



Moorabool
Shire Council

ATTACHMENTS

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

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Place Naming Policy



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Service Unit	Democratic Support and Corporate Governance
Directorate:	Office of the Chief Executive Officer
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1. Purpose

Moorabool Shire Council is a Naming Authority pursuant to the *Geographic Place Names Act 1998* and *Local Government Act 2020*, and with the exception of geographic places of state significance, is required to resolve on all geographic place names within the municipality.

The naming of places plays a significant role in orientation, communication, vocabulary and reflecting the community values of the time. As well as providing records of historical and cultural value, it ensures the capacity to unambiguously identify and locate geographical entities and places, as an essential system for services, infrastructure, and public administration e.g. emergency response postal and freight delivery.

In consideration of any naming requests or allocation of names in new subdivisions being roads and reserves, Council is required to abide by the *Naming rules for places in Victoria 2022 - Statutory requirements for naming roads, features and localities* (the Naming Rules).

2. Definitions

Term	Definition
MSC/Council	Moorabool Shire Council.
Feature	A unique geographical place or attribute that is easily distinguished within the landscape (including a park, open space, watercourse or sports ground).
Locality	A geographical area that has identifiable community and/or landscape characteristics (commonly known as a 'suburb').
Naming Rules	The document entitled <i>Naming rules for places in Victoria 2022 - Statutory requirements for naming roads, features and localities</i> which is published in accordance with the Geographic Place Names Act 1998, and any subsequent updates of that document.
Proactive	A naming proposal that is triggered by Council seeking to recognise a particular theme or to apply a particular name to a place.

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Responsive	A naming proposal that is triggered by the identification of an unnamed place that requires a name, or a named place that requires renaming.
Road	A public road as defined in the Road Management Act 2004.

3. Scope

This policy applies to all requests to name or rename roads, features or localities for which Council is the naming authority and where the Naming Rules apply. Council facilities (such as buildings, meeting rooms, scoreboards and playgrounds) are not subject to the Naming Rules, and therefore can be named directly by Council without referral to the Registrar for Geographic Names as appointed by the Minister under the *Geographic Place Names Act 1998*. In these situations, the principles in this policy shall be used as a guide only, subject to any modifications deemed necessary.

Any public or private road, feature or locality within Victoria can be named or have its boundary changed.

Council is required to consult with the Registrar of Geographic Names regarding any ‘official’ naming proposals that are to be registered with the Registrar and notify all new or altered names to the Registrar for inclusion in an electronic system known as VICNAMES.

4. Policy

4.1. Legislation that applies

The naming rules are the guidelines provided for under Section 5 of the *Geographic Place Names Act 1988* (the Act), where it states that:

- 1) The Governor in Council, on the recommendation of the Minister, by Order published in the Government Gazette, may make guidelines relating to procedures to be implemented in selecting, assigning, or amending names of places.
- 2) Without limiting the generality of subsection (1), the guidelines:
 - a) must set out the rules and process to be followed in selecting, assigning, or amending a name of a place;
 - b) must set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place;
 - c) must specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places;
 - d) must set out requirements for consultation before a name of a place is selected, assigned, or amended; and
 - e) may specify any other matter or thing appropriate in relation to the naming of places.

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4.2. Why there is a need for naming rules

The naming rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Those benefits include:

- Recognition and identification
- Connection to country and place
- Culture
- Emergency service response and natural disaster relief
- Heritage
- Landscape
- Communications, including postal and news services
- Trade and commerce
- Population censuses and statistics
- Property rights and cadastre
- Urban and regional planning
- Environmental management
- Map and atlas production
- Navigation
- Tourism

Naming of any place in accordance with these naming rules enables it to be clearly identified, which means its precise location can be determined. The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might have life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

4.3. Place Naming Principles

The following principles must be used in conjunction with the relevant statutory requirements outlined in the naming rules related to roads, features and localities. They are designed to ensure that names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. All naming principles are equally important.

Principle A - Ensuring public safety

Geographic names and boundaries must not put public and operational safety for emergency response at risk; or cause confusion for transport, communication and mail services.

Principle B - Recognising the public interest

Cultural heritage names should be enduring. When naming or adjusting the geographic boundary of a place, Council must consider the long-term benefits and short-term effects on the wider community.

Principle C - Linking the name to place

Names should have a link to place to ensure the preservation of our cultural heritage.

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Principle D - Ensuring names are not duplicated

Names must not duplicate another name within a locality. Duplication is not allowed within the same locality or the following default distances:

- Metropolitan urban areas, within a 5 kilometre radius
- Regional urban areas, within a 15 kilometre radius
- Rural or remote areas, within a 30 kilometre radius

Principle E - Recognition and use of Traditional Owner languages

The use of Traditional Owner languages in the naming of roads, features and localities is encouraged, and is subject to agreement from the relevant Traditional Owner group(s).

Principle F - Names must not discriminate or be offensive

Place names must not discriminate or cause offense.

Principle G - Gender equality

Gender equality in the naming of roads, features and localities is encouraged.

Principle H - Dual names

Dual names may only be assigned to geographic features. Dual names cannot be assigned to roads or localities. Dual names with Traditional Owner place names are encouraged as a transitional step toward the adoption of the Traditional Owner name.

Principle I - Using commemorative names

When deciding on the assignment of a commemorative name after a person, Council will consider:

- The person's achievements
- Relevant history and association to the area
- The significance of the family/person to the area/land

Commemoration of a living person is strongly discouraged.

Principle J - Using commercial and business names

Places should not be named after commercial businesses, trade names, estate names (which are solely commercial in nature) or not-for-profit organisations, nor should names of estates not be applied to roads, features or localities.

Principle K – Language

- Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of a Traditional Owner language local to the area of the road, feature or locality.
- Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words and/or 25 characters.
- Mitigating steps to allow more complicated names could include pronunciation, phonetic pronunciation and information associated with the name added to signage and or provided residents.
- Names taken from a language other than English that represent geographical features generally use generic terms and will be allowed.

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- 'The' is not a suitable prefix in naming of any road, feature or locality and must not be used.
- Although discouraged, hyphens can be used within place names that indicate the extent of a feature. Hyphens in road names are not allowed. Diacritical marks (symbols such as ' , , or ~) will be omitted from names drawn from languages that use such marks.
- Punctuation marks such as commas and full stops are not allowed.
- An apostrophe must be deleted from geographic names written with a final 's' and the possessive 's' should not be included.
- Abbreviations are not allowed. An exception applies to the use of the honorific Saint.
- Names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name.
- A name cannot be a numeric value either in full alphabetised or numeric format.

Principle L - Directional names to be avoided

Cardinal directions (north, south, east and west) must be avoided.

Principle M - Assigning extent to a road, feature or locality

A naming proposal must clearly define the area and/or extent to which the name will apply.

4.4. Community Consultation

Consultation is a key component of the process and will be conducted in accordance with Council's Community Engagement Policy.

In accordance with the *Naming Rules for Places in Victoria 2022*, consultation is applicable to two types of community groups:

- The immediate community, which broadly includes people who live and work within the area and owners of properties or businesses, in particular residents, ratepayers and businesses within the immediate area directly affected by the proposal.
- The extended community, which includes:
 - Residents, ratepayers and businesses surrounding the area directly affected by the proposal;
 - Any visitor groups to the area such as shoppers, tourists, recreational or dining visitors;
 - Government (for example neighbouring councils) or non-government organisations with an interest in or who service the area, including Traditional Owner group(s), RAP's, local historical societies and eminent individual historians;
 - Service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations;
 - Emergency Services Telecommunications Authority (ESTA) and Emergency Service Organisations (ESO).

The consultation period of a naming proposal will be no less than 30 days. A naming proposal will not be forwarded to the Registrar of Geographic Names until a period of two months has elapsed since the final advertisement of the consultation of a naming proposal.

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4.5. Submissions and Objections

The consultation process allows members of the community to express their opinion about a naming proposal. People can comment on, object to, or support a naming proposal. Any person or organisation can lodge a submission in objection or in support of a naming or boundary change proposal during the public consultation period administered by Council.

If there is minimal support for the chosen name, Council may decide to re-consult on a new name or abandon the proposal, regardless of the proposal being compliant to these naming rules.

Following the first round of community consultation Council must respond to everyone who made a submission or an objection.

The response must include the next steps Council is proposing to take. In the case of an objection this must include the following:

- How the objection has been dealt with, for example:
 - there was overwhelming support for the name
 - the objection is not valid
 - the concerns raised will be mitigated
- Explanation of why the naming proposal is being considered for formal approval by the naming authority.
- Or if rejected, how it will subsequently be refined, changed or abandoned.

4.6. Approval and informing the community of a decision

All naming requests and proposals (except subdivisions) will be approved by a resolution of Council.

Approval of names on plans of subdivision will be approved by the delegated officers within the Community Planning and Development Directorate.

The community must be informed of Council's decision. This can be in the form of a letter, Moorabool Shire Council's website notification, social media announcement, newspaper advertisement or media release.

