeping. It has an annual fee \$250. It can be easily transferred over to another treasurer if required.</p> <p>GT and DH Tabled document proposing changes to consolidate bonds to include all equipment in room hire. Feedback regarding current bond structure is that the invoices look long and cumbersome, and it can be confusing. A review of other hiring venues (included Melton Council) shows that other venues only have one flat bond per room, regardless of equipment. The bond consolidation proposed is not an increase in bonds charged for a 'full hire' of the respective room. It's also not fees retained as they are returned to the hirer if the room is returned in an ideal condition.</p> <p>However it should be noted that for those hirers who would not intend to use the rooms facilities (such as projector or sound system) the bonds would be slightly high than previously.</p> <p>It was also flagged that COVID cleaning prices could be removed, and the wording around Cleaning costs (meant for bond retention if the CAC has to initiate cleaning post hire) could be changed, as some hirers are assuming we offer cleaning as it's on our table of fees.</p> <p>Members present agreed these were appropriate amendments.</p> <p>SD to take bond changes to MSC to seek approval. Previous advice has been reductions in fees / removals have not required it to go before a Council meeting.</p> <p>GT raised that the term deposits are coming due for renewal in June and July. Terms of up to 4 months with greater interest rates are available. A resolution was put forward</p> <p><i>Resolution: That the BMPH Treasurer, Gary Treloar, moves all existing term deposits at Bacchus Marsh Bendigo Bank to terms of 4 months in length, at the best offered rates, at such time that the existing term deposits come due for renewal.</i></p> <p><i>Moved: Gary T Seconded: Eric D</i></p> <p><i>Carried</i></p> <p>All members present agreed.</p>
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Resolution:

That the Treasurer's report be received

Moved: Gary T

Seconded: **Stuart D**

Carried

11.

Booking Officer's Report

11.1 Bookings Received

Bookings Officer tabled their report prior to the meeting.

11.2 Booking Enquiries

11.3 Hall Visits

11.4 Business Arising

DH had a question regarding a potential Friday regular hirer. St Albans Young Peoples Club. Wanting a regular booking 6:30pm-8:30pm Fridays in the supper room. DH advised that time slot would have minimal impact on the usual hiring of the hall, outside of the larger events ran by other local community groups such as the Art Show, Flower and Garden Show and MLO events.

SD suggested similar terms to other regular hirers requests, that they don't have it in perpetuity, and that they must give way for the larger events such as those mentioned above.

CY suggested DH confirm what the groups expected use for the supper room would be, as it was unsure what they were delivering.

CY raised a question regarding side doors being used by weeknight hirers. DH has raised the few that do it have done so for safety reasons, being able to observe entrance / exits. RG raised concerns around potential for greater damage to hall as those entrances step out onto the rocky garden area between the BMPH and RSL hall. Those exits mainly used for egress, two are fire exits.

DH requested a list from members present of any other guidelines around use of the hall that has not been documented prior.

Resolution:

That the Bookings Officer report be received

Moved: *Eric D*

Seconded: Gary T

Carried

12.

Hall Keeper/s Report

Bacchus Marsh Public Hall CoM Minutes

Meeting Held – 22nd May 2023

	12.1 Tasks Completed	<p>Busy, lots of bookings, so lots of inspections and some clean ups required.</p> <p>RG Spoke to JJ Richards around dumpster / bin collection to confirm quote. RG also followed up Veolia, our current contractor. They advised they'll price match JJ Richards.</p> <p>We will stay with Veolia as their service has been fine, it was just an opportunity to reduce costs.</p>
	12.2 Business Arising	<p>RG advised rest of committee regarding email dialogue with MSC re council hires. Specifically, concerns as to the condition the hall / supper room following a MSC hire. There seems to be little accountability or responsibility, especially when the MSC staff member that initiates the booking, is not the person actually using the hall on the day.</p> <p>Ashley understood the concerns but also advised we could not limit hall bookings for MSC staff to a few key individuals as was one of the suggestions. Ashley would pass our feedback on.</p> <p>Discussion that the Committee wants to acknowledge that Ashley's response was empathetic and understanding and we appreciated her response. The committee thanks Ashley as she has been a very effective and communicative liaison with the BMPH CAC. We also note that Ashley is somewhat limited in being able to affect change / communicate with other MSC staff around this.</p> <p>In light of that, it was suggested that we look into escalating the matter far higher up the chain at MSC, eg to Derek the CEO, or to table at the next meeting of Council. This is not to be perceived as any failure or a result of any inaction by Ashley.</p> <p>RG also attended a meeting with an individual from the MSC regarding the loading zones and creating additional car parks? There were also concerns around the line marking on the gravel carpark disappearing becoming obscured.</p> <p>RSL had also initiated around line marking, but there seems to be confusion from or at MSC end around what the RSL originally requested. Conversations between MSC, RG and RSL can continue if required.</p> <p>Ultimately though, as raised when the initial 'temporary' street garden was put in-between the BMPH and RSL hall, that end of the car park that faces the garden, including the loading zones adjacent to the hall, should really be sealed and not left as gravel. It requires more ongoing maintenance and the stones themselves to get dragged in during larger event setups / pickups which contributes to the ongoing damage and deterioration of the BMPH hardwood floor.</p>

	<p>Resolution:</p> <p><i>That the Hallkeepers report be received</i></p> <p>Moved: Gary T Seconded: Carol Y</p> <p>Carried</p>	
13.	General Business	
	13.1 Review of the night meeting hosted.	<p>Has been raised that we review meeting days / times to ensure it meets all needs.</p> <p>SD to email around to all members to canvas for dates.</p>
	13.2 Welcome to Anita	<p>(This was undertaken at beginning of meeting)</p> <p>Formal and official welcome to Anita Jennison, RSL member from Bacchus Marsh RSL branch Member. AJ is the Membership officer of RSL, holding the title until at least March 2024. AJ advised the Membership officer would be the nominated role to sit in on the BMPH CAC ongoing.</p> <p>This is to fill the old position held by David Child.</p> <p><i>Resolution: To accept the nomination of Anita Jennison RSL Bacchus Marsh branch representative and appoint them as a member as the BMPH CAC.</i></p> <p><i>Move: Carol Y Second: Eric D</i></p> <p>Carried</p> <p>SD to notify Ashley MSC, and to seek paperwork regarding membership and for Ashley to arrange MSC volunteer induction for AJ.</p>

Bacchus Marsh Public Hall CoM Minutes

Meeting Held – 22nd May 2023

	13.3 Main Hall Lighting - Eric	<p>Point raised by ED around colour temperature / lighting and globes for floor lights and spotlights in main body of hall. Current lights are a mismatch, potential for glare especially for hall users with poorer or affected vision.</p> <p>DH advised hirers needs on lighting quiet varied.</p> <p>Discussion around seeking advice from MSC assets around suitability assessment of lighting in the hall, scope for multipurpose use (events, art shows, celebrations, functions).</p> <p>ED to follow up a former contact to see if they know of any lighting specialists that could provide a quote to undertake such an assessment.</p> <p>RG will approach Keemin to see if they know of any other suitable specialists.</p> <p>ED stressed that such assessments would need to be conducted by a suitable professional, someone with a speciality in lighting design / specification / architecture, not just an electrician.</p>
	13.4 Bookings Officer Leave	<p>DH raised that she will be on leave from 16th to 28th July.</p> <p>Others are on leave or otherwise unable to take over phone, so would leave 1300 number with limited or no support. DH still able to support clients via email while on leave, just will be out of phone contact (overseas). Could put message advising them to email her.</p> <p>SD to flag with Ashley MSC. Potential support for customer service to advise clients of this / take messages to email DH.</p>
	Next Meeting 24 th July 2023 7pm @ Supper Room	
	Meeting Closed 9:21 pm	

MINUTES

1.	Open the Meeting at 7pm with Stuart in the Chair	
2.	Members present Gary T, Carol Y, Stuart D, Eric D	
3.	Apologies received Keith C, John F,	
4.	Guests present Rod W, Ashley M, Kristian B, Anita J,	
5.	Disclosure of Conflicts of Interest	
6.	<p>Confirmation of Minutes</p> <p>Resolution:</p> <p><i>That the minutes of meeting dated 26th June 2023 be confirmed</i></p> <p>Moved: Carol Y Seconded: Eric D</p> <p>Carried</p>	
7.	Actions arising from previous meetings	
	7.1 Disabled Accessibility to Foyer and Stage. Repairs to ceiling and replacement of stage curtains. Front of stage, stage lighting and hall lighting 0717	C/O – MSC Assets to seek quotes for works. Project unlikely to be undertaken in FY23/24. Costings to be drafted to identify in the following year's MSC budget (FY24/25). Awaiting on MSC to come back to committee.
	7.2 Hall User Manual 1017	C/O
	7.3 Interpretive Signs 0817	C/O
	7.4 Help Phone Number 0220	Completed
	7.5 Electricity Account with AGL and Solar Panels 0720	C/O

Bacchus Marsh Public Hall CoM Meeting

Meeting Held – 24th July 2023

	7.6 Secretary's Position on Committee 0720	C/O
	7.7 Security Cameras 0321	C/O until MSC policy on CCTV finalised. Apparently policy is completed and due to go up for community consultation on the Moorabool 'Your Say' website – MSC to quote lots of works around shire?
	7.8 Public Hall heating 0521	c/o
	7.9 Hall Keeper Contract 0222	c/o collating feedback on draft tender document.
	7.10 Telstra Invoices 0822	Invoices are now coming through portal and being forwarded to GT. Completed.
	7.11 BMPH website and Online Bookings 0123	Website follow up.
	7.12 Blowmold tables 0123	Refer Rons email.
	7.13 Lights	ED has followed up with former contact but they are no longer engaged in the works. ED proposing to draft scope of works and approach lighting bar to do assessment.
	7.14 loading dock and parking	Discussed, keep an eye on it.
	7.15 bookings leave	
8.	Chairperson's Report	Resignation of SD as chair. Committee Accepted resignation of chair. Resolution: <i>That the Chairperson's report be received</i> Moved: Stuart D Seconded: Carol Y Carried

Bacchus Marsh Public Hall CoM Meeting

Meeting Held – 24th July 2023

9.	Secretary's Report	Nil
	9.1 Inwards correspondence	
	9.2 Outwards correspondence	
	9.3 Business Arising	
10.	Treasurer's report	
	10.1 Accounts for Payment	
	10.2 Business Arising	<p>Report sent prior.</p> <p>FY 22/23 tabled at meeting.</p> <p>Need to catch up with Bookings Officer DH to continue progress on invoicing / bookkeeping system.</p> <p>Discussion around permanent bookings, nonpayment (one). Discussion around payment times.</p> <p>Carol commended Gary on transparency.</p>
	<p>Resolution:</p> <p><i>That the Treasurer's report be received</i></p> <p>Moved: Gary T Seconded: Stuart D</p> <p>Carried</p>	
11.	Booking Officer's Report	<p>Report Tabled</p> <p>Appreciate the effort Dotty put in for website, seek external contractor to manage.</p>
	11.1 Bookings Received	
	11.2 Booking Enquiries	
	11.3 Hall Visits	

Meeting Held – 24th July 2023

	11.4 Business Arising	
	Resolution: That the Bookings Officer report be received Moved: Eric D Seconded: Carol Y Carried	
12.	Hall Keeper/s Report	
	12.1 Tasks Completed	Absent Carol arranged for key collection.
	12.2 Business Arising	
	Resolution: That the Hallkeepers report be received Moved: Seconded: Carried	
13.	General Business	
	13.1 IMS bookings system for hall	Kristian B and Ashley M re IMS booking systems. Req: Carol Y booking availability, blocked out. Simplification of bookings / invoices. Can it prompt? Ability to integrate into invoicing in future? Guest login. Sounds good. Next steps? Put together a mock up and demonstration of admin and user experience. They'll come back to us.
	13.2	Rod < SD to email around capacity.