Council must notify objectors, when they're identified, informing them of the outcome of the naming proposal. The notification to objectors must outline:

- How objections have been dealt with.
- Why the naming proposal went ahead even though there were objections (for example, Council policy, there was overwhelming support for the name).
- Specific responses to the issues raised in the submission or objection (for example, the objection is not valid, the concerns raised will be mitigated).
- Why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES.

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- Details of how an appeal can be made to the Registrar. An appeal can only be made if the objector can demonstrate that either:
 - Council did not consider the objections during its deliberations
 - The proposal does not reasonably conform to the naming rules.

4.7. Informing Geographic Names Victoria

Post Council's resolution to proceed with the proposed name, it must be lodged with Geographic Names Victoria for assessment. Council is required to submit the proposal with specific information, as noted within the Naming Rules for Places in Victoria 2022 statutory requirements.

If Council indicates that the proposal received objections during the consultation period, the Registrar will not consider approving the proposal until 30 days have elapsed since Council accepted the proposal and notified objectors. This 30-day period is to allow time for objectors to lodge an appeal. If there are no objections, the Registrar will proceed with considering the proposal.

If the naming proposal does not conform to the naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply.

4.8. Gazettal

If Geographic Names Victoria deems the proposal to be in accordance with the naming rules, it will proceed to gazettal.

The Registrar may only consider appeals from members of the community who have already objected directly to the naming authority's proposal. An appeal to the Registrar can only be made if the objector can demonstrate that either:

- The naming authority did not consider the objections during its deliberations.
- The proposal does not reasonably conform to the naming rules.

Appeals that do not respond/address one of the two points above will not be considered as valid appeals.

When a name, new name and/or boundary(ies) is/are chosen and endorsed by the Registrar, it/they will be included in a weekly notice published in the Victoria Government Gazette, notifying registration of new or altered roads, features or locality names and/or boundaries in Victoria.

A name may also be endorsed prior to gazettal by the Minister of the department or authority from which the proposal was generated, or through a proposal from a Geographic Place Names Advisory Committee.

The gazette notice will include the following items (where relevant):

- The VES change request number.
- The pre-existing name of the road, feature or locality.
- The new name of the road, feature or locality, (if private or locally known, will be indicated).

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- Any name with an apostrophe may have the name gazetted with the apostrophe but will not appear in VICNAMES or Vicmap.
- The name of the private complex in which the road is located.
- Written details of the extent of the road, feature or locality.
- The address of the feature.
- The locality(ies) in which the road or feature is located.
- The names of the existing localities within which the new locality is being defined.
- The name of the naming authority.
- A web link to GNV's website, where a map can be viewed.

The gazette notice acts as official notification that the name and/or boundaries will be registered in the Register of Geographic Names - VICNAMES.

5. Related Legislation

- Local Government Act 1989
- Local Government Act 2020
- Geographic Place Names Act 1998
- Gender Equality Act 2020
- Planning and Environment Act 1987
- Road Management Act 2004
- Naming Rules for Places in Victoria: Statutory requirements for naming roads, features and localities 2022
- Aboriginal Heritage Act 2006
- Aboriginal Heritage Regulations 2018
- AS/NZS 4819:2011 Rural and urban addressing
- Survey Co-ordination Act 1958
- Subdivision (Procedures) Regulations 2011

6. Council Plan Reference

Objectives: A Council that listens and adapts to the needs of our evolving communities
Context: Be recognised for demonstrating a culture of excellence, creativity and inclusiveness

Review

This policy will be reviewed every five years in line with Geographic Names Victoria's scheduled review of the Naming Rules.



GOVERNANCE RULES 2023

Moorabool Shire Council

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



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PART 1 INTRODUCTION

Moorabool Shire Council is committed to good governance and ensuring its decision-making processes are fair, transparent and merit based.

To realise this commitment Council aims to serve the needs of the entire community whilst balancing competing interests in a timely, appropriate and responsive manner. The wellbeing of the community results from its residents, businesses and community groups feeling that their interests have been considered by Council in its decision-making processes. Therefore, anyone affected by or interested in a decision must have the opportunity to participate in the process for making that decision.

These Governance Rules have been developed to reflect this commitment, whilst also giving effect to the overarching governance principles, contained in the *Local Government Act 2020*.

By adopting and adhering to these Governance Rules, Council can ensure that its commitment to good governance and the overarching governance principles, consistently guides its decision-making processes, and those of its delegated committees and officers.

These Governance Rules will be reviewed annually from the date of adoption at Council.

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

PART 2 DEFINITIONS

In these Governance Rules:

Act means the *Local Government Act 2020*;

Advisory committee means a committee established by the Council, which provides advice to:

- a) the Council; or
- b) a member of Council staff who has been delegated a power, duty or function of the Council;

that is not a Delegated Committee;

Agenda means a document containing the date, time and place of a Meeting and a list of business to be transacted at the Meeting;

Audit and Risk Committee means the Audit and Risk Committee established by Council under section 53.

Ballot means a draw of ballots from a ballot box for the purposes of eliminating multiple candidates who have an equal number of the lowest number of votes in the election of the Mayor or Deputy Mayor

Chairperson means the Chairperson of a Meeting and includes an acting, temporary and substitute Chairperson;

Chief Executive Officer means the person occupying the office of Chief Executive Officer of Council, and includes a person acting in that office;

Committee Meeting means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance)

Common Seal means the common seal of Council;

Community Asset Committee means a Committee established by the Council for the management of community assets.

Council means Moorabool Shire Council;

Councillor means a Councillor of Moorabool Shire Council;

Council Meeting means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting or unscheduled meeting; whether held as face-to-face (in-person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance.

Delegate means a member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation;

Delegated Committee has the same meaning as in the Act;

Deputy Mayor means any person appointed by Council to act as Deputy Mayor;

Disorder means any disorderly conduct of a member of the Gallery or a Councillor and includes:

- 
- a) interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;
 - b) making comments that are defamatory, malicious, abusive or offensive;
 - c) refusing to leave the Meeting when requested, ordered or directed to do so by the Chairperson in accordance with the Act and the Governance Rules; and
 - d) engaging in any other conduct which prevents the orderly conduct of the Meeting;

Mayor means the Mayor of Council and any person appointed by Council to be acting as Mayor;

Minister means the Minister responsible for Local Government;

Minutes means the official record of the proceedings and decisions of a Meeting;

Motion means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted;

Notice of Motion means a notice setting out the text of a Motion which a Councillor proposes to move at a Council Meeting;

Point of Order means a procedural point (about how the Meeting is being conducted), not involving the substance of a matter before a Meeting;

Procedural Motion means a Motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure;

Urgent Business means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next meeting;

Unscheduled Meeting means a meeting of the Council convened for a particular purpose that cannot be effectively dealt with in the schedule of Council meetings set by Council.

PART 3 MEETINGS

3.1 PURPOSE OF COUNCIL MEETINGS

- 3.1.1 Council holds scheduled Meetings and, when required, unscheduled Meetings to conduct the business of Council.
- 3.1.2 Council is committed to transparency in decision making and, in accordance with the *Local Government Act 2020*, Council and Delegated Committee Meetings are open to the public and the community are able to attend.
- 3.1.3 Community members may only participate in Council meetings in accordance with these Governance rules that include addressing how the community can participate if the meeting is electronic, or a 'hybrid' or 'parallel' style meeting.
- 3.1.4 Meetings will only be closed to members of the public if:
- (a) there are clear reasons for particular matters to remain confidential (specified in the definition of confidential information in section 3(1) of the Act); or
 - (b) a meeting is required to be closed for security reasons; or
 - (c) it is necessary to enable the meeting to proceed in an orderly manner.
- 3.1.5 If a meeting is closed to the public for the reasons outlined in sub-rule 3.1.4(b) or 3.1.4(c) the meeting can be livestreamed. In the event a livestream is not available the meeting may be adjourned, or a recording of the proceedings may be available on Council website.

3.2 MEETING ROLES AND RESPONSIBILITIES

CHAIRPERSON AND MEMBER RESPONSIBILITIES

- 3.2.1 The Chairperson, Councillors and members of Delegated Committees will ensure good Council decision-making by endeavouring to ensure:
- (a) Decision making is transparent to members and observers;
 - (b) Meeting members have sufficient information to make good decisions;
 - (c) Every member is supported to contribute to decisions;
 - (d) Any person whose rights are affected has their interests considered;
 - (e) Debate and discussion is focussed on the issues at hand;
 - (f) Meetings are conducted in an orderly manner; and
 - (g) Decisions should be made on the merits of the matter.

MAYOR TO TAKE THE CHAIR

- 3.2.2 The Mayor must take the Chair at all Council Meetings at which the Mayor is present.
- 3.2.3 If the Mayor is not in attendance at a Council Meeting, the Deputy Mayor (if one has been elected) must take the Chair.
- 3.2.4 If the Mayor and Deputy Mayor are not in attendance at a Council Meeting, Council must appoint one of the Councillors as Chair.

- 3.2.5 The Chief Executive Officer will invite nominations for a temporary Chairperson for the period the Mayor is to be absent.
- 3.2.6 If there is more than one (1) nomination, the Councillors present at the meeting must vote for one (1) of the candidates by a show of hands and the candidate receiving a majority of the votes will be declared to have been duly elected.