Bacchus Marsh Public Hall CoM Meeting

Meeting Held – 24th July 2023

	13.3	<i>AGM - to occur at September meeting, MSC communities to be advised closer to so they can advertise in Moorabool Times.</i>
	Next Meeting 28 th August 2023 7pm @ Supper Room	
	Meeting Closed 8:51 pm	

Elaine community asset committee meeting minutes (CAC)

Meeting Date: 18th JUNE 2023

Meeting Time: 1440hrs

Meeting Venue: ELAINE HALL

Item No:	Agenda Item	Minutes/Action
1.	Meeting opened at 1440hrs	
2.	Present: D Cook (President): K Hinkley: C Guidotti (Minutes) Tom Hinkley: Joyce Read:	
3.	Apologies: James Connell: Jo Adcock: S Ford (Treasurer)	
4.	Disclosure of Conflicts of Interest – nil supplied	
5.	Confirmation of previous minutes – Karen Hinkley accepted. Seconded D Cook. (Noted changes confirmed in April Minutes)	
6.	6.1 Monies have not been paid by the Elaine Cricket Club for Season Fee of \$500 and Non Season of \$250. Stephen Ford has copies of read receipt for issue of invoices for 10 th March and 15 th May 2023. As noted in the User Agreement: Section 4: Point 11: <i>"Fees will be invoiced to the Club for use of the facilities. Council will forward invoices to the Club for the appropriate amounts at least ninety (90) days before the due date."</i> This was the belief of the committee, however, after the 90 days elapsed initially, the council advised committee at a scheduled meeting, that the responsibility of forwarding the invoice to the club was the committees. This is further testimony to the Council not supporting the CAC to deliver its responsibility.	
	6.2 D Cook has continued to follow up with Julie Pantzidis regarding the nominated contact person for the ECC for CAC as well as planned calendar events. To date there has been no correspondence. The intent of the User Agreement was to formalise the contact person/s and calendar events. The ECC has chosen to ignore all correspondence from the CAC. The CAC are frustrated with the lack of willingness of the ECC to work with them. The CAC scheduled a meeting with the Moorabool Shire representatives to discuss further. To be discussed in Chairpersons report.	
	According to the User Agreement the ECC requires three (3) keys. Presently the register identifies they are holding six (6). Of this six (6), there are four (4) persons who no longer are affiliated with the club or CAC. Keys, 5: 6: 9: 12:	

Table 1: Past members no longer associated with the Club

Key 5: ER2-5 Karen Pritchard
 Key 6: ER2-6 Cheyene McLean
 Key 9: ER2-9 Brant Hocking – (previous coach returned key to Julie)
 Key 12: ER2-12 Rebecca Curren

Table 2: Current register identifies key ownership as:

Key 1: ER2-1 Julie Pantzidis (President Club)
 Key 2: ER2-2 Diane Cook (Committee)
 Key 3: ER2-3 James Connell (Committee)
 Key 4: ER2-4 Shane Dunne (Secretary Club)
 Key 7: ER2-7 Ron Wauchope (Maintenance)
 Key 8: ER2-8 Shire Withheld
 Key 10: ER2-10 Karen Hinkley (Committee)
 Key 11: ER2-11 Casual Hire
 Key 13: ER2-13 Not allocated

As there has been a deliberate ignorance on behalf of the ECC to not only refuse to communicate, they have withheld vital information regarding the key management. This speaks to the lack of

Elaine community asset committee meeting minutes (CAC)

security of the facilities and has been discussed with the Council on more than one occasion. To be discussed in Chairperson Report.

Proposal to the meeting: A key change must be affected immediately. Unanimous affirmative response.

D Cook and C Guidotti met with council to discuss an avenue to proceed. (Chairpersons Report)

Appendix 2: There is no recycling bin. (Held over)

7. Correspondence:

7 Chairpersons Report:

Meeting with Diane Cook, Chris Guidotti, Christian Brudenell and Ashley Molloy on 29th May 2023 at Ballan Shire Office. Ashley Molloy discussed the urgency for the Elaine Recreation Reserve to provide the acquittal documents for payment. The end date is at the end of the month. C Guidotti and D Cook followed up with S Ford on the afternoon of 29th May 2023. S Ford has provided all the documentation.

Points raised:

- Signage for Recreation Reserve

There is no signage to identify the Recreation Reserve in either direction. Both council members were receptive to the need and will follow up. The request for the signage to be around 200m prior to entry in both directions

- Drainage Point

Diane discussed the issue with the danger of the drainage pit adjacent to car park, as white posts continually need repositioning as area is a hazard for cars and trucks reversing in tight area. It was identified as a danger and council will follow up.

- Cricket Nets

D Cook asked when the new cricket nets will be erected. Council advised there was a requirement by the Elaine Cricket Club ECC to provide the equal amount of money as per the grant requirements. The Council is not aware that these funds have been produced. D Cook asked if the Council could consider using a crossover for access at the South end of the reserve. This area abuts the neighbour who has provided a crossover that could be ideal access for the delivery of the cricket nets. This would then keep any of the heavy vehicles off the oval and wicket. Council were receptive to this suggestion

- Shaving Wicket

As advised by the maintenance person, Mr R Wauchope, the oval needs top dressing. The oval area is very uneven and the wicket requires shaving. C Guidotti asked who is responsible for this, as the money allocated would not meet the costs of this project.

- Swings

D Cook advised the meeting that the swings had been removed some months ago by council. The attendees at the meeting have no knowledge of this however, if the swings were deemed unsafe at audit, it would be a responsibility to OH&S to remove. The Council members will follow up for rectification.

- ECC failure to adhere to user agreement.

D Cook raised the issue of not receiving any response from the ECC regarding calendar events or payment of fees. The Council advised that a reminder of overdue fees be forwarded immediately by the club. D Cook advised there had been two (2) unscheduled functions by the ECC. The Council members supported the CAC that this is a breach of the current user agreement. For further discussion

D Cook discussed that the Fees have not been paid by the ECC for their 2022-2023 season and off season hire of facility. D Cook was urged by the Council members to reissue a final notice for payment and to ECC. The Councils Committees email to be cc'd.

- Security discussed.

C Guidotti discussed the issue of lack of security. How can the CAC be responsible when the User is refusing to abide by the agreement that they signed. There were people identified accessing the tennis club rooms. The ECC has a huge sense of ownership of the Recreation Reserve, which is commendable, however, there must be a level of respect and trust, which has not been show. Given that one of the ECC members, Mr S Dunne has a key to the Tennis Club, the CAC and council are vulnerable to security threat. Therefore, C Guidotti requests that all locks be re keyed. This will allow for some control over the assets.

7.1 Treasurer's Reports – No Report

Elaine community asset committee meeting minutes (CAC)

7.2 D Cook spoke with Nick Sluggett, Council representative, the acquittal documents for maintenance payment to CAC have been received and signed off by Council.

8 New Business:

9.1 D Cook suggests that the line Marker no longer required be sold. It is currently located in the ECC private container. This line marker was purchased by the previous Recreation Reserve Committee of Management. The money raised to be a contribution to pay for a new door in the Tennis Club.

9.2 T Hinkley proposed to send a final notice for payment tonight. Then again in 5 days, prior to end of moth and to copy in all parties. This was unanimously accepted.

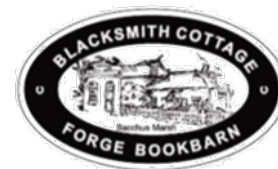
9.3 The Council accesses the tennis club rooms as the supplies cupboard is keyed with the tennis Club key. This supply cupboard manages the toiled supplies. R Wauchope has a key.

9.4 Karen Hinkley asked where we are up to with Ron Read commemoration seat? A seat has been assigned and will need some upgrade. This seat was initially owned by Ron and donated by his wife Joyce upon his passing. As a sign of respect, the Recreation Reserve wish to preserve it as an honour to his life membership of the Elaine Recreation Reserve. The committee was unanimous in its support of this project.

9.5 Master plan (heldover)

Meeting Closed at 1700hrs. Next Meeting Date: 09th November 2023. Venue: Tennis Club Rooms Time: 1500hrs

The AGM is schedule for 11th August 2023 at the Elaine Cricket Club Pavilion.



Minutes

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

Date of Meeting: Tuesday, 28th 2023

Meeting Opened: 7.39pm

Location: Flanagans, Main Street, Bacchus Marsh

Minute taker:	Steff Latham
Apologies:	Heather Robson
Absent:	
Attendees:	Steff Latham, Alan Comrie, Chrissy Stancliffe, Geoff Stancliffe, Lyn Egan, Jenny Arrowsmith, Simon Fisher, David Edwards
Guest:	Sharon Dickman

Confirmation of quorum 8 - yes

1. Minutes of 23rd May 2023 – Moved: JA ; Seconded: GS Carried.

Item A. Business Arising	
Discussion:	Action Items:
Working with Children card provided to LE	SL, SF still to send to LE
Item B. Treasurers Report	
See attached.	
Moved: SF / Seconded: JA	
Term deposit account is up for renewal. 4 months term agreed to.	SF to organise this week.
Item C. Correspondence Report	
See report and copy email attached.	
Moved: CS / Seconded: LE	

Item D. Sub-Committee Reports	
	Action items:
<p>Cottage Report</p> <p><u>Bills</u> Still not received Shell Energy Bill. CS has called AM to discuss.</p> <p><u>Floor Maintenance</u> – Councils Asset Department has viewed building and Heritage Adviser is considering works required. Flooring updates will continue beyond EOFY. Council funds will therefore not be spent prior to EOFY but will be carried over until the following financial year. AM on leave until 5th July.</p> <p><u>Cottage Action Priorities Report</u> Provided by SD (see attached). Good time to digitalise records which will include undertaking a condition review of all items. Develop a display and interpretation plan – this needs investigating, developing and implementing (see report for issues under consideration). Workshop proposed to discuss points in report – see General Business below.</p>	
<p>Bookbarn – see report attached.</p> <p><u>Marketing</u> Quote received for new single sided flag. Small size decided upon. However, double flag may be better option.</p> <p>Bookmarks and signwriting graphics and positioning still being developed.</p> <p><u>Opening hours</u> Agreed to keep BB opening hours at 10 to 4 on Saturdays. BB Sub-committee would consider opening the BB on Sundays at the same time as Cottage. Saturday hours therefore may need to be reduced. For further discussion.</p> <p>Moved: LE / Seconded: JA</p>	<p>LE to obtain quote for double sized small flag.</p>
Website/Social Media - No report.	
C.H.H.A. Report – No report.	
<p>Building Works</p> <p><u>Brickwork</u> The brickwork inside the forge is getting very fragile and friable and needs assessing by Council Heritage Adviser urgently.</p>	<p>CS to send letter to AM advising of this extreme condition of bricks and requesting advice.</p>

Item E. General Business.	
<p><u>Workshop</u> SF proposes that a workshop is held to discuss both LE's / SDs recent reports (Blacksmith's Cottage Action Priorities (SD) / Two Year Plan (LE)).</p> <p>Facilitator SD to facilitate workshop</p> <p>Venue Venue to be decided</p> <p>Date and time Saturday afternoon – 7th October 2023.</p>	
Next Meeting Date:	Tuesday, 25 July, 2023
Time:	7.30pm
Venue:	James Young Room, Lerderderg Library, 215 Main St., Bacchus Marsh.
Meeting closed at:	8.20 pm.

BACCHUS MARSH BLACKSMITHS COTTAGE AND FORGE ADVISORY COMMITTEE

TREASURERS REPORT

DATE

27th June 2023

Bank Account

Bendigo Bank General Account

Date	Particulars	Reference	Debit	Credit	Balance
22nd May 2023	Opening Balance				\$32,143.76
28th May	Takings-Cash		\$16.00		\$32,159.76
	Takings- Square		\$226.00		\$32,385.76
	Fees-Square			\$2.65	\$32,383.11
1st June	Interest		\$0.27		\$32,507.52
3rd June	Takings-Cash		\$71.00		\$32,454.11
	Takings- Square		\$54.00		\$32,508.11
	Fees-Square			\$0.86	\$32,507.25
10th June	Takings-Cash		\$133.00		\$32,640.52
	Takings- Square		\$27.00		\$32,667.52
	Fees-Square			\$0.43	\$32,667.09
17th June	Takings-cash		\$54.00		\$32,721.09
	Takings-Square		\$128.50		\$32,849.59
	Fees-Square			\$2.05	\$32,847.54
25th June	Takings-Cash		\$60.00		\$32,907.54
	Takings-Square		\$47.50		\$32,955.04
	Fees-Square			\$0.77	\$32,954.27
22nd May	G Standcliffe Timber	453		\$420.00	\$32,534.27
	S Kalimah Cleaner (2 Months)	454		\$240.00	\$32,294.27
27th June	Closing Balance				\$32,294.27

Bendigo Bank Term Deposit
157553157

Date	Particulars	Reference	Debit	Credit	Balance
23rd November 2022	Balance held				\$22,098.79

Note Renewal date 23rd June 2023

OUTSTANDING ACCOUNTS

Name	Particulars	Amount	Due

CORRESPONDENCE REPORT**JUNE 2023****INWARDS CORRESPONDENCE**

Siti Kalimah – cleaner account	29th May 2023
Working with Children (Allan Comrie)	14th June 2023
Bendigo Bank re Term Deposit	16th June 2023
Ashley Malloy Moorabool Shire re update on Cottage	22nd June 2023
Siti Kalimah – cleaner account	23rd June 2023
Bendigo Bank confirmation of term deposit renewal	27th June 2023
Bendigo Bank statement	27th June 2023

Chrissy Stancliffe

Subject:Blacksmiths Cottage update
Date:Thu, 22 Jun 2023 04:46:00 +0000
From:Committees <committees@moorabool.vic.gov.au>
To:stancliffe <stancliffe@netspace.net.au>

Hi Chrissy,

Thanks for speaking with me over the phone the other day. Here are some updates on the matters we discussed:

Floor maintenance:

Our Asset Management Team is still waiting on the report from the heritage adviser who inspected the building. We have sent them a reminder about the report and the adviser is still working on it. Due to this, the flooring upgrades will extend beyond the current financial year but will be scheduled as soon as possible once the report is received and contractors are confirmed. I will keep you updated when we have more news.

Shell Energy bills:

I asked our Accounts Team which is where this would normally sit, whether they were sending the bills through from Council to the committee and the staff member said this is not the case. Can you find a copy of an older email about the account to see who the sender was? This would be the best way to follow it up and clarify whether Council or Shell Energy is sending these to the committee.

Please note, I will be on leave from tomorrow until the 5th of July and will be able to respond with any further updates when I return.

I hope you have a nice weekend.

Kind regards,

Ashley Malloy | Community Development Officer

Mail	PO Box 18, Ballan, Vic 3342	Phone	(03) 5366 7100
Ballan	15 Stead St, Ballan	Email	amalloy@moorabool.vic.gov.au
Bacchus Marsh	215 Main St, Bacchus Marsh	Website	moorabool.vic.gov.au
Darley	182 Halletts Way, Darley	ABN	293 5275 4296

Blacksmith's Cottage action priorities

Because the cottage has been closed for so long, and rooms had to be emptied prior to the repairs to the floors, it is a good time to get started on a number of curatorial things that need to be done:

1. The collection needs to be digitised. There is no electronic/computer database of the items in the collection.
2. As part of the data entry program, we need to undertake condition reports for all items. I have downloaded information on textile conservations which is urgent for some items, and we need to look at cleaning and repair.
3. Prior to refitting the cottage, we need to develop a display and interpretation plan.
4. Prior to doing a display and interpretation plan we need to answer a number of questions; see attached document in relation to the mission, objectives, goals, resources and audiences so that we reinstall the most appropriate exhibits and develop the most effective exhibition plan.

Blacksmith's Cottage and Forge Mission, Planning, Interpretation and Display

Issues for Consideration

Williamsburg [USA] Mission and Supporting Statements

The mission of the Williamstown Historical Museum is to promote interest in the history of the Williamstown area by collecting, cataloguing, and preserving items of historical significance, and to increase the public's knowledge of Williamstown's past through educational exhibits, programs, events, research, publications, and any other functions that further this purpose. The Williamstown Historical Museum is committed to collecting and sharing the stories of all of the residents of this area across the centuries.

Rippon Lea [National Trust]

Since acquiring the Estate, the National Trust has reinstated this former home to Jones' 1930s 'Hollywood style' condition, and is currently being reused as a "museum property with associated facilities. The gardens were restored to highlight important elements of the Sargood era, such as the lake, mound and grotto and extensive lawns.

As both a "heritage site and business", Rippon Lea is open to the public for a nominal fee. The National Trust allows recreational activities, Mother's Day and Easter celebrations, annual Teddy Bear's Picnics, weddings, private functions, music concerts and theatrical productions. This is in keeping with the previous owners' use of the site for entertainment and charitable events.

Blacksmith's Cottage and Forge Mission Statement:

The Blacksmith's Cottage and Forge Committee has a vision of being restorers and caretakers of a small slice of Bacchus Marsh's history for the benefit of generations to come. Our goal is to operate as a "living museum" with visitors being able to feel part of the past and to appreciate the lifestyle of our pioneers.

"....feel part of the past and to appreciate the lifestyle of our pioneers."

What exactly is the story of the Blacksmith's cottage?

1. What is the story we are telling?

The blacksmith? The blacksmith and his family? The family and its descendants? The Blacksmith and the general Bacchus Marsh community?

2. Time period?

For example, Sovereign Hill is the history of Ballarat from 1851 to 1861. Are we displaying the years the blacksmith was operational? Any time period before or after that?

3. Who are we telling the story to?

- Local residents
- School groups (local)
- School groups (regional)
- Community groups (senior citizens, etc.)
- Visitors (People visiting friends and family in the area)
- Tourists to Bacchus Marsh
- Cultural tourists travelling on their own
- Group tourists (within the region – lions, rotary, Zonta, community groups, car clubs)
- Ourselves, the History Community and heritage group

4. What is the best way to tell the story/preserve the history?

- The Cottage
- The Forge
- The outbuildings
- The grounds

5. Who are we telling the story to?

- Local residents
- School groups (local)
- School groups (regional)
- Community groups (senior citizens, etc.)

- Visitors (People visiting friends and family in the area)
- Tourists to Bacchus Marsh
- Cultural tourists travelling on their own
- Group tourists (within the region – Lions, Rotary, Zonta, community groups, car clubs)
- Ourselves, the History Community and heritage groups

6. What is the best way to tell the story?

- What is needed in terms of the buildings
- What is needed in terms of the interior furnishings
- What is needed in terms of the grounds and gardens
- What is needed in terms of signage
- What is needed in terms of interpretative materials
- What is needed in terms of permanent exhibitions/displays
- What is needed in terms of activations (definition of a "living museum" assumes activation and visitor interaction)
- What is needed in terms of special events and seasonal activities

7. Who will do the work?

- Current volunteers
- Additional volunteers
- Especially recruited volunteers
- Paid staff
- Committee
- Bacchus Marsh Council
- Community Groups
- Other regional historical and cultural groups
- State/Federal/non-government granting authorities

8. What is needed – a comprehensive review of:

- Interpretation of the Blacksmith's forge
- Interpretation of the Blacksmith's cottage
- Interpretation and presentation of grounds and surrounds

with awareness of potential issues if road works are undertaken/delayed

9. The Blacksmith's Cottage

The Cottage is in need of major repairs (floors) and is also in need of a major review of its interpretations and display options. Having been closed for a long period of time the general condition of displays has deteriorated. While this is disappointing, it also provides an opportunity for:

- Implementation of a Collection Policy Review
- An updated – and complete -- Collection Inventory
- An updated Conservation Policy
- The development of updated Interpretation and Display policy
- Identification of viable exhibitions, temporary exhibitions, events and activities to expand visitor appeal

- Management and recruitment of Cottage volunteers

10. The Blacksmith's Forge and Bookbarn

The Bookbarn is an appreciated and supported community resource and provides revenue for the Blacksmith's Cottage and Forge. It is a well-managed facility and has a strong volunteer base. It has community support in terms of both customers and those who donate books for resale. The building lends itself very well to multi-use as both a commercial bookstore and an area which provides space and material for historic interpretation of its original function.

The level of commercialism of the Bookbarn needs to be discussed -- as has been clearly outlined in previously tabled papers. Consideration needs to be given to:

- The value of the Bookbarn as a community resource – a welcoming place for locals and visitors
- The importance of the Bookbarn as a revenue generator for ongoing viability of the Forge and Cottage
- The interpretation of the Forge area in keeping with the mission statement of the organisation

11. The Outbuildings and grounds

The external appearance of the Forge/Bookbarn and the Cottage have a big impact on the initial impression of the facility and in generating interest in visiting. Once inside the complex the outbuildings and equipment and machinery on display provide valuable additional opportunities for interpretation and telling the story of the complex.

The gardens and the entrance areas facing the street and the intersection are a "first view" and need to be both authentic and inviting. Consideration needs to be given to:

- Painting, repair and maintenance of entry areas
- Signage for the Bookbarn
- Signage for the cottage
- Landscaping and gardening (including plant labels)
- Outbuildings and equipment display and interpretation
- Pavement and path safety and maintenance

BOOK BARN report

Meeting held: 17th JUNE, 2023 at the Bookbarn.