DELEGATED COMMITTEE CHAIRPERSON

- 3.2.7 At the Meeting at which Council establishes a delegated committee it must also appoint a Chairperson.
- 3.2.8 The Chair of a delegated committee must be a Councillor.
- 3.2.9 For the avoidance of doubt, rule 3.2.83.2.8 does not intend to limit the powers of the Mayor provided in the Act.

THE CHAIRPERSON'S DUTIES AND DISCRETIONS

In addition to the specific duties and discretions provided in these Governance Rules, the Chairperson:

- 3.2.10 Must not accept any Motion, question or statement which is:
- (a) vague or ambiguous;
 - (b) defamatory, malicious, abusive or objectionable in language or substance; or
 - (c) outside the powers of Council;
- 3.2.11 must allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
- 3.2.12 must call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council;
- 3.2.13 may direct that a vote be recounted to be satisfied of the result; and
- 3.2.14 must decide on all points of order
- 3.2.15 Where these Governance Rules does not provide a procedure for the Meeting, the Chairperson shall decide the procedure to be followed.

CHIEF EXECUTIVE OFFICER

- 3.2.16 The Chief Executive Officer is responsible for the preparation of the Council meeting agenda in accordance with Schedule 1
- 3.2.17 The Chief Executive Officer, or delegate, may participate in the meeting to provide support to the Chairperson.
- 3.2.18 The Chief Executive Officer should:
- (a) Immediately advise, to the best of their knowledge, if a proposed motion or action is contrary to the law;
 - (b) Advise if there are operational, financial or risk implications arising from a proposed motion;



- (c) Help clarify the intent of any unclear motion or resolution to facilitate implementation;
- (d) On request, assist with procedural issues that may arise.

COUNCILLORS AND MEMBERS OF DELEGATED COMMITTEES

Councillors and members of Delegated Committees contribute to good governance and decision making by:

- 3.2.19 Seeking views of community members and reading agenda prior to the meeting;
- 3.2.20 Demonstrating due respect and consideration to community views and the professional / expert advice provided in the agenda papers;
- 3.2.21 Attending meetings and participating in debate and discussion;
- 3.2.22 Demonstrating respect for the role of the Chairperson and the rights of other Councillors or members of Delegated Committees to contribute to the decision-making;
- 3.2.23 Being courteous and orderly.

3.3 ATTENDING MEETINGS VIA ELECTRONIC MEANS

3.3.1 Councillors and members of Delegated Committees who wish to attend a meeting via electronic means for any reason may notify the Chief Executive Officer.

- (a) The notification can be made verbally or in writing.
- (b) The notification should be received no later than 1 hour prior to the meeting.

3.3.2 The Councillor or member attending electronically is responsible for ensuring they have the required equipment, access and environment suitable for electronic communications.

- (a) Equipment must include a functioning video camera / webcam and microphone
- (b) Cameras must be switched on for the entire duration of the meeting unless they are excused from the meeting for any reason
- (c) Cameras must be positioned appropriately so the Councillor or member's vote by show of hands is clearly visible
- (d) Microphones must be switched on when the Councillor or member is speaking, and muted when not speaking

3.4 COMMUNITY

3.4.1 Council meetings are decision making forums and it is important that they are open to the community to attend and/or view proceedings.

3.4.2 Community members may only participate in meetings in accordance with requirements contained in these Governance Rules that include addressing how the community can participate if the meeting is electronic, or a 'hybrid' or 'parallel' style meeting.

3.4.3 Community members may seek to inform individual Councillors of their views by contacting them directly in advance of Meetings.

3.4.4 Persons registered to speak to an item on the agenda or ask a public question in accordance with rules 3.4.2, 3.19.1, 3.4.3 and 3.21.1 may also attend a meeting via electronic means for any reason by notifying Council Officers upon registration in accordance with those rules.



3.5 NOTICE OF MEETINGS AND AVAILABILITY OF AGENDA

DATE, TIME AND PLACE OF COUNCIL MEETINGS

- 3.5.1 Council will fix the dates, times and places of all Meetings for a twelve-month period at the Meeting of Council which is to be held no earlier than the last Saturday in October and no later than 30 November in each year.
- 3.5.2 Council by resolution can determine the proposed or preferred format style of meetings (in-person, electronic- including hybrid or parallel) noting the criteria and process available for a member who wishes to request approval to attend by electronic means.
- 3.5.3 A Council may determine certain meetings that must be held solely as face-to-face (in-person) meetings. The meetings determined by Council as being solely in person meetings are, for example: The Statutory and Annual Appointments meeting and any other meeting determined by Resolution of Council. Council by resolution, or the Chief Executive Officer, may change the date, time and place of, or cancel, any Meeting which has been fixed and must provide notice of the change to the public.
- 3.5.4 A schedule of Meetings must be prepared and published that ensures it is available to a broad section of the community, including on Council's website at least once each year and with greater frequency, if the Chief Executive Officer determines necessary.

NOTICE OF COUNCIL MEETINGS

- 3.5.5 A notice of a Meeting, that is not an unscheduled Meeting, incorporating or accompanied by an Agenda of the business to be dealt with, must be sent electronically to every Councillor for all Council Meetings, at least 48 hours before the Meeting.
- 3.5.6 An Agenda for each Council Meeting, that is not an unscheduled Meeting, will be made available on Council's website no less than 48 hours before the Council Meeting.

POSTPONEMENT

- 3.5.7 In the case of an emergency or other justifiable circumstance, the Chief Executive Officer or Delegate, may postpone a Council Meeting, provided reasonable attempts are made to notify every Councillor of the postponement.

UNSCHEDULED MEETINGS

- 3.5.8 Council may by resolution call an unscheduled Meeting of the Council.
- 3.5.9 Any resolution of Council to call an unscheduled Meeting must specify the date and time of the unscheduled Meeting and the business to be transacted.
- 3.5.10 The date and time of the unscheduled Meeting must not be prior to 6pm on the day following the Council Meeting at which the resolution was made.
- 3.5.11 The CEO, following consultation with the Mayor, may call an unscheduled meeting.
- 3.5.12 The Mayor, or three Councillors may by written notice call an unscheduled Meeting of the Council. A written notice to call an unscheduled Meeting must:
- (a) Specify the business to be transacted;



- (b) be delivered to the Chief Executive Officer or Delegate in sufficient time to enable the required period of notice to be given.
- 3.5.13 The Chief Executive Officer must determine the time and date for the meeting, considering:
- (a) the urgency of the business to be transacted
 - (b) the availability of Councillors
 - (c) a reasonable notice period for persons whose rights or interests may be impacted by the business to be transacted
- 3.5.14 The Chief Executive Officer must call an unscheduled Meeting to elect a Mayor, following a Council election declaration, in accordance with the Act.
- 3.5.15 The unscheduled Meeting for the election of a Mayor following an election, may also consider the role of Deputy Mayor and any other matters as determined by the Chief Executive Officer.
- 3.5.16 Only the business specified in the Council resolution, or written notice, may be considered at an unscheduled Meeting, unless all Council, by unanimous resolution determine to admit another matter.

NOTICE OF UNSCHEDULED MEETINGS

- 3.5.17 Notice of an unscheduled meeting must be published on Council's website and social media platforms as soon as practicable after the time and date of the meeting has been determined.
- 3.5.18 An Agenda for an unscheduled Meeting must be made available electronically to every Councillor at least 48 hours before the meeting. A period of less than 48 hours may be justified if exceptional circumstances exist.
- 3.5.19 An Agenda for an unscheduled Council Meeting will be made available on Council's website no less than 24 hours before the Council meeting.

3.6 CONDUCT AT MEETINGS

QUORUM

- 3.6.1 The quorum for a meeting is greater than half the total number of the Councillors, or in the case of a Committee, more than half of the total members.
- 3.6.2 Section 61(6A) of the Act specifies a member's attendance can only be recorded where the member can confirm that they meet all three of the following:
- (a) They can hear proceedings;
 - (b) They can see other members in attendance and can be seen by other members;
 - (c) They can be heard (to speak)
- 3.6.3 A quorum of members of council is breached where a member forming a quorum cannot meet the above requirements.
- 3.6.4 A meeting cannot commence, resume or continue without a quorum.
- 3.6.5 Should a quorum be unachievable or maintainable due to the disclosure of conflicts of interest by one (1) or more Councillors, the Chairperson may:
- (a) Defer the item of business to a future meeting; or

- (b) Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
 - (c) Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- 3.6.6 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
- (a) By the Chief Executive Officer; or
 - (b) By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- 3.6.7 A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council Meeting.

BUSINESS AT MEETINGS

- 3.6.8 No business can be dealt with at a Meeting unless:
- (a) it is included in the agenda, or
 - (b) Councillors who by a unanimous vote, vote in favour of a matter being dealt with as urgent business.
- 3.6.9 Unless the Chairperson otherwise determines -
- (a) the order of business at a Meeting must be as it is set out in the agenda; and
 - (b) the meeting shall conclude when all the business set out on the agenda has been dealt with.