Present: Jenny and Lyn
Apologies Mollie and Heath

CARD READER:

Mostly going well except for some issues with charging and updating both phone and card reader. Continued individual training to continue.

MARKETING:

- Book Marks are still under revision for reprinting later in the year
- Lyn to finalise design, gain approval from committee and get a quote from Allpress.
- Upgrading signwriting for front doors is still in process. Lyn to get quote and present to main committee before proceeding.

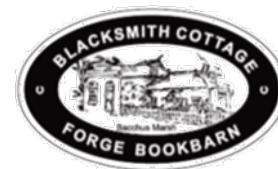
OPENING HOURS:

- Discussion on opening hours for the future. Decision to be made in consultation with the Cottage Committee. To avoid confusion, ideally the opening hours for the Book barn will be the Same as the Cottage. We would consider reducing the opening hours to 10-3 every Saturday and 10-3 on Sundays if the Cottage committee decide to open on a Sunday rather than a Saturday.

DONATIONS:

- We have had a large donation of excellent quality fiction.

Next Meeting to be at the Book Barn on Saturday 22nd July at 10.00am



Minutes

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

Date of Meeting: Tuesday, 25th July 2023

Meeting Opened: 7.30pm

Location: James Young Room, Lerderderg Library

Minute taker:	Jenny Arrowsmith
Apologies:	Steff Latham, Lyn Egan
Absent:	
Attendees:	Alan Comrie, Chrissy Stancliffe, Geoff Stancliffe, Jenny Arrowsmith, Simon Fisher, David Edwards, Sharon Dickman
Guest:	

Confirmation of quorum 7 - yes

1. Minutes of 27th June 2023 – Moved:

Item A. Business Arising	
Discussion:	Action Items:
None	
Item B. Treasurers Report	
See attached.	
Moved: SF / Seconded: DE	
Term deposit account successfully rolled over.	
Item C. Correspondence Report	
<ul style="list-style-type: none"> • Shell Energy bills • Bendigo Bank Statement • Cleaners invoice 	
Moved: CS / Seconded: SF	

Item D. Sub-Committee Reports	
Cottage Report	Action items:
<u>Discussion points:</u> <ul style="list-style-type: none"> Cataloguing of items – investigating how items have been catalogued in the past. An example was distributed (copy not attached). Collection Timeframe - A suggestion has been made for a time frame of 1851 – 1935 for the collection to be held in the cottage. 1935 is date that electricity was provided to homes in Bacchus Marsh. 	
Bookbarn – no report.	
•	
Website/Social Media - No report.	
C.H.H.A. Report – A new Chinese library has been opened in Lydiard Street, Ballarat.	
Building Works <ul style="list-style-type: none"> Report from Heritage Advisor - Structural maintenance – advised not to do not do anything because of proposed roundabout works Floor maintenance Pest control Red bricks condition (forge) – should we reply to Council regarding the condition of the bricks in the forge building? They will not be affected by roadworks and have become a health issue. 	
Item E. General Business.	
<ul style="list-style-type: none"> AGM – many members will be absent at August meeting therefore proposal is put that AGM should be held in October instead. Newsletter will be completed soon so please forward any articles / news to Chrissy asap. CS suggested a gardening group for the Cottage garden. SD has a key for both Forge and Cottage 	
Next Meeting Date:	Tuesday, 26 September, 2023
Time:	7.30pm
Venue:	James Young Room, Lerderderg Library, 215 Main St., Bacchus Marsh.
Meeting closed at:	8.15 pm.

BACCHUS MARSH BLACKSMITHS COTTAGE AND FORGE ADVISORY COMMITTEE

TREASURERS REPORT

DATE

25th July 2023

Bank Account

Bendigo Bank General Account

Date	Particulars	Reference	Debit	Credit	Balance
27th June 2023	Opening Balance				\$32,294.27
1st July	Interest		\$0.27		\$32,294.54
	Takings-Cash		\$62.00		\$32,356.54
	Takings- Square		\$52.00		\$32,408.54
	Fees-Square			\$0.83	\$32,407.71
8th July	Takings-Cash		\$106.00		\$32,513.71
	Takings- Square		\$56.00		\$32,569.71
	Fees-Square			\$1.38	\$32,568.33
15th July	Takings-cash		\$58.00		\$32,626.33
	Takings -Square		\$125.00		\$32,751.33
	Fees-Square			\$2.01	\$32,749.32
22nd July	Takings-Cash		\$110.00		\$32,859.32
	Takings -Square		\$111.00		\$32,970.32
	Fees-Square			\$1.78	\$32,968.54
11th July	CHHA Subs	455		\$25.00	\$32,943.54
	Shell Energy	456		\$225.06	\$32,718.48
25th July	Closing Balance				\$32,718.48

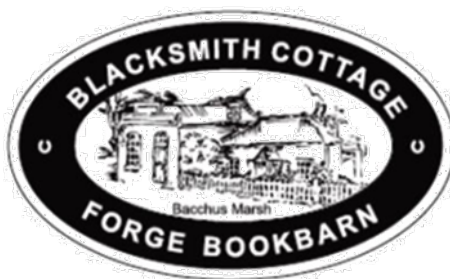
Bendigo Bank Term Deposit
157553157

Date	Particulars	Reference	Debit	Credit	Balance
23rd November 2022	Balance held				\$22,098.79
23rd June	Interest		\$96.27		\$22,195.06

Note Renewal date 23rd November 2023

OUTSTANDING ACCOUNTS

Name	Particulars	Amount	Due



Minutes

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

Date of Meeting: Tuesday, 22nd August

Meeting Opened: 7.31pm

James Young Room, Lerderderg Library, Bacchus Marsh

Minute taker:	Steff Latham
Apologies:	Jenny Arrowsmith, Sharon Dickman
Absent:	
Attendees:	Heather Robson, Alan Comrie, Chrissy Stancliffe, Geoff Stancliffe, Lyn Egan, Simon Fisher, David Edwards,
Guest:	

Confirmation of quorum 8 - yes

1. Minutes of 28th June 2023 – Moved: HR / Seconded: LE Carried.

Item A. Business Arising	
Discussion:	Action Items:
Heather Robson name missing off last minutes as attendee.	
URGENT: Ongoing concern that progress to repair cottage floor has stalled.	SF to write to Ashley Malloy and Phil Jeffries (MSC)
Item B. Treasurers Report	
See attached.	
Moved by : SF / Seconded by : CS	
Item C. Correspondence Report	
In: Council have changed energy provider from MSC to AGL. Multiple AGL bills received by CS with incorrect addresses. CS contacted AGL. Agreed that our billing address is now 100-102 Main Street, Bacchus Marsh and new account opened.	SF to confirm actual meter number to ensure correct account.

Item D. Sub-Committee Reports	
	Action items:
Cottage – No report.	
Bookbarn – see sub-committee report attached. General Marketing discussion – potential for advertising on radio / posters / BM Facebook Residents Page / The Age / Website etc. Potential for using a paid consultant to assist with implementation of any plan.	HS to develop a draft marketing / soc media plan for consideration by Committee.
Website / IT Phone – mobile phone recontracted but LE had to use personal data for setup.	
C.H.H.A. Report – No report.	
Building Works – No report.	
Item E. General Business.	
2023 AGM. Agreed to be held on 17 th October following Think Tank planned for Sat 7 th Oct. LE asked if BCFB should become members of historical society (as entity or individuals). For consideration.	Venue / guest speaker to be decided at September Committee meeting.
Next Meeting Date:	Tuesday, 26 September, 2023
Time:	7.30pm
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh.
Meeting closed at:	8.23pm

BACCHUS MARSH BLACKSMITHS COTTAGE AND FORGE ADVISORY COMMITTEE

TREASURERS REPORT

DATE
DRAFT

22nd August 2023

Bank Account

Bendigo Bank General Account

Date	Particulars	Reference	Debit	Credit	Balance
25th July	Opening Balance				\$32,718.48
27th July	S Kalimah Cleaner	457		\$120.00	\$33,052.98
1st August	Interest				\$32,718.48
29th July	Takings-Cash		\$11.00		\$32,729.48
	Takings- Square		\$77.50		\$32,806.98
	Fees-Square				\$32,806.98
5th Aug	Takings-Cash		\$59.00		\$32,865.98
	Takings- Square		\$91.00		\$32,956.98
	Fees-Square				\$32,956.98
12th Aug	Takings-cash		\$70.00		\$33,026.98
	Takings- Square		\$62.00		\$33,088.98
	Fees-Square				\$33,088.98
19th Aug	Takings-Cash		\$67.00		\$33,155.98
	Takings- Square		\$17.00		\$33,172.98
	Fees-Square				\$33,172.98
22nd August	Closing Balance				\$33,172.98

Bendigo Bank Term Deposit
157553157

Date	Particulars	Reference	Debit	Credit	Balance
23rd November 2022	Balance held				\$22,098.79
23rd June	Interest		\$96.27		\$22,195.06

Note Renewal date 23rd November 2023

OUTSTANDING ACCOUNTS

Name	Particulars	Amount	Due
L Egan Website		\$264.00	
L Egan- Zoes		\$12.51	
L Egan-Domian name		\$27.00	
L Egan- Phone Recharge		\$230.00	
Total		\$533.51	

Bookbarn report August 12th 2023

A Sub Committee meeting was held at the Book Barn on August 12th with Jenny Arrowsmith, Lyn Egan, Mollie Henry, Heath Sampson attending

There was discussion over the benefits of the roster becoming “dynamic” or live so that the volunteers can always view the latest version with any changes made. Most likely this would be via a link on the website. This link would be password protected and be the same as for the key safe and the mobile phone.

ACTION: Heath and Lyn will see how this would work and follow up on it.

New flag for the bookbarn (design no#1)

ACTION: Lyn has ordered.

An updated induction pack for new Bookbarn volunteers is needed. It will include a ‘history sheet’ a Welcome to the Bookbarn letter and a general information sheet re the duties of the volunteers. It will be tabled at the next committee meeting to make sure all info is accurate.

ACTION: Heath and Lyn

There was discussion about the shared use of glass display cupboards to display artifacts pertaining to the site as well as to display vintage children’s annuals. It was decided that we would like to keep the book cases for children’s book under the bench. We also want the tool trolleys be moved out to a shed to allow more space in the rear of the forge. This area is currently used for sorting and organising donated and discarded books. They take a lot of space and is difficult for visitors wanting to read the history display boards.

ACTION: Lyn to raise at next Committee meeting

Heath Sampson is working on a Social Media plan to plan, increase and target our Social media postings.

ACTION: Heath to report back to the next sub committee meeting.

Greendale Assets Management Committee Meeting

Attendees:	Eddie Salwe, , John Speed, Paul Higgins, Nick Myrianthis, Madelaine Briggs (visitor) Madelaine was welcomed as a representative for the User Group, Companion Dog Training	
Apologies:	Sarah Duncanson,	
Date & Time:	Wed 23 rd August 2023, 7.30pm Greendale CFA	
Issue	Action	Timeframe
Previous minutes	May 2023 Minutes were confirmed	
Matters arising	<p>Sensory playground for younger children age 1 to 4 years: Sarah to apply for a community grant to investigate a splash park/ nature play style similar to Kyneton community park or Woodend natural playground.</p> <p>Sarah's proposal for a water based sensory feature at Egan's Reserve was unanimously supported by members present.</p> <p>Smaller projects that may compliment this are: 100,000lt water tank, upgrade toilet block with baby change / Storage facility.</p>	
	<p>CAC to keep keys in Utility Room with access key kept in coded lock box. MSC to be contacted.</p> <p>MSC confirmed that the Utility Room has a power industry lock that has restricted access – alternative location required. MSC to advise.</p>	
	<p>Storage unit required at Egans Reserve for equipment used by community groups – modified shipping container proposed and supported by CoM. To be the target of future fundraising. Projected cost \$18,000 – Options to be actively investigated by CAC- see Ballarat Modular Constructions. MSC to be consulted re approval.</p>	
	<p>Ben Elliot, the bore installer, has recommended that the CoM install a 100,000lt water storage in the SE corner of Egans Reserve, to ensure water supply for irrigation and firefighting.</p>	

	CBA has closed in Ballan and recommendation was made by Nick to move to Bendigo Bank, seconded by Eddie & John Eddie to consult with Bendigo Bank about transferring accounts: - Require Minutes of Meeting, Supply support from MSC appointing the CAC as part of MSC. (see Guidelines on desktop)	
	Sarah raised the possibility of offering Auskick for children in the future at Egans' Reserve. Sarah to contact AFL for options in 2024.	
	Wire fence on Brady's Lane has cut wires, is leaning over and needs repair. Repaired by MSC	
	One of the rocking horses in the playground has been removed from its base, presumed stolen. MSC reported that the equipment failed a safety audit and will be replaced.	
Treasurers report	Balance \$11,135.00 as at Aug 2023. Fixed interest deposit \$10,616.00.	
Correspondence		
	<p>Email from Sarah Duncanson, 23/8/23:</p> <p>Hi all,</p> <p>I have unwell kids, so I am an apology tonight.</p> <p>I just wanted to let you know that there are two grants being applied for down at the reserve- and we will use the social club as an auspice.</p> <p>1. A mobile coffee caravan is being applied for by Kristin Sargent. This will reside at the reserve and be available for hire (predominantly at the reserve but also privately). It will have a coffee machine, sink and basic supplies. Pic attached. Is there a chance we could get a letter from the reserves committee saying that they approve of this as a part of the reserve? No issues raised by CAC. J Speed to provide letter. DONE</p> <p>2. I am applying for 2 pieces of sensory equipment, a xylophone and chime bells as well as some soft fall for wheelchair access. I am going a bit smaller this time around to increase my chances of the pump track grant next year.</p> <p>Thanks so much</p> <p>Sarah</p>	

General Business	AGM required, MSC to be contacted re attendance by Ali Munari. The need for Community Hall to be discussed at AGM. Paul suggested Dales Creek as a location for Community Hall. Location required for youth group meetings.	
	Nthused Car Club have requested use of Egan's Reserve for a family car show day on September 17 th . The Ballan Lions Club will be in attendance to provide a BBQ. Donation to be made to CFA	
	Meeting closed 8.30pm	
Next meeting	Wed 20 th Sept 2023 7.30pm Greendale CFA shed	
	Landcare advised that they have CFA shed booked every 3 rd month starting April 2019 ie. IN APRIL, JULY, OCTOBER.	
	CFA = C1950Z	

Reserves managed by Greendale Reserves Committee:

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

Proposed for Master Plan 2017 to 2022
Table of Works

Recommendation	Priority	Cost (approx.)
Community centre / Bushfire Shelter / upgrade of toilet block and new storage facility - feasibility study.	High	\$50,000
Water reticulation system. DONE AUG 2021	High	\$50,000
Solar panels for rotunda at Egan's Reserve	High	\$10,000
Installation of shade structure over playground DONE AUG 2021	Medium	\$15,000
Line marking, new basketball rings. Completion of landscaping / drainage around tennis court DONE AUG 2021	Medium	\$5,000
Plan and implement improved vehicle parking facilities and pedestrian access DONE AUG 2021	Medium	\$10,000
Re-laying and marking of cricket pitch DONE AUG 2021	Medium	\$1,000
Fenced off-lead area for dogs at Egan's Reserve with agility equipment	Medium	\$6000
Extra BBQ adjacent to established seating next to playground.	Medium	\$10,000

2024 – 2029 PROPOSALS

- Community centre / Bushfire Shelter
- Storage facility.
- Upgrade of toilet block, include baby change facility.
- 100,000lt water storage tank for bore to enhance fire safe place.
- Solar panels for rotunda at Egan's Reserve
- Fenced off-lead area for dogs at Egan's Reserve with agility equipment

GREENDALE ASSETS MANAGEMENT COMMITTEE
List of equipment owned by the Committee

ITEM	VALUE	LOCATION STORED
Public address system		Locked shed, 38 Wallaby Dv Greendale
2 speakers with stands		Locked shed, 38 Wallaby Dv Greendale
30m x 20mm garden hose		Carport 38 Wallaby Dv Greendale
Playground equipment		Outdoors Egan's Reserve
Exercise equipment		Outdoors Egan's Reserve
Tennis nets		Outdoors Egan's Reserve
Basketball boards		Outdoors Egan's Reserve
Rotunda		Outdoors Egan's Reserve
Water tanks		Outdoors Egan's Reserve
Goal posts		Outdoors Egan's Reserve
3m x 6m Marquis		Locked shed 85 Long Gully Rd Greendale



SUMMARY OF MINUTES

Audit & Risk Advisory Committee Meeting Wednesday, 9 August 2023

Date: Wednesday, 9 August 2023

Time: 9.30am

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

Closed Audit & Risk Committee Meeting Minutes

9 August 2023

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**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, 9 AUGUST 2023 AT 9.30AM**

1 OPENING

The meeting opened at 9.30am.

2 PRESENT AND APOLOGIES

Ms Linda MacRae	External Representative – Chairperson – Online
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Cr Tonia Dudzik	East Moorabool Ward Councillor – In person
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Mr Simon Dalli	External Representative – In person
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Mr Peter Smith	External Representative – Online
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IN ATTENDANCE:

Mr Derek Madden	Chief Executive Officer – In person
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Ms Caroline Buisson	General Manager Customer Care and Advocacy – In person
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Ms Celeste Gregory	Executive Manager Democratic Support and Corporate Governance – Online
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Mr Henry Bezuidenhout	Executive Manager Community Planning and Development – Online
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Mr Phil Jeffrey	General Manager Community Assets and Infrastructure – Online
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Mr David Jackson	Chief Information Officer – In person
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Mr Garry Pugh	Coordinator IT Systems – In person
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Auditors:

Mr Jordan McFadden	Pitcher Partners – In person
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APOLOGIES:

Cr Moira Berry	East Moorabool Ward Councillor
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Mr Graham Noriskin	Pitcher Partners
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Mr Richard Wilson	Pitcher Partners
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Mr Martin Thompson	Crowe
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Mr Steve Ivelja	Chief Financial Officer
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Mr James Hogan	Coordinator Financial Services
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Mrs Kaylene Bowker	EA Community Strengthening and Customer Care and Advocacy
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Closed Audit & Risk Committee Meeting Minutes9 August 2023

3 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Mr Simon Dalli**

That the minutes of the Audit & Risk Committee Meeting held on Wednesday 10 May 2023 be confirmed.

CARRIED

4 DISCLOSURE OF CONFLICTS OF INTEREST

Nil.

5 INTERNAL AUDITS**5.1 INTERNAL AUDIT STATUS REPORT****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Tonia Dudzik**

That the Audit and Risk Advisory Committee notes the contents of the:

- 1. Internal Audit Status Report – July 2023 (provided as Attachment 1 to this report)**
- 2. Recent Issues Brief – April to June 2023 (provided as Attachment 2 to this report)**
- 3. That in relation to the VAGO ‘Regulating Food Safety’ report that Management undertake a gap analysis review of the report to ascertain if Council has risks and compliance issues in the provision of this service.**

CARRIED

5.2 UPDATED INTERNAL AUDIT PLAN 2023 - 2026**COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Cr Tonia Dudzik**

That the Audit and Risk Committee endorses the updated Internal Audit Plan 2023-2026 as presented by Pitcher Partners Pty Ltd, provided as Attachment 1 to this report.

CARRIED

5.3 INTERNAL AUDIT SCOPE - RECRUITMENT, ONBOARDING AND OFFBOARDING**COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Cr Tonia Dudzik

That the Audit and Risk Advisory Committee:

1. approves the Internal Audit Scope – Recruitment, Onboarding and Offboarding (provided as Attachment 1 to this report) with the addition of reviewing the adequacy of the induction process for new staff as well as providing detailed comments regarding the offboarding and exit processes.
2. approves the commencement of the audit process.

CARRIED

5.4 ROAD ASSET MANAGEMENT - INTERNAL AUDIT FINAL REPORT**COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Mr Simon Dalli

That the Audit and Risk Advisory Committee:

1. receives and notes the Road Asset Management Internal Audit Final Report, provided as Attachment 1 to this report; and
2. requests officers implement the recommendations contained within the Road Asset Management Internal Audit Final Report.
3. be advised of the outcomes of the self-assessment of the NMAF maturity assessment during the second half of the 2024 calendar year.

CARRIED

5.5 PROGRESS REPORT: IMPLEMENTATION OF INTERNAL AUDIT ACTIONS - FOURTH QUARTER 2022/23**COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Cr Tonia Dudzik

1. That the Audit and Risk Advisory Committee receive the status reports for the fourth quarter 2022-23 for the Internal Audit Recommendation Actions and the Audit Committee Resolution Actions
2. That the Committee thank the relevant staff for their achievement in completing a number of the outstanding audit actions since the last meeting..

CARRIED

Closed Audit & Risk Committee Meeting Minutes

9 August 2023

6 EXTERNAL AUDITS**6.1 EXTERNAL AUDITS**

There are no external audit reports to be tabled at this meeting. A Special Audit and Risk Advisory Committee Meeting is scheduled for Wednesday 13 September 2023 where financial reports will be presented and discussed in detail.

7 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN**7.1 AUDIT AND RISK ADVISORY COMMITTEE WORKPLAN UPDATE****COMMITTEE RESOLUTION**

Moved: Mr Peter Smith
Seconded: Cr Tonia Dudzik

That the Audit and Risk Advisory Committee notes the progress of its 2023 Annual Workplan as provided in Attachment 1.

CARRIED**8 OFFICER REPORTS****8.1 AUDIT AND RISK ADVISORY COMMITTEE - INDEPENDENT CHAIR REPORT****COMMITTEE RESOLUTION**

Moved: Cr Tonia Dudzik
Seconded: Mr Simon Dalli

1. That the Audit and Risk Advisory Committee note the Independent Chair Report, as presented by the Audit and Risk Committee Chairperson, Ms Linda MacRae, and included as Attachment 1 to this report.
2. That a summary Chair's report to be presented to the next Audit and Risk Advisory Committee Meeting and to the Council at the next available opportunity.

CARRIED**8.2 RISK MANAGEMENT FRAMEWORK UPDATE****COMMITTEE RESOLUTION**

Moved: Mr Peter Smith
Seconded: Mr Simon Dalli

That the Audit and Risk Committee receive and note the Risk Management Framework update.