ADJOURNING MEETINGS

- 3.6.10 Should a quorum be unachievable after 30 minutes from the commencement of the scheduled starting time or cannot be maintained during the meeting, those Councillors present may adjourn the meeting, by resolution to a date and/or time to be determined. In the event there are no Councillors present, the CEO (or delegate) may adjourn the meeting for a period not exceeding seven (7) days.

TECHNICAL DIFFICULTIES

- 3.6.11 Where the council experiences technical difficulties in being able to broadcast a meeting to the public the meeting may be adjourned until the issue is resolved or postponed to another time and date in accordance with council's meeting procedures, local laws or governance rules.
- 3.6.12 The Chair may indicate at the commencement of a meeting that if technical problems are encountered by the council then the meeting will be adjourned until resolution or postponed.
- 3.6.13 The council is not responsible for any data usage charges or technical difficulties a member of the public may experience in accessing the livestream or recordings of meetings.

3.7 MOTIONS

- 3.7.1 A 'Motion' may be in the form of an Officer's recommendation (as contained in a Council report) or a motion as proposed by a Councillor.

AMENDMENTS

- 3.7.2 An 'Amendment' is a motion which has been moved and seconded but formally amended to include/exclude words.
- 3.7.3 An amendment must not be the negative of or substantially contrary to the motion and must be relevant to the subject of the motion.
- 3.7.4 An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.
- 3.7.5 Any Councillor moving an amendment to a motion will be allocated thirty (30) seconds to explain the reasons for the amendment.
- 3.7.6 Only one (1) amendment can be before the Meeting at a time and until it is put to the vote, no further amendment can be proposed, but with the leave of the Chairperson, another amendment or a new motion can be foreshadowed by any Councillor stating in brief terms the nature of it.
- 3.7.7 A Councillor cannot move more than two (2) amendments in succession.
- 3.7.8 When any amendment is put to the vote and is declared carried by the Chairperson it thereupon becomes the substantive motion before the meeting and can be debated and further amended.

FORESHADOWED MOTIONS

- 3.7.9 A 'Foreshadowed Motion' is a new motion, prefaced by a Councillor with a statement that in the event of a motion before the Chair being lost, a Councillor intends to move an alternative motion.
- 3.7.10 At any time during debate a Councillor may foreshadow a motion but this does not extend any special right to the foreshadowed motion. A foreshadowed motion has no procedural standing and is merely a means of assisting the flow of a Council meeting.
- 3.7.11 Foreshadowed motions are not recorded in the Minutes until the foreshadowed motion is formally moved.

NOTICES OF MOTION

- 3.7.12 A 'Notice of Motion' is a notice setting out the text of a motion that a Councillor proposes to move at a Meeting.
- 3.7.13 A Notice of Motion must:
- (a) be received by the Chief Executive Officer at least seven (7) days prior to a Meeting; and
 - (b) be included in order of receipt on the agenda for that Meeting.

- 3.7.14 Should a Councillor who has given a Notice of Motion be absent from the meeting, any other Councillor may move the motion.
- 3.7.15 A Notice of Motion must call for a Council report if the Notice of Motion proposes any action that:
- (a) impacts the levels of Council service;
 - (b) commits Council to expenditure greater than [insert council's upper limit] that is not included in the adopted Council Budget;
 - (c) proposes to establish, amend or extend Council policy;
 - (d) proposes to impact the rights of any person who has not had the opportunity to contribute their views;
 - (e) commits Council to any contractual arrangement; or
 - (f) concerns any litigation in respect of which Council is a party.
- 3.7.16 The Chief Executive Officer must reject any Notice of Motion which:
- (a) is too vague;
 - (b) is defamatory;
 - (c) may be prejudicial to any person or Council;
 - (d) is objectionable in language or nature;
 - (e) is outside the powers of Council;
 - (f) relates to a matter that is the subject of a rescission motion within three (3) calendar months of the rescission motion having been dealt with
 - (g) is submitted during Election Period.
- 3.7.17 The Chief Executive Officer may reject a proposed Notice of Motion that
- (a) relates to a matter that can be addressed through the operational service request process; or
 - (b) Relates to a matter that has been previously resolved by Council or is acted upon.
- 3.7.18 If a Notice of Motion is lost or lapses for want of a mover/seconded, it cannot be relisted for three (3) months.

PROCEDURES FOR MOTIONS

- 3.7.19 A motion which is proposed by a Councillor at a Meeting must be:
- (a) clearly expressed and unambiguous;
 - (b) not defamatory or objectionable in nature;
 - (c) related to the powers or functions of Council; and
 - (d) relevant to an item on the agenda (unless it relates to an item which has been agreed by the Meeting as urgent business).
- 3.7.20 If a motion is to be moved or debated by the Chairperson, the Chairperson must vacate the Chair and appoint the Deputy Mayor or another Councillor as Temporary Chair for the duration of the motion.

- 3.7.21 Any motion that differs in wording from an Officer's recommendation or Notice of Motion that is on the agenda must, if requested by the Chairperson, be written out by the proposer.
- 3.7.22 The Chairperson may request that a motion be read to the meeting before the vote is taken.
- 3.7.23 The Chairperson may reject any motion that does not conform to rule number 3.7.15 and 3.7.16 and 3.7.19
- 3.7.24 A Councillor who is proposing a motion must first state briefly the nature of the motion and then move it, without speaking to it.
- 3.7.25 The Chairperson must then call for the motion to be seconded and after it is seconded (by any Councillor other than the mover); the mover may then speak to it or may with the consent of the Chairperson defer speaking on it until later in the debate.
- 3.7.26 Any motion that is not seconded lapses.
- 3.7.27 The Chairperson may ask after a motion is moved and seconded whether it is opposed and if no opposition is indicated, he or she may then put it to the vote, without debate. Similarly, the Chairperson may ask at any time during the debate whether the motion before the Meeting is opposed or is further opposed and if no opposition or no further opposition is indicated, he or she may put it to the vote, without further debate.
- 3.7.28 The mover of a motion has the right of reply with respect to the debate on his or her motion immediately before the vote is taken, but that right of reply is lost if an Amendment to the motion is carried.
- 3.7.29 If an amendment to a motion is carried, the Mover of the Amendment has no right of reply.
- 3.7.30 Apart from the mover's right of reply referred to in rule 3.7.28, a Councillor may only speak once on the motion and once on any amendment of a motion. A Councillor may request at any time before a vote is taken on a motion that it is in two or more parts, that each part be put to the vote separately. The Chairperson may agree with or refuse such a request.
- 3.7.31 When the mover of a motion has a right of reply under rule 3.7.28 and has exercised that right, the Chairperson must then put the motion to the vote without making or allowing any further comment on it.
- 3.7.32 A motion must otherwise be put to the vote when the Chairperson believes that the issues have been reasonably canvassed in the debate.
- 3.7.33 A Councillor calling a point of order or foreshadowing a new motion or further amendment is not deemed to be speaking on the motion before the Meeting.
- 3.7.34 A motion or amendment cannot be withdrawn without Council consenting to the withdrawal by resolution.
- 3.7.35 If the mover or seconder of a motion indicates that he or she wishes to withdraw from moving or seconding the motion, the Chairperson may seek another mover or seconder (as the case requires), but if no Councillor indicates his or her willingness to be the substitute mover or seconder, the motion lapses.
- 3.7.36 If a Councillor proposes to alter a motion and the original mover and seconder of the Motion both indicate their agreement with the alteration, the altered Motion becomes the substantive Motion without the need to move an amendment.
- 3.7.37 Council may defer an item until another Meeting if further consideration or clarification is required prior to a decision being made. The motion to defer an item is a substantive motion and may be debated.



- 3.7.38 The Chairperson may allow like Motions to be moved, or request Councillors to move like items, in a block (en bloc).

PROCEDURAL MOTIONS

- 3.7.39 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- 3.7.40 The mover/seconded of a procedural motion must not have moved, seconded or spoken to the motion or any amendment of it before the Chair.
- 3.7.41 A procedural motion cannot be moved by the Chairperson.
- 3.7.42 Notwithstanding any other provision in this Meeting Procedure, procedural motions must be dealt with in accordance with the procedures set out in Schedule 2 of the Meeting Procedure.

3.8 DEBATES

RULES FOR DEBATE

- 3.8.1 Debate must always be relevant to the question before the Chair, and if not, the Chairperson will request the speaker to confine debate to the subject matter.
- 3.8.2 If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may disallow the speaker any further comment in respect to the matter before the Chair.
- 3.8.3 A speaker to whom a direction has been given under rules 3.8.1 3.8.1and 3.8.2 3.8.2 must comply with that direction.
- 3.8.4 A Councillor must not speak on any one motion or other matter before a Meeting for a time longer than that stated below unless granted an extension by the Chair immediately prior to the speaker speaking.