CARRIED

Closed Audit & Risk Committee Meeting Minutes

9 August 2023

8.3 STATUTORY COMPLIANCE FRAMEWORK AND POLICY**COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Tonia Dudzik**

That the Audit and Risk Committee endorses the Statutory Framework and Policy for Council adoption at an Ordinary Meeting of Council with minor amendments.

CARRIED**8.4 POLICY FRAMEWORK****COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Mr Peter Smith**

That the Audit and Risk Committee endorses the Policy Framework for Council adoption at an Ordinary Meeting of Council.

CARRIED**8.5 INSURANCE PROGRAMME UPDATE****COMMITTEE RESOLUTION****Moved: Cr Tonia Dudzik****Seconded: Mr Simon Dalli**

That the Audit & Risk Committee receive the report for the Insurance Programme Update.

CARRIED**8.6 GOVERNANCE AND COMPLIANCE****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Tonia Dudzik**

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

8.7 OCCUPATIONAL HEALTH AND SAFETY REPORT**COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Mr Simon Dalli****That the Audit and Risk Advisory Committee notes the Occupational Health and Safety Report – June 2023 as provided in Attachment 1.****CARRIED**

8.8 QUARTERLY SECURITY UPDATE JULY 2023**COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Mr Peter Smith****That the Audit and Risk Committee notes the security posture is within the current tolerance.****CARRIED**

8.9 PENETRATION TESTING OF INTERNET FACING SYSTEMS**COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Mr Peter Smith****That the Audit and Risk Advisory Committee notes the information provided in the Vertex External Penetration Testing Reports****CARRIED**

9 CORRESPONDENCE**9.1 VAGO CORRESPONDENCE****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Mr Simon Dalli****That the Audit and Risk Advisory Committee receive and note the VAGO correspondence:****1. VAGO Status Report July 2023****2. VAGO Better Normal Principles****CARRIED**

Closed Audit & Risk Committee Meeting Minutes

9 August 2023

10 MEETING CLOSURE

The Meeting closed at 11.31am.

11 NEXT MEETING

The Special Audit and Risk Advisory Committee Meeting will be held on Wednesday 13 September 2023 at 9.30am and will be conducted online.

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CHAIRPERSON



SUMMARY OF MINUTES

Special Audit & Risk Committee Meeting Wednesday, 13 September 2023

Date: Wednesday, 13 September 2023

Time: 9.30am

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

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**MINUTES OF MOORABOOL SHIRE COUNCIL
CLOSED SPECIAL AUDIT & RISK COMMITTEE MEETING
HELD AT THE NORTH WING MEETING ROOM 1, DARLEY CIVIC AND COMMUNITY HUB
AND ONLINE
ON WEDNESDAY, 13 SEPTEMBER 2023 AT 9.30AM**

1 OPENING

The meeting opened at 9.30am.

2 PRESENT AND APOLOGIES

Ms Linda MacRae External Representative – Chairperson – Online

Cr Tonia Dudzik East Moorabool Ward Councillor – In person

Cr Moira Berry East Moorabool Ward Councillor – In person

Mr Simon Dalli External Representative – Online

Mr Peter Smith External Representative – Online

IN ATTENDANCE:

Mr Derek Madden Chief Executive Officer – In person

Ms Caroline Buisson General Manager Customer Care and Advocacy – In person

Mr Steve Ivelja Chief Financial Officer – In person

Mr James Hogan Coordinator Financial Services – In person

Ms Celeste Gregory Executive Manager Democratic Support and Corporate Governance – Online

Mrs Kaylene Bowker EA Community Strengthening and Customer Care and Advocacy – In person

Auditors:

Mr Felmer Ealdama Crowe – Online

APOLOGIES:

Mr Martin Thompson Crowe

3 DISCLOSURE OF CONFLICTS OF INTEREST

Nil

Closed Special Audit & Risk Committee Meeting Minutes

13 September 2023

4 EXTERNAL AUDITS**4.1 VAGO CLOSING REPORT - YEAR ENDED 30 JUNE 2023****COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Mr Simon Dalli**

That the Audit and Risk Advisory Committee receive and note the VAGO Closing Report for the Year Ended 30 June 2023 as presented by VAGO's contract External Auditors, Crowe.

CARRIED

4.2 VAGO FINAL MANAGEMENT LETTER**COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Cr Tonia Dudzik**

That the Audit and Risk Advisory Committee receive and note the VAGO Final Management Letter for the Year Ended 30 June 2023 as presented by VAGO's contract External Auditors, Crowe.

CARRIED

5 OFFICER REPORTS**5.1 AUDIT AND RISK ADVISORY COMMITTEE - INDEPENDENT CHAIR REPORT****COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Cr Moira Berry**

- 1. That the Audit and Risk Advisory Committee note the Independent Chair Report, as presented by the Audit and Risk Committee Chairperson, Ms Linda MacRae, and included as Attachment 1 to this report.**
- 2. That this report be presented to Council at the next available opportunity.**

CARRIED

5.2 2022/23 FINANCIAL STATEMENTS FOR SUBMISSION TO THE VICTORIAN AUDITOR-GENERAL FOR CERTIFICATION**COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Cr Moira Berry

That the Audit and Risk Advisory Committee, in accordance with section 98 of the Local Government Act 2020 recommends that Council:

1. Adopts in principle and submits the 2022/23 Financial Statements to the Auditor-General for certification.
2. Authorises Councillor Dudzik and Councillor Berry to certify the 2022/23 Financial Statements in their final form.
3. That the Committee thank the Staff and Auditors involved in the preparation of the 2022/23 Financial Statements for their work in ensuring that the Statements were prepared and submitted to the Committee in a timely manner.

CARRIED

5.3 2022/23 PERFORMANCE STATEMENT FOR SUBMISSION TO THE VICTORIAN AUDITOR-GENERAL FOR CERTIFICATION**COMMITTEE RESOLUTION**

Moved: Cr Tonia Dudzik

Seconded: Mr Simon Dalli

That the Audit and Risk Committee, in accordance with section 98 of the *Local Government Act 2020* recommends that Council:

1. Adopts 'in principle' the 2022/23 Performance Statement and submits the Performance Statement, subject to no material change, to the Victorian Auditor-General for certification.
2. Authorises Council's Audit and Risk Committee representatives, Councillor Dudzik and Councillor Berry, to certify the 2022/23 Performance Statement in its final form, after any changes recommended, or agreed to by the Auditor, have been made.
3. That the Committee thank the Staff and Auditors involved in the preparation of the 2022/23 Performance Statement for their work in ensuring that the Statement was prepared and submitted to the Committee in a timely manner.

CARRIED

5.4 2022/23 GOVERNANCE & MANAGEMENT CHECKLIST**COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Simon Dalli**

That the Audit and Risk Committee recommends that Council, in accordance with Section 98(3) of the *Local Government Act 2020* and Regulation 9 of the Local Government (Planning and Reporting) Regulations 2020, adopts the 2022/23 Governance and Management Checklist.

CARRIED**5.5 REPORT OF OPERATIONS - YEAR ENDING JUNE 30, 2023****COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Mr Peter Smith**

That the Audit and Risk Committee receives and notes the Service Performance Indicators as attached to this report.

CARRIED**5.6 MANAGEMENT REPRESENTATION LETTER****COMMITTEE RESOLUTION****Moved: Cr Tonia Dudzik****Seconded: Cr Moira Berry**

That the Audit and Risk Advisory Committee notes the attached Management Representation Letter from Council's Chief Executive Officer and Chief Financial Officer on behalf of Moorabool Shire Council to the Auditor-General.

CARRIED**6 MEETING CLOSURE**

The Chairperson, Ms Linda MacRae, thanked all Staff and Auditors involved in the preparation of the 2022/23 Financial and Performance Statements, especially the Finance and Governance Staff.

The Meeting closed at 10.29am.

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CHAIRPERSON

MOORABOOL SHIRE COUNCIL



2023/24 Quarterly Financial Report - September 2023

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2	Balance Sheet	3
3	Statement of Capital Works	5
4	Statement of Cashflows	6

1 Comprehensive Income Statement

	Year to Date				Annual
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000
			\$'000	%	
Income					
Rates and charges	44,172	44,647	475	1%	45,955
Statutory fees and fines	299	143	(156)	-52%	1,368
User fees	459	538	79	17%	2,347
Grants - operating	1,233	480	(753)	-61%	9,164
Grants - capital (recurrent)	0	0	0	0%	1,282
Other income	152	287	135	89%	934
Interest received	339	389	50	15%	1,540
Total Income	46,654	46,485	(169)	0%	62,591
Expenses					
Employee costs	6,733	6,819	(86)	-1%	25,676
Materials and services	5,897	4,539	1,358	23%	19,923
Depreciation	3,515	3,515	0	0%	14,060
Amortisation - right of use assets	0	0	0	0%	224
Borrowing costs	147	116	31	21%	773
Finance costs - leases	0	0	0	0%	6
Other expenses	102	102	0	0%	584
Net loss on asset disposal	(129)	(105)	(24)	19%	1,500
Total Expenses	16,265	14,987	1,278	8%	62,745
Adj Underlying Surplus / (Deficit)	30,389	31,498	1,109	4%	(155)
Add Capital / Non-recurrent income					
Grants - capital (non-recurrent)	4,327	2,239	(2,088)	-48%	26,738
Contributions - monetary	933	684	(249)	-27%	6,822
Contributions - non-monetary assets	0	0	0	0%	7,500
Total Surplus / (Deficit)	35,649	34,422	(1,227)	-3%	40,906

Key variances;

Income

Rates and charges – Favourable variance due to the timing of income recognised for Supplementary Rates, and also an increase in Waste/Garbage charges.

Statutory fees and fines – Unfavourable mainly due to a decrease in Planning Permits. There are also timing issues with Asset Management Fees, and Planning Scheme Amendments.

User fees – As at the end of September, income for Subdivisions is higher than what was originally expected.

Grants - operating – At this stage is unfavourable due to issues with the timing and recognition/receipt of grants relating to School Crossings, Bush Fire Preparedness, Outdoor Activation, and Best Start.

Other income – Minor timing issues relating to the invoicing of Communication Tower Leases, and new funds received for Waste Education.

Expenses

Employee costs – Slightly unfavourable due to an increase in the Workcover premium.

Materials and services – Favourable mainly due to timing issues with contract payments in Waste collection/disposal, and also Community Grants, Tree Inspections, Software costs, and Library contract.

Capital / Non-recurrent income

Grants – capital (non-recurrent) – The year-to-date variance is unfavourable mainly due to timing issues with the recognition of grant income for Aqualink, Bacchus Marsh Racecourse and Recreation Reserve, and Local Roads and Community Infrastructure Program.

2 Balance Sheet

	Year to Date			
	Last Year	Current	Variance	
	\$'000	\$'000	\$'000	%
Assets				
Current Assets				
Cash and cash equivalents	5,454	22,086	16,632	305%
Other financial assets	26,000	4,000	(22,000)	-85%
Trade and other receivables	41,638	47,496	5,858	14%
Non-current assets classified as held for sale	0	0	0	0%
Other assets	578	2,269	1,691	292%
Total Current Assets	73,671	75,851	2,180	3%
Non-Current Assets				
Trade and other receivables	96	102	6	6%
Investments in associates	0	0	0	0%
Property, infrastructure, plant and equipment	688,374	787,917	99,543	14%
Right-of-use assets	392	0	(392)	-100%
Total Non-Current Assets	688,863	788,019	99,156	14%
Total Assets	762,534	863,870	101,336	13%
Liabilities				
Current Liabilities				
Trade and other payables	5,227	4,212	(1,015)	-19%
Trust funds and deposits	4,788	3,371	(1,417)	-30%
Unearned income/revenue	18,410	18,485	75	0%
Provisions	5,249	4,973	(276)	-5%
Interest-bearing loans and borrowings	610	14,618	14,008	2298%
Lease liabilities	235	0	(235)	-100%
Total Current Liabilities	34,519	45,658	11,139	32%
Non-Current Liabilities				
Provisions	783	776	(7)	-1%
Interest-bearing loans and borrowings	11,279	10,661	(618)	-5%
Lease liabilities	246	0	(246)	-100%
Total Non-Current Liabilities	12,308	11,437	(871)	-7%
Total Liabilities	46,826	57,096	10,270	22%
Net Assets	715,707	806,775	91,068	13%
Represented by:				
Accumulated surplus	257,845	295,837	37,992	15%
Asset revaluation reserve	446,978	499,724	52,746	12%
Other reserves	10,883	11,214	331	3%
Total Equity	715,707	806,775	91,068	13%

Key variances;

Assets

Cash and cash equivalents – The net year-to-date cash balance (“Cash and cash equivalents” and “Other financial assets”) is \$5.368m less than the same time last year. This mainly relates to a higher level of expenditure incurred in the Capital Improvement Program than the same time last financial year.

Trade and other receivables – Increased by \$5.858m primarily due to an increase in Rates debtors (\$5.815m). This is primarily due to growth in property numbers during 2022/23 increasing Council's rates base.

Other assets – The increase from September 2022 is due to the accrual of reimbursements for Storm Recovery works relating to the October 2022 event.

Property, infrastructure, plant and equipment – The increase from September last year mainly relates to Asset Revaluations and the completion of the Capital Improvement Program in the 2022/23 financial year. It is also the net result of assets contributed by developers, assets disposed, capital spend in 2023/24, and depreciation.

Liabilities

Trade and other payables – The actual is \$1.015m less than last year mainly due to the timing of the final payment run in September, and also the timing of payments relating to the Capital Improvement Program, and Storm Recovery works.

Trust funds and deposits – \$1.417m less than September last year due to some large deposits held for Queensbrook and Underbank Developments being refunded towards the end of last financial year.

Interest-bearing loans and borrowings – The net balance is greater by \$13.390m overall (current and non-current) compared to the same time last year. This relates to Council taking up new borrowings of \$14.000m in the last quarter of the 2022/23 financial year.

Equity

Accumulated surplus – The increase of \$37.992m since September last year reflects Council's operating result during the 2022/23 financial year and the first three months of 2023/24.

Asset revaluation reserve – The increase of \$52.746m relates to the revaluation of Infrastructure Assets in the 2022/23 financial year.

3 Statement of Capital Works

	Year to Date				Annual
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000
			\$'000	%	
Property					
Land	0	0	0	0%	0
Buildings	3,595	4,712	1,117	31%	20,646
Total Property	3,595	4,712	1,117	31%	20,646
Plant and equipment					
Plant, machinery and equipment	228	332	104	46%	2,005
Computers and telecommunications	223	196	(27)	-12%	802
Library books	0	0	0	0%	118
Total plant and equipment	451	529	78	17%	2,925
Infrastructure					
Roads	1,453	1,245	(208)	-14%	10,532
Bridges	43	60	17	40%	168
Footpaths and cycleways	671	453	(218)	-33%	3,385
Drainage	160	201	41	26%	821
Recreational, leisure and community facilities	2,871	2,467	(404)	-14%	15,505
Parks, open space and streetscapes	525	263	(262)	-50%	1,615
Other infrastructure	252	126	(126)	-50%	817
Total infrastructure	5,974	4,815	(1,159)	-19%	32,843
Total capital works expenditure	10,020	10,055	35	0%	56,413
Represented by:					
New	6,211	7,052	841	14%	38,361
Renewal	2,579	1,972	(607)	-24%	15,512
Upgrade	1,230	1,031	(199)	-16%	2,540
Total Capital Works	10,020	10,055	35	0%	56,413

Key variances;

Buildings – Actual spend is more than the year-to-date budget due to the timing of contract payments for projects carried over from previous years. These include; Bacchus Marsh Indoor Recreation Facility, Ballan Depot, and Darley Park Pavilion.

Roads – Slightly under budget at this stage mainly due to the timing of works completed for Taverner Street, Maddingley.

Footpaths and cycleways – Under budget as at the end of September due to the timing of progress payments for Aqualink.

Recreational, leisure and community facilities – Less than budget mainly due to later than expected works completed for Bacchus Marsh Racecourse and Recreation Reserve. Project completion is still on target.

Parks, open space and streetscapes – Payments for works at Grantleigh Reserve are slightly behind where it was originally expected as at the end September.

Other infrastructure – The actual spend is less than budget due to timing issues with Minor Capital Works and the purchase of Christmas Decorations.

4 Statement of Cashflows

	Year to Date			
	Adopted Budget \$'000	Actual \$'000	Variance	
			\$'000	%
Cash flows from operating activities				
Receipts				
Rates and charges	6,537	6,356	(181)	-3%
Statutory fees and charges	299	143	(156)	-52%
User fees	459	538	79	17%
Grants - operating	2,233	1,829	(404)	-18%
Grants - capital	4,827	1,297	(3,530)	-73%
Contributions - monetary	933	684	(249)	-27%
Interest received	339	389	50	15%
Other receipts	152	134	(18)	-12%
Employee costs	(7,174)	(6,880)	294	-4%
Materials and services	(9,127)	(7,011)	2,116	-23%
Other payments	(102)	(102)	0	0%
Net cash provided by (used in) operating activities	(623)	(2,622)	(1,999)	321%
Cash flows from investing activities				
Proceeds from sale of property, plant and equipment, infrastructure	129	105	(24)	-19%
Payments for property, plant and equipment, infrastructure	(13,250)	(13,285)	(35)	0%
Net cash provided by (used in) investing activities	(13,121)	(13,180)	(59)	0%
Cash flows from financing activities				
Finance costs	(147)	(116)	31	-21%
Proceeds from borrowings	0	0	0	0%
Repayment of borrowings	(154)	(154)	0	0%
Interest paid - lease liability	0	0	0	0%
Repayment of lease liabilities	0	0	0	0%
Net cash provided by (used in) financing activities	(301)	(270)	31	-10%
Net increase (decrease) in cash and cash equivalents	(14,045)	(16,072)	(2,027)	14%
Cash and cash equivalents at the beginning of the financial year	42,158	42,158	0	0%
Cash and cash equivalents at the end of the financial year	28,113	26,086	(2,027)	-7%

Key variances;

Statutory fees and charges – Actual received is less than budget mainly due to a decrease in Planning Permits. There are also timing issues with Asset Management Fees, and Planning Scheme Amendments.

Grants - operating – Just a timing issue so far with the recognition of various operating grants. These include School Crossings, Bush Fire Preparedness, Outdoor Activation, and Best Start.

Grants - capital – Less than budget mainly due to timing issues with the recognition of grant income for Aqualink, Bacchus Marsh Racecourse and Recreation Reserve, and Local Roads and Community Infrastructure Program.

Contributions Monetary – Developer contributions are less than budget at this stage due to timing issues. This is partially offset by an increase in Public Open Space contributions.

Materials and services – Less than budget mainly due to timing issues with contract payments in Waste collection/disposal, and also Community Grants, Tree Inspections, Software costs, and Library contract.

Attachment: 2023-2024 Capital Improvement Program - Project Update (as at 30 September 2023)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Ballan Senior Citizens Centre, Ballan - Refurbishment of the toilet facility including upgrade to DDA compliance	Asset Management	Waiting on Quantity Surveyor costings	Jun-24	Document / Design Prep			
Connor Court, Ballan - Drainage Renewal	Asset Management	Project to be delivered by Melbourne Water	Jun-24	On Hold			
Darley Civic & Community Hub, Darley - Replacement of existing oval lighting with LED	Asset Management	Project Completed 13/10/23	Nov-23	Complete			
Public Toilets & Ballan Civic Centre, Ballan - Keyless Entry System	Asset Management	Waiting on cost estimates for the project	Jun-24	In Progress			
Bald Hill/1000+ Steps - Stage 3, Darley - Summit Trail & Lookouts	Capital Works	Project is currently in the procurement phase with recommendation to award scheduled for October OMC. Construction is scheduled for December 2023 to June 2024 subject to CHMP conditions.	Jun-24	Tender / Quote			
Ballan Recreation Reserve Pavilion, Ballan - New Pavilion	Capital Works	Project is underway with completion of the Pavilion scheduled for October 2023. Construction of storage sheds is scheduled for January / February 2024	Oct-23	In Progress			
Ballan-Egerton Road, Mount Egerton (0-4427) Reconstruction	Capital Works	Construction is scheduled for February and March 2024	Mar-24	Project Awarded - Yet To Start			
Ballan-Meredith Road, Ballan (0-1900) Reconstruction	Capital Works	Construction is scheduled for December 2023 to January 2024	Jan-24	Document / Design Prep			
Bungeeltap South Road, Mount Wallace (95-1200) Reconstruction	Capital Works	Construction is scheduled for November 2023	Nov-23	Project Awarded - Yet To Start			
Coalmine Road, Lal Lal (0-2355) Gravel Resheet & Seal	Capital Works	Construction is scheduled for November / December 2023	Dec-23	In Progress			
Donald Street, Bacchus Marsh (0-190) Kerb Installation & Drainage	Capital Works	Design is underway with construction scheduled for November 2023 to January 2024	Jan-24	Document / Design Prep			
Eaglesons Road, Lal Lal (70-2730) Gravel Road Resheet	Capital Works	Construction is scheduled for November / December 2023	Dec-23	Tender / Quote			
Cowie Street, Ballan (Int with Edols St-) Footpath Construction & Kerb Outstands (Inc R5007)	Capital Works	Project is currently in Design Phase with construction scheduled for December 2023 to April 2024	Apr-24	Document / Design Prep			
Gordon Township, Gordon - Drainage Renewal Investigation	Capital Works	Drainage investigations are underway with solutions being progressively developed for implementation by June 2024 or for a future program bid	Mar-24	Document / Design Prep			
Grantleigh Drive Reserve, Darley - Upgrade	Capital Works	Majority of construction is complete with minor works outstanding. These are scheduled for October / November 2023	Nov-23	In Progress			
Haddon Drive, Ballan - Increasing capacity of roadside drainage and culverts	Capital Works	Project is in the design / documentation prep stage with construction scheduled for February 2024	Feb-24	Not Commenced			
Halletts Way, Darley (-) LATM: Wombat Crossing	Capital Works	Project is complete	Sep-23	Complete			
Haywood Road, Lal Lal (0-1670) Gravel Resheet & Seal	Capital Works	Construction is scheduled for November / December 2023	Dec-23	In Progress			
Hogan Road, Ballan (0-700) Reconstruction (Inc R1002 Densley 0-200)	Capital Works	Project is currently in the procurement phase with recommendation to award scheduled for November OMC. Construction is scheduled for December 2023 to April 2024	Apr-24	Tender / Quote			
Horsecrafts Road, Lal Lal (0-1930) Gravel Road Resheet	Capital Works	Construction is scheduled for November / December 2023	Dec-23	Tender / Quote			
Ingliston Road, Ingliston (6300-10016) Shoulder Sealing and Pavement Reconstruction (LRCIP4)	Capital Works	Construction is scheduled for February to May 2024	May-24	Document / Design Prep			
Jaicomellis Lane, Ballan (0-2175) Gravel Road Resheet	Capital Works	Construction scheduled for November and December 2023	Dec-23	Document / Design Prep			
Johansen Place, Darley (0-195) Reconstruction	Capital Works	Project is currently in the procurement phase with construction scheduled for November / December 2023	Dec-23	Tender / Quote			
Jonathan Drive Reserve, Darley - Upgrade	Capital Works	Construction contract is awarded with construction scheduled for October / November 2023 during the 4th school term. Acrylic surfacing of the half basketball court is scheduled in February 2024 due to speciality contractor availability.	Feb-24	Project Awarded - Yet To Start			
Links Road, Darley (-) Footpath Construction	Capital Works	Procurement is underway with construction scheduled for March / April 2024	Apr-24	Tender / Quote			
Moorabool West Road, Gordon (687-2047) Gravel shoulder resheet and seal	Capital Works	Construction is scheduled for November / December 2023	Dec-23	Document / Design Prep			