ORDER & TIME LIMIT OF DEBATE

- 3.8.5 Once seconded, the Chairperson will call for any Councillor wishing to speak to the motion;
- 3.8.6 If any Councillor indicates they wish to speak to the motion, the Chairperson must:
- (a) Invite the mover to address Council (five (5) minutes)
 - (b) Invite any Councillor opposing the motion to address Council (three (3) minutes)
 - (c) Invite the Secunder to address Council (three (3) minutes)
 - (d) Invite any Councillor abstaining from the vote to address Council (two (2) minutes)
 - (e) Invite speakers for, against and abstaining in alternate sequence until all Councillors wishing to speak to the motion have had opportunity (two (2) minutes)
 - (f) Invite the mover to close debate with right of reply (two (2) minutes)
- 3.8.7 In cases where there is competition for the right to speak at a Meeting then the Chairperson must decide the order in which Councillors may speak.
- 3.8.8 A Councillor must not be interrupted except by the Chairperson or upon a point of order being taken.



- 3.8.9 When in physical attendance, unless excused by the Chairperson, a Councillor at any Council Meeting must stand when speaking.
- 3.8.10 The Chairperson may remain seated when speaking at any Meeting and he or she may speak on any matter under discussion.
- 3.8.11 When exercising a right of reply, a Councillor must not introduce fresh matter.
- 3.8.12 No resolution may be discussed after it is dealt with, unless the Chairperson allows it.
- 3.8.13 Except that the mover of an unamended motion has the right of reply and that any Councillor may take a Point of Order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment

3.9 POINTS OF ORDER

- 3.9.1 A Councillor who is addressing the meeting must not be interrupted unless a Point of Order is called, at which time he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.
- 3.9.2 A Councillor raising a Point of Order must:
 - (a) state the Point of Order; and
 - (b) state any section, clause, paragraph or provision relevant to the point of order before resuming his or her seat.
- 3.9.3 A Point of Order may be raised in relation to:
 - (a) a motion or a Public question which, under this Procedure should not be accepted by the Chairperson;
 - (b) a question of procedure; or
 - (c) any act of disorder.
- 3.9.4 The Chairperson shall decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the Point of Order raised, without entering into any discussion or comment.
- 3.9.5 The Chairperson may adjourn the Meeting to consider a Point of Order; otherwise he or she must rule on it as soon as it is raised.
- 3.9.6 All other matters before Council are suspended until the Point of Order is decided.
- 3.9.7 A Point of Order cannot be taken for the sole purpose of:
 - (a) expressing a mere difference of opinion; or
 - (b) contradicting a speaker; or
 - (c) disrupting the meeting.

3.10 RIGHT TO ASK QUESTIONS

- 3.10.1 A Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.

3.11 VOTING

- 3.11.1 To determine a motion that is put to a meeting, the Chairperson will first ask for those in favour of the motion, then those opposed to the motion, then those abstaining from the vote and will then declare the results to the meeting.
- 3.11.2 Unless the Council resolves otherwise, voting on any matter will be by show of hands.
- 3.11.3 Motion to be read again:
- (a) Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
 - (b) The Chairperson, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) to read the question, motion or amendment to the meeting before the vote is taken.
- 3.11.4 The motion is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question.
- 3.11.5 If a Councillor present at the meeting does not vote (abstains), it must be taken that they have voted against the question.
- 3.11.6 If the number of votes in favour of the question, motion or amendment is half the number of Councillors present at the meeting at the time the vote is taken, the Chairperson has a second/casting vote.
- 3.11.7 Any Councillor, before the next item of business is considered, may ask that his or her opposition or abstention regarding a motion adopted by the meeting be recorded in the minutes of the meeting.
- 3.11.8 A Councillor may call for a division immediately after any motion is put to a meeting and before the next item of business has commenced.
- 3.11.9 The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken, but cannot be requested after the next item of business has commenced.

3.12 PROCEDURE FOR A DIVISION

- 3.12.1 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- 3.12.2 When a division is called for, the Chairperson will:
- (a) first ask each Councillor wishing to vote in the affirmative to raise their hand. The Chairperson must then state the names of those Councillors voting in the affirmative; and
 - (b) then ask each Councillor wishing to vote in the negative to raise their hand. The Chairperson must then state the names of those Councillors voting in the negative; and
 - (c) then ask any Councillor wishing to abstain from the vote to raise their hand. The Chairperson must then state the names of those Councillors abstaining from the vote.

- (d) The Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes the vote of each Councillor.

- 3.12.3 No Councillor is prevented from changing his or her original vote when voting on the division.
- 3.12.4 Councillors must remain seated in silence while a vote is being taken.
- 3.12.5 The Chairperson may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.
- 3.12.6 The Chairperson must declare the result of the vote or division as soon as it is taken.

3.13 URGENT BUSINESS

- 3.13.1 If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:
 - (a) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
 - (b) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
 - (c) the item involves a matter of urgency as determined by the Chief Executive Officer; and
 - (d) it cannot be addressed through an operational service request process.
- 3.13.2 Provided the matter does not:
 - (a) substantially affect the levels of Council service;
 - (b) commit Council to significant expenditure not included in the adopted budget;
 - (c) establish or amend Council Policy; or
 - (d) commit Council to any contractual arrangement.

3.14 DISSENT FROM CHAIRPERSON RULING

- 3.14.1 The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the meeting move a motion of dissent.
- 3.14.2 A motion of dissent requires no seconder, and the Chairperson must immediately stand down.
- 3.14.3 A Temporary Chairperson takes the chair for discussion on the motion of dissent following the process outlined in rule numbers 3.2.2, 3.2.3, 3.2.4 and 3.2.5.3.7.20
- 3.14.4 The Chairperson is given the opportunity to explain their decision and the mover also puts forward their reason for dissent.
- 3.14.5 The meeting then votes on the motion: if the motion is upheld, the Chairperson must reverse their decision. If the motion is lost, the meeting continues as before.

3.15 TIME LIMITS FOR MEETINGS

- 3.15.1 Unless Council resolves to the contrary a Council Meeting or Committee Meeting shall not continue beyond four (4) consecutive hours.



- 3.15.2 Any business not reached or dealt with at the time the meeting closes shall be held over until the next Council or Committee Meeting.
- 3.15.3 Council may resolve to extend the meeting by one (1) forty-five (45) minute interval only if deemed necessary.
- 3.15.4 Any business not dealt with that is adjourned until the next Council or Committee Meeting shall be recorded in the minutes of the meeting.

3.16 MINUTES OF A MEETING

- 3.16.1 The Chief Executive Officer or delegate is responsible for the keeping of Minutes on behalf of Council. Those Minutes must record:
 - (a) the date, place, time and nature of the Council Meeting;
 - (b) the names of Councillors and whether they are present, an apology, on leave of absence, etc.;
 - (c) the titles of the members of Council staff present who are not part of the gallery;
 - (d) the disclosure of a conflict of interest made by a Councillor in accordance with the Act;
 - (e) the arrivals and departures of Councillors, during the course of the Meeting (including any temporary departures or arrivals);
 - (f) every Motion and Amendment moved (including procedural Motions),
 - (g) the outcome of every Motion moved;
 - (h) where a division is called, the names of every Councillor and the way their vote was cast (and if they abstained);
 - (i) when requested by a Councillor, a record of their support of, opposition to, or abstention from voting on any Motion;
 - (j) details of any failure to achieve or maintain a quorum;
 - (k) a summary of any questions asked (including the name and suburb of the person), and the response provided as part of public question time;
 - (l) details of any petitions made to Council;
 - (m) details of any speakers to an agenda item or deputation;
 - (n) the time and reason for any adjournment of the Meeting or suspension of standing orders;
 - (o) any other matter, which the Chief Executive Officer or Delegate thinks should be recorded to clarify the intention of the Meeting or assist in the reading of the Minutes; and
 - (p) the time the Council Meeting was opened and closed, including any part of the Council Meeting that was closed to members of the public.

3.17 CONFIRMATION OF THE MINUTES OF A MEETING

- 3.17.1 When confirming the minutes of a Meeting, the Chairperson must ask if any item in the minutes is opposed.

- 3.17.2 Opposition can only be expressed regarding items in the minutes on the basis that the record is incomplete or inaccurate.
- 3.17.3 The Chairperson must not allow discussion or motions on any other issue than the alleged omission from or inaccuracy of the minutes.
- 3.17.4 If no Councillor indicates opposition, a resolution of Council must confirm the minutes.
- 3.17.5 If any Councillor indicates opposition, he or she must specify the particular item or items in the minutes concerned and can, after asking any questions to clarify the matter, only move a motion to rectify the alleged error(s) in the record.

3.18 RESCISSION NOTIFICATION

- 3.18.1 A notice of motion to rescind or alter a previous resolution of Council:
 - (a) Must be given to the Chief Executive in sufficient time to enable the Chief Executive Officer to give ninety-six (96) hours' notice to all Councillors;
 - (b) Is deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted;
 - (c) Cannot be considered at a meeting unless the number of Councillors in attendance at the meeting is at least equal to the number of Councillors in attendance when the resolution of Council was adopted.
- 3.18.2 A Councillor may propose a motion to amend or rescind a decision of the Council provided:
 - (a) the decision has not been acted upon; and
 - (b) a notice is delivered to the Chief Executive Officer by the close of business on the day following the meeting at which the decision of Council was made stating:
 - (i) the decision proposed to be amended or rescinded; and
 - (ii) the meeting and date when the decision was made.
- 3.18.3 The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
 - (a) has not been acted on; and
 - (b) is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with rule number 3.18.1.

3.19 PUBLIC QUESTION TIME

- 3.19.1 At each meeting there is an opportunity for members of the public to ask questions of the Council. If the meeting is to be held in a single electronic or hybrid/parallel format then the general public will follow the set procedures to submit a question or petition.
- 3.19.2 Question time will take place during the Council Meeting as provided for in the agenda.
- 3.19.3 Questions in writing in the form prescribed by the Chief Executive Officer will be accepted up to 5pm on the day before the Meeting.
- 3.19.4 A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.



- 3.19.5 A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that the:
- (a) person directing the question is present in the gallery or provided a link to join the meeting virtually;
 - (b) question does not relate to a confidential matter;
 - (c) question does not relate to a matter in respect of which Council has no power to act;
 - (d) question is not defamatory, indecent, abusive or objectionable in language or substance;
 - (e) question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
 - (f) question is not asked to embarrass a Councillor, member of Council staff or member of the public.

3.19.6 Persons submitting questions should either be available through the virtual meeting platform or be present in the public Gallery. If they are not present in the Gallery or through virtual attendance, the Chairperson shall decide if the question will be read in their absence or held over to the next meeting.

- (a) If the Chairperson decides that the question will be held over, it shall be held over to the next meeting only.

3.19.7 The Chairperson shall decide and nominate who will read out each question and who will answer each question.

3.20 PETITIONS & JOINT LETTERS

- 3.20.1 Petitions and joint letters presented to Council must be in writing and contain the 'prayer' or request of the petitioners or signatories.
- 3.20.2 Petitions and joint letters should include the name and contact information of a Head Petitioner or representative of the petition or joint letter.
- 3.20.3 Petitions and joint letters must be signed by the persons whose names are appended to it and include their address.
- 3.20.4 Any signature appearing on a page, which does not bear the text of the whole of the petition or request, may not be considered by Council.
- 3.20.5 Electronic petitions or joint letters must comply with the rules as stated above and include the name and e-mail address of each petitioner (these function as the 'signature' of a petitioner);

3.21 SPEAKERS TO AN ITEM ON THE AGENDA

- 3.21.1 Council has made provision in the conduct of its Meetings for speakers to address Council in relation to matters included on the agenda for consideration.
- 3.21.2 Persons wishing to address Council on a matter included in the agenda shall inform Council prior to 3.00pm on the day of the meeting by contacting Council's Customer Service or Governance Officers and registering their name and agenda item being spoken to.
- 3.21.3 At the meeting the Chair will invite the persons wishing to speak to an item to address the Council on the agenda item.

- 3.21.4 The person may elect to sit or stand to address Council and state their name and address before commencing. No debate on the item is permitted between the person addressing Council and the Council.
- 3.21.5 A maximum of three (3) minutes per person will be allocated. An extension of time may be granted at the discretion of the Chair.
- 3.21.6 Councillors, through the Chair, may ask the person addressing Council for clarification of matters presented.
- 3.21.7 The Chair may direct that a member of the gallery ceases speaking if the above procedure is not followed.

3.22 DEPUTATIONS

- 3.22.1 A deputation wishing to be heard by Council may make a request to the Chief Executive Officer who must refer the request to the Mayor.
- 3.22.2 The Mayor may direct the Chief Executive Officer as to the meeting at which the deputation will be heard or, alternatively, ask the Chief Executive Officer to place a request before Council.
- 3.22.3 If the Mayor asks for a deputation to be heard, the Chief Executive Officer must notify all Councillors of that direction, and also notify a member of the deputation of the date, time, and place at which the deputation will be heard.
- 3.22.4 A deputation may lodge with the Chief Executive Officer, a written submission detailing the subject matter of the deputation prior to the deputation addressing Council.
- 3.22.5 Council will not hear more than two (2) speakers on behalf of any deputation, and may set time limits on the length and address of each speaker.
- 3.22.6 Councillors and members of Council staff may question the deputation on matters raised by it for purposes of clarification but no discussion will be allowed.
- 3.22.7 No motion will be allowed on any deputation until the next Ordinary meeting after the deputation has been heard unless Council, by resolution, decides otherwise.

3.23 LIVESTREAMING AND RECORDING PROCEEDINGS

- 3.23.1 The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct a livestream of the proceedings of the Council Meeting.
- 3.23.2 The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may also otherwise record all the proceedings of a Council or Delegated Committee Meeting using a suitable electronic recording device.
- 3.23.3 Media representatives may, with the consent of Council or the Delegated Committee (as the case may be), be permitted to record any part of the proceedings of the Council or Delegated Committee Meeting. The consent of Council or the Delegated Committee must not be unreasonably withheld but may be revoked at any time during the course of the relevant meeting.
- 3.23.4 Members of the public must not operate recording equipment at any Council or Delegated Committee Meeting without the prior written consent of Council. Such consent may be given only after receipt of a written application and may at any time during the meeting be revoked by Council or the Delegated Committee as the case may be.

3.24 OTHER GENERAL CONDUCT & MODES OF ADDRESS

- 3.24.1 A Councillor or any other person who addresses a Meeting must do so in a courteous manner.
- 3.24.2 Any Councillor or person who addresses the meeting must direct all remarks through the Chairperson.
- 3.24.3 A Councillor or any other person must not at a Meeting make any defamatory, indecent, abusive, offensive or disorderly statement or comment.
- 3.24.4 If such a statement or comment is made, the Chairperson may require the Councillor to withdraw it and the Councillor concerned must immediately and unreservedly do so.
- 3.24.5 If a Councillor continues to engage in improper or disorderly conduct, or acts in a way that otherwise disrupts the Meeting, and prevents the conduct of Council business, Council may, by resolution, suspend that Councillor from a portion of the Meeting or from the balance of the Meeting where the Chairperson has warned the Councillor to cease that behaviour; or
- 3.24.6 Where Council suspends a Councillor or the Mayor directs a Councillor to leave the meeting, the Councillor will take no active part in the portion of the Meeting from which he or she has been suspended.
- 3.24.7 Visitors at a Meeting must not interject or take part in the debate.
- 3.24.8 The gallery must always preserve silence during a Meeting.
- 3.24.9 If any visitor is called to order by the Chairperson for any improper or disorderly conduct on more than one occasion during the Meeting, the Chairperson may order him or her to leave the Meeting room or building.
- 3.24.10 The Chairperson may adjourn a disorderly Meeting.

3.25 SUSPENSION OF STANDING ORDERS

- 3.25.1 Any provision of this Procedure except that relating to a quorum may by resolution be suspended for any part of a Meeting.
- 3.25.2 The suspension of Standing Orders will be used to enable full discussion of any issues without the constraints of formal meeting procedure.
- 3.25.3 An appropriate motion would be "That Standing Orders be suspended to enable discussion on_____".
- 3.25.4 No motion, except one that proposes the resumption of standing orders, may be accepted by the Chairperson during such suspension.

PART 4 ELECTION OF MAYOR AND DEPUTY MAYOR

4.1 OVERVIEW

The role and functions of the Mayor and Deputy Mayor are provided in the Local Government Act. For the purpose of process, the following will occur:

- 4.1.1 A Mayor is to be elected no later than one (1) month after the date of a general election at a Council meeting open to the public;
- 4.1.2 Before the election of the Mayor and Deputy Mayor, a Council must determine by resolution whether each of these roles is to be elected for a one (1) year or a two (2) year term respectively.
- 4.1.3 If the Mayor / Deputy Mayor is elected for a one (1) year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the one (1) year term as is reasonably practicable.
- 4.1.4 If the Mayor / Deputy Mayor is to be elected for a two (2) year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the two (2) year term as is reasonably practicable.
- 4.1.5 A Mayor is to be elected within one (1) month after any vacancy in the office of Mayor occurs.
- 4.1.6 The election of a Mayor after the period specified in this section does not invalidate the election.
- 4.1.7 A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one (1) year or a two (2) year term serves the remaining period of the previous Mayor's term.

4.2 NOMINATIONS

- 4.2.1 Any Councillor is eligible for election or re-election to the office of Mayor.
- 4.2.2 A Councillor may only nominate one Councillor as a candidate for the role of the Mayor.
- 4.2.3 A Councillor may nominate themselves as a candidate for the role of Mayor.
- 4.2.4 Except where a Councillor has nominated themselves, a nominated Councillor must advise the Chair whether they accept or decline the nomination as a candidate for the role of Mayor.
- 4.2.5 Nominations need not be seconded.
- 4.2.6 If Council resolves to have the office of Deputy Mayor, rules 4.3.3 to 4.3.11 will also apply to the nomination of candidates for the role of Deputy Mayor.

4.3 DETERMINING THE ELECTION OF MAYOR

- 4.3.1 The Chief Executive Officer will chair the election of the Mayor.
- 4.3.2 The Chief Executive Officer must invite nominations for the office of Mayor and confirm acceptance of the nomination with the nominee.
- 4.3.3 The Mayor must be elected by an absolute majority of the Councillors.
- 4.3.4 Where in an election for the Mayor **one (1) candidate** has been nominated, that candidate must be declared elected.



4.3.5 Where **two (2) or more candidates** have been nominated, a vote must be taken and the candidate who receives the number of votes greater than half the Councillors of the Council must be declared elected;

4.3.6 Where **three (3) or more candidates** have been nominated and no candidate receives a number of votes greater than half the Councillors of the Council:

- (a) the candidate with the fewest number of votes cast must be eliminated;
- (b) the names of the remaining candidates must be put to the vote as outlined in rule 4.3.5

4.3.7 Where **two (2) or more candidates have an equal number of the fewest number of votes**, one (1) candidate is to be declared an eliminated candidate under rule 4.3.6 as required. The Chief Executive Officer or delegate will conduct a ballot to eliminate one (1) candidate with the lowest number of votes.

4.3.8 The ballot is to be conducted subject to the following provisions:

- (c) Each candidate with the equal number of lowest votes will draw one (1) ballot
- (d) The order of drawing the ballot will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of the lowest votes
- (e) As many identical ballots as there are Councillors who received an equal number of votes must be placed in the ballot box
- (f) The word "defeated" shall be written on the number of ballots that is required to eliminate the number of candidates whereby there is only one (1) remaining candidate standing with the equal fewest number of votes.
- (g) The Councillor/s who draws a ballot with the word "defeated" written on it must be declared defeated.

4.3.9 A further vote must be taken on the remaining candidates in accordance with rule 4.3.5 and 4.3.6

4.3.10 If the further vote taken in accordance with rule 4.3.9 again results in more than one (1) candidate having an equal number of lowest votes, a second ballot may be conducted to eliminate another candidate.

4.3.11 If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.

Refer to Schedule 4 - Election Scenarios

4.4 DEPUTY MAYOR

4.4.1 If Council resolves to have the office of Deputy Mayor, the provisions as outlined in rules 4.2 - 4.3 will apply.

4.4.2 At the Council Meeting at which the Mayor is to be elected, the Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor.

4.4.3 If the Council has not resolved to establish the position of Deputy Mayor, any provisions in these Governance Rules relating to the Deputy Mayor have no effect.




4.5 METHOD OF VOTING

- 4.5.1 The election of the Mayor must be carried out by a show of hands or an electronic method that enables those observing (in attendance and those watching a livestream broadcast) to see who a Councillor has voted for at the time the vote is taken.

PART 5 COUNCIL COMMITTEES

5.1 DELEGATED COMMITTEES

- 5.1.1 Council may establish Delegated Committees as part of its Governance Framework. Delegated Committees will comprise Councillors, members of Council staff and others and must be chaired by a Councillor. As Council may delegate specific powers, duties and functions to Committees, their meeting procedures need to be formal.
- 5.1.2 If Council establishes a Delegated Committee, these Governance Rules will apply to the Delegated Committee Meetings with any necessary modifications, therefore in such circumstances:
- (a) a Council meeting is to be read as a reference to a Delegated Committee Meeting;
 - (b) a Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - (c) a reference to the Mayor is to be read as a reference to the Chairperson of the Delegated Committee
- 5.1.3 If Council establishes a Delegated Committee, Council may resolve that a provision of this governance rules do not apply to that Committee.

5.2 COMMUNITY ASSET COMMITTEES

- 5.2.1 The Act provides for Council to establish a Community Asset Committee for the management of a community asset such as a hall. Council may appoint members of the community to the Committee and delegate to it powers, duties or functions. The powers delegated to a community asset committee must be limited in the amount and purpose of any financial delegation.
- 5.2.2 The Governance Rules may apply to any Community Asset Committee established by Council.
- 5.2.3 Council may determine, in establishing a Community Asset Committee which parts of the Governance Rules apply but as a minimum must include rules 3.2.1, 3.3.1, 3.5, 3.6 and 3.163.16.1
- 5.2.4 A Community Asset Committee must report the minutes of all Committee Meetings to the next practicable Council meeting.
- 5.2.5 A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation and any Terms of Reference adopted by Council.
- 5.2.6 A Community Asset Committee must adhere to any policy, guideline or protocol introduced by Council, which relates to the operational or governance requirements of the Committee.
- 5.2.7 A Community Asset Committee must provide Council with an Annual Report each year, in a format determined by the Chief Executive Officer.

5.3 AUDIT AND RISK COMMITTEE

- 5.3.1 The Act provides for Council to establish an Audit and Risk committee to provide oversight.
- 5.3.2 The Governance Rules will apply to the Audit and Risk Committee established by Council unless otherwise provided in the Audit and Risk Committee Charter.

- 5.3.3 Council may resolve, in establishing an Audit and Risk Committee that the meeting procedure chapter of these Governance Rules does not apply.
- 5.3.4 An Audit and Risk Committee must report the minutes of all Committee Meetings to the next practicable Council meeting.
- 5.3.5 An Audit and Risk Committee must act in accordance with its Charter adopted by Council.

5.4 ADVISORY COMMITTEES

- 5.4.1 The establishment of non-legislated Advisory Committees is often essential to ensure that the input from subject matter experts, community groups and other stakeholders is considered when Council is developing major strategies, plans and/or policy that impact the greater Moorabool community.
- 5.4.2 Advisory Committees cannot make decisions on behalf of Council.
- 5.4.3 Advisory Committees will be established with their own individual Terms of Reference to guide the operation and functionality of those committees are in place to meet Council's expectations.
- 5.4.4 The Terms of Reference will outline how the Advisory Committee is to be structured, what its functions are, how it will operate and report/make recommendations to Council.

PART 6 CONFLICTS OF INTEREST

The Act defines general and material conflicts of interest and provides exemptions for remoteness and interests in common with a substantial proportion of ratepayers along with other specific circumstances.

The disclosures of Conflicts of interest, apply to Council meetings and meetings conducted under the auspices of Council that are not Council meetings. Meetings conducted under the auspices of Council include those meetings arranged or hosted by Council.

These Governance Rules provide the following procedures for disclosures of conflicts of interest:

6.1 OBLIGATIONS WITH REGARD TO CONFLICT OF INTEREST

6.1.1 Councillors, members of Delegated Committees and Council staff are required to:

- (a) Avoid – all situations which may give rise to conflicts of interest;
- (b) Identify – any conflicts of interest; and
- (c) Disclose – or declare all conflicts of interest;

6.2 COUNCILLORS AND MEMBERS OF DELEGATED COMMITTEES

- 6.2.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- 6.2.2 When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.
- 6.2.3 All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee Meeting.
- 6.2.4 Council will maintain a Conflict of Interest Register which will be made available on Council's website.

6.3 PROCEDURE AT A COUNCIL OR DELEGATED COMMITTEE MEETING

- 6.3.1 At the time indicated in the Agenda, a Councillor with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating:
 - (a) The item for which they have a conflict of interest; and
 - (b) Whether their conflict of interest is general or material; and
 - (c) The circumstances that give rise to the conflict of interest.
- 6.3.2 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- 6.3.3 A Councillor who is not present at the designated time in the agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner that required for the declarations of conflicts of interest at section 6.3.1, prior to leaving the meeting.
- 6.3.4 A Councillor or Member of a Delegated Committee who discloses a conflict of interest and leaves a Council meeting must not communicate with any participants in the meeting while the decision is being made.

6.4 PROCEDURE AT OTHER MEETINGS ORGANISED, HOSTED OR SUPPORTED BY COUNCIL

- 6.4.1 A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- 6.4.2 At the time indicated on the Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.
- 6.4.3 If there is no Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.
- 6.4.4 At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- 6.4.5 The existence of a conflict of interest will be recorded in the minutes of the meeting.
- 6.4.6 If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the Governance team for recording in the register of Conflicts of Interest.
- 6.4.7 The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.
- 6.4.8 Meeting records and reports will be presented to Council for noting and inclusion on the public record.

6.5 COUNCIL STAFF

- 6.5.1 Must act in accordance with the Staff Code of Conduct.
- 6.5.2 Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- 6.5.3 May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at section 6.6 and the Staff Code of Conduct.

6.6 PROCEDURE FOR DISCLOSURES OF CONFLICTS OF INTEREST BY COUNCIL STAFF

- 6.6.1 Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- 6.6.2 All conflicts of interest disclosed by Council staff will be provided to the Governance team for recording in the register of Conflicts of Interest.
- 6.6.3 A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
 - (a) The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - (b) The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - (c) The staff member's General Manager determines that the conflict of interest has not influenced the advice provided; and

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- (d) The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

PART 7 USE OF COUNCIL SEAL

Under section 14(1)(b) of the *Local Government Act 2020*, Council is required to have a common seal which acts like the signature of a Council. Affixing the seal demonstrates approval of the content of a document and shows what Council has done or agreed to do. However, not all documents created to implement decisions of Council require the affixing of a seal.

These rules outline the situations in which a seal is required, and how the seal is to be used.

7.1 CUSTODIAN OF COMMON SEAL

- 7.1.1 The Chief Executive Officer is responsible for keeping the Common Seal in safe custody.

7.2 REQUESTING THE SIGNING AND SEALING OF A DOCUMENT

- 7.2.1 Prior to submitting a document to the Chief Executive's Office for signing and sealing, a Document for Sealing Request form must be completed and approved by the relevant departmental manager and then the General/Executive Manager.
- 7.2.2 A copy of the Council resolution approving the use of the Council seal must be attached to the form. The form and the Council resolution must accompany the document being submitted to the Office of the CEO for signing and sealing.
- 7.2.3 If the form has not been signed by the relevant General/Executive Manager or the Council resolution is not attached, the documents must not be accepted for signing and sealing.
- 7.2.4 A contract or agreement must only be submitted for signing and sealing, once the document has been fully executed by the other party/parties (unless the other party to the contract or agreement is either the State Government of Victoria, the Federal Government or another Local Government entity).

7.3 AFFIXING THE COMMON SEAL

- 7.3.1 The seal of a Council must not be affixed to any document without the Council's approval granted either generally or specifically by resolution that the seal be so affixed.

Example

That Council affix the Common Seal to the [description of document].

Or

The [document], shall come into force immediately upon the common seal of the Council is affixed to the [document].

- 7.3.2 The affixing of the Seal to a document must be witnessed by signatures of a Councillor and the Chief Executive, except in the instance where the Seal is to be appended to the contract of employment for the Chief Executive. In this instance, a second Councillor will sign alongside the Mayor.
- 7.3.3 Council's preferred sealing clause is as follows:





The COMMON SEAL of the)

MOORABOOL SHIRE COUNCIL)

was affixed by authority of the)

Council in the presence of:)

.....

Councillor

.....

Chief Executive Officer

.....

Date

7.3.4 The Seal may be affixed to any of the following documents

- (a) a contract of employment for the Chief Executive;
- (b) Council to staff delegations;
- (c) agreements or contracts from state or federal government departments;
- (d) planning agreements (s. 173 & 174 of Planning & Environment Act 1987);
- (e) contract for sale or purchase of land;
- (f) contracts and tenders that have been endorsed by Council;
- (g) funding body/agreement;
- (h) any document that changes Council’s legal position (e.g. significant contract variations);
- (i) significant financial agreements (e.g. borrowings, changes to overdraft facilities);
- (j) Any other legal document Council is required to affix the Seal to from time to time or where required by legislation or other legislative authorities.

7.4 SEALING REGISTER

7.4.1 The Chief Executive Officer will ensure that a register of all uses of the Common Seal is kept by Council. The register will contain a description of the document, the date the Seal was affixed and the date Council resolved to affix the Seal.



PART 8 ELECTION PERIOD POLICY

8.1 PURPOSE

- 8.1.1 The Election Period Policy (formerly known as the Caretaker Policy) has been developed in order to ensure that the general elections for the Moorabool Shire Council are conducted in a manner that is ethical, fair and equitable, and are publicly perceived as such.
- 8.1.2 The Policy will also facilitate the continuation of the ordinary business of local government in the Moorabool Shire throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established 'caretaker' conventions.
- 8.1.3 This Policy also commits Council during the election period to:
 - (a) avoid making significant new policies or decisions that could unreasonably bind a future Council; and
 - (b) ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

8.2 DEFINITIONS

- 8.2.1 Where terms used in this Policy are defined in the Act, their use in this Policy is consistent with the definitions in the Act. Definitions used in this Policy which are not defined by the Act are:

Term	Definition
Publication	Includes any means of publication including letters and information on the Internet including social media.
Public consultation	Means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.

8.3 SCOPE

- 8.3.1 Council will function in accordance with this Policy during the election period which commences at the time that nominations close on nomination day and ends at 6pm on Election Day.

8.4 ROLE OF CHIEF EXECUTIVE OFFICER (CEO)

- 8.4.1 The CEO is responsible for determining any issues that arise in the implementation of this policy. In addition to the CEO's statutory responsibilities, the CEO or his or her delegate will ensure as far as possible, that:
 - (a) All Councillors and Officers are informed of the application of this policy at least sixty (60) days prior to the commencement of the election period;
 - (b) Matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the

election period, or deferred where appropriate for determination by the incoming Council; and

- (c) Guidelines to staff on the role and responsibilities of staff in the implementation of this policy are issued if appropriate.

8.5 NON-COMPLIANCE

- 8.5.1 Violations of this policy may lead to disciplinary action (including dismissal) and/or action by the relevant regulatory authorities.

8.6 PROHIBITED DECISIONS BY COUNCIL

- 8.6.1 Under Section 69 of the Act, an election period policy must prohibit any Council decision during the election period for a general election that:
 - (a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
 - (b) commits the Council to expenditure exceeding one (1) per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
 - (c) the Council considers could be reasonably deferred until the next Council is in place; or
 - (d) the Council considers should not be made during an election period.

8.7 PUBLIC CONSULTATION

RIGHT TO POSTPONE

- 8.7.1 Some public consultation activities may be necessary during the election period to facilitate the day-to-day business of Council and ensure matters continue to be proactively managed.
- 8.7.2 Any such public consultations will avoid express or implicit links to the election.
- 8.7.3 In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting.
- 8.7.4 Council will not continue or commence public consultation on any contentious or politically sensitive matter after the commencement of the election period.

8.8 COUNCIL COMMUNICATIONS AND PUBLICATIONS

PUBLISHING MATERIAL DURING THE ELECTION PERIOD

- 8.8.1 Council will not print, publish or distribute any advertisement, handbill, pamphlet or notice during an election period unless it has been approved by the Chief Executive Officer or their delegate.
- 8.8.2 The Chief Executive Officer or their delegate must not intentionally or recklessly approve a publication that contains electoral matter, unless that material is only about the election process.



APPROVAL OF PUBLICATIONS

- 8.8.3 Publications to be printed, published or distributed during the election period must first be approved by the Chief Executive Officer.
- 8.8.4 Copies of all approved documents will be retained on Council records.
- 8.8.5 Publications which require approval include:
- (a) Brochures, pamphlets, handbills, flyers, magazines and books;
 - (b) Reports (other than agenda papers and minutes);
 - (c) Advertisements and notices, (includes Moorabool Matters) except newspaper notices of meetings;
 - (d) New website material;
 - (e) Social media publications (which includes but not limited to Facebook and Twitter posts);
 - (f) Emails with multiple addresses, used for broad communication with the community;
 - (g) Mass mail outs or identical letters sent to a large number of people by or on behalf of Council;
 - (h) Media releases;
 - (i) Material to publicise a function or event; and
 - (j) Any publication or distribution of Councillors' speeches.

PROHIBITED MATERIAL

- 8.8.6 Electoral matter means any matter which is intended or likely to affect voting in an election, but does not include:
- (a) Any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election, or
 - (b) An advertisement in a newspaper announcing the holding of a meeting.
- 8.8.7 A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:
- (a) The election; or
 - (b) A candidate in the election; or
 - (c) An issue submitted to, or otherwise before, the voters in connection with the election.
- 8.8.8 Electoral matter includes material which:
- (a) Publicises the strengths or weaknesses of a candidate;
 - (b) Advocates the policies of the Council or of a candidate;
 - (c) Responds to claims made by a candidate; and
 - (d) Publicises the achievements of the elected Council.

COUNCIL PUBLICATIONS INCLUDING COUNCILLOR INFORMATION

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

WEBSITE

- 8.8.10 Material published on Council's website in advance of the election period is not subject to approval, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.
- 8.8.11 Councillor profiles on the Council website will be limited to a photograph and contact details. Other communication from a Councillor via the Council website will be removed.
- 8.8.12 Any material published on Council's website during the election period must be approved by the Chief Executive Officer.

ANNUAL REPORT

- 8.8.13 Council is required by the Act to produce and put on public display a copy of its Annual Report. The Annual Report will be published during the election period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.
- 8.8.14 Any publication of an extract or summary of the Annual Report will require approval of the Chief Executive Officer.

COUNCIL AND COMMITTEE AGENDAS AND MINUTES

- 8.8.15 Agenda papers and minutes of Council and Committee meetings do not require certification by the Chief Executive Officer unless they are printed or published for a wider distribution than normal.
- 8.8.16 Items submitted for Public Question Time will be reviewed to ensure that they comply with the principles of the Act and this Policy, and may be amended accordingly before publication.

SOCIAL MEDIA

- 8.8.17 Any publication on social media sites including but not limited to Facebook, Twitter, blogs and wiki pages during the election period must be certified by the Chief Executive Officer.
- 8.8.18 Staff responsible for administering a Council social media site will monitor the respective site during the election period and use moderation features where available to ensure no electoral matter is posted.

REVIEW OF PUBLICATIONS

- 8.8.19 Council will review all publications prior to the commencement of the election period, and during the election period, prior to publication and distribution, to ensure that any such publications comply with the requirements this policy.

8.9 FUNCTIONS/EVENTS

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

- 8.9.2 All speeches prepared for use at events or functions shall be reviewed by the Chief Executive Officer to ensure the content does not breach this Policy.
- 8.9.3 Councillors may make a short speech during any event or function however the speech must be limited to referring to the specific event at which the it is being delivered and thanking