Attachment: 2023-2024 Capital Improvement Program - Project Update (as at 30 September 2023)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Mount Egerton Transfer Station, Mount Egerton - Replacement of existing concrete slab	Capital Works	Project is in the design / documentation prep stage with construction scheduled for February / March 2024	Mar-24	Document / Design Prep			
Nelson Street, Darley (Sheldon Ave-David Crt) Drainage Renewal	Capital Works	Project is currently in the procurement phase with construction scheduled for November / December 2023	Dec-23	Tender / Quote			
Netball Court Resurfacing, Shire Wide - Resurfacing and compliance upgrades	Capital Works	Project is currently in the final design phases with construction likely to be later summer February / March 2024	Mar-24	Tender / Quote			
O'Connors Lane, Ballan (0-1705) Gravel Road Resheet	Capital Works	Construction scheduled for January and February 2024	Feb-24	Document / Design Prep			
Old Melbourne Road, Millbrook (20769-21734) Shoulder Sealing (LRCIP4)	Capital Works	Construction is scheduled for March and April 2024	Apr-24	Document / Design Prep			
Ramsay Crescent, Darley (-) LATM: Wombat Crossing	Capital Works	Project is complete	Sep-23	Complete			
Reseal program, Shire Wide - -	Capital Works	Crack Sealing is complete. Reseal Program has commenced with first run scheduled to be completed in October 2023. Final seals of 22/23 construction projects are scheduled for March 2024.	Mar-24	In Progress			
Riversdale Crescent, Darley (0-550) Reconstruction	Capital Works	Construction contract is awarded with construction scheduled for November 2023.	Nov-23	Project Awarded - Yet To Start			
Rotten Lane, Lal Lal (0-1625) Gravel Road Resheet	Capital Works	Construction is scheduled for October / November 2023	Nov-23	Tender / Quote			
Selby Court Reserve, Hopetoun Park - Reserve Improvements	Capital Works	Majority of construction is complete with minor works outstanding. These are scheduled for October 2023	Oct-23	In Progress			
Shaws Road, Buninyong (0-1180) Gravel Road Resheet	Capital Works	Construction is scheduled for November / December 2023	Dec-23	Document / Design Prep			
Simmons Drive, Bacchus Marsh - Drainage Renewal	Capital Works	Project is currently in procurement phase with construction scheduled for February and March 2024 subject to Powercor availability.	Mar-24	Tender / Quote			
Stanley Street, Gordon (0-0) Reconstruction	Capital Works	Project is awarded and construction is scheduled for late October to December 2023	Dec-23	Project Awarded - Yet To Start			
Steele Court, Bacchus Marsh - Drainage Renewal	Capital Works	Project is currently in the procurement phase with construction scheduled for November / December 2023	Dec-23	Tender / Quote			
STIP Works, Blackwood - Township Improvement	Capital Works	Project is currently in design phase with construction scheduled for the first half of 2024	Jun-24	Document / Design Prep			
Swans Road, Darley (860-4850) Gravel shoulder resheet	Capital Works	Construction is scheduled for March 2024	Mar-24	Document / Design Prep			
Table Drain Renewal, Shire Wide - Formalising and increasing capacity of roadside drainage	Capital Works	Works are scheduled to commence in November 2023 and run through till June 2024	Jun-24	In Progress			
Tramway Lane, Darley - Formalising roadside drainage	Capital Works	Project is currently in the final design phases with construction scheduled for February / March 2024	Mar-24	Document / Design Prep			
Vance Close, Darley (0-160) Reconstruction	Capital Works	Project is currently in the procurement phase with construction scheduled for November / December 2023	Dec-23	Tender / Quote			
Yendon No. 2 Road, Buninyong (0-1990) Gravel shoulder resheet	Capital Works	Construction is scheduled for October 2023 subject to issuance of MOA from DoTP	Oct-23	Project Awarded - Yet To Start			
Swimming Pools, Ballan & Bacchus Marsh - Fibreglass shell patching and sand replacement	Community Activation	Quotes completed - Majority expected to be completed Pre 2023/2024 summer in November 2023 pending weather. Some works will however be completed post season in March 2024	Mar-24	In Progress			
Aqualink Stage 2 - Strategic Cycle Corridor, Bacchus Marsh	Major Projects	Contract awarded to Fulton Hogan. Construction is scheduled for completion in October 2023.	Jun-24	In Progress			
Aqualink Stage1-Strategic Cycle Corridor	Major Projects	Landscape contract awarded to Commercialscapes Pty Ltd. Works commenced on site in August 2023 and scheduled for completion in October 2023.	Jun-24	In Progress			
Bacchus Marsh Bowls Club Pavilion and Bowling Green	Major Projects	Design in progress. Tender scheduled for November 2023.	Dec-24	Document / Design Prep			
Ballan Civic Centre - Renovations	Major Projects	Project has been completed with defects still to be completed by the builder.	Sep-23	Complete			

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Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Ballan Depot Relocation	Major Projects	Construction is complete with outstanding defects to be rectified.	Apr-23	In Progress			
Ballan Town Centre Plaza	Major Projects	Currently in design phase. Tender	Jun-23	Document / Design Prep			
BM Indoor Recreation Facility - Construction	Major Projects	Construction completed in September 2023	Aug-23	Complete			
BM Racecourse & Recreation Reserve - Stg 2 Construction	Major Projects	Civil works complete, oval construction in progress with sprigging scheduled for October 2023 with establishment anticipated for March/April 2024. Playground contract was awarded to Commericalscapes Pty Ltd. Works commenced in July 2023 and scheduled for completion in February 2024.	Mar-24	In Progress			
BM Racecourse Reserve Stage 2 – Pavilion	Major Projects	Design is underway with construction scheduled for mid 2024.	Jun-24	Document / Design Prep			
BMRRR - Cricket Nets	Major Projects	Tender advertised in September 2023. Works scheduled for completion in early 2024.	Apr-24	Tender / Quote			
Bungaree Oval, Bungaree - Oval renovations and ancillary works	Major Projects	Funding agreement signed with CoM. Works being delivered by club	Jun-24	Not Commenced			
Carparking, Maddingley (Taverner St/Grant St) New Car spaces	Major Projects	Contract awarded to Rustel Pty Ltd. Works commenced in March 2023 with completion scheduled for February 2024	Feb-24	In Progress			
Darley Civil Centre Renovations (incl Clad Replamnt) Stg2	Major Projects	Cladding project was awarded to Harris HMC and was completed in September 2023. Stage 2 renovations are currently in the replanning phase.	Apr-24	In Progress			
Darley Park Footpaths	Major Projects	Design in progress.	Jun-23	Not Commenced			
Darley Park Rec Reserve - Playground	Major Projects	Design is underway with construction scheduled for 2024.	Jun-24	Document / Design Prep			
Gordon Public Park Stage 2	Major Projects	Tender advertised in September 2023. Works scheduled for completion in early 2024.	Dec-23	Tender / Quote			
Library Facility, Ballan Construction	Major Projects	Tender is scheduled for November 2023 with commencement anticipated March 2023.	Jun-25	Document / Design Prep			
LRCIP-R2 Mill Park Upgrades - Community Facilities Grant	Major Projects	Landscaping contract awarded to Rainscapes. Works commenced in August 2023 and are scheduled for completion in November 2023	Sep-23	In Progress			
LRCIP-R2 Peppertree Pk, Bacchus Marsh - Master Plan Upgrade	Major Projects	Contract awarded to BJE Constructions. Works completed in September 2023	Oct-23	Complete			
Maddingley Park - Resheet and Seal of Pathways	Major Projects	Masterplan adopted. Construction scheduled for mid 2024.	Jun-24	Document / Design Prep			
Masons Lane Recreation Reserve, Bacchus Marsh - Short term Dog Park installation	Major Projects	Design in progress. Construction scheduled for mid 2024	May-23	Document / Design Prep			
Mill Park Stage 2 – Splash park and toilet	Major Projects	Design and construction tender advertised in September 2023. Works scheduled for completion in mid 2024.	Apr-24	Tender / Quote			
Navigators Community Centre	Major Projects	Project was tendered with Dunnstown Pavilion in September and is currently in the evaluation phase.	May-24	Tender / Quote			
SRV Female Friendly Facilities Grant - Dunnstown Rec Res	Major Projects	Contract tendered in September 2023, award scheduled for November. Works scheduled for completion in May 2024	Jun-24	Tender / Quote			
Taverner Street, Maddingley - PP	Major Projects	Contract awarded to Rustel Pty Ltd. Works commenced in March 2023 with completion scheduled for February 2024	Dec-23	In Progress			
Wallace Kinder , Wallace (-) Removal of asbestos identified in 2020/21 asbestos audit	Major Projects	Quotes currently being evaluated. Works are scheduled for completion in January 2024.	Jun-24	Tender / Quote			
West Maddingley Early Years Facility - Construction	Major Projects	Project awarded to H.Toon Pty Ltd. Construction is scheduled for completion in November 2023.	Dec-23	In Progress			
Edols Street, Ballan Kerb Replacement	Operations	Construction is scheduled for February 2024	Feb-24	Document / Design Prep			
O'Leary Way Reserve, Maddingley - Upgrade to the existing irrigation system at the park, including automation	Operations	Project is complete	Sep-23	Complete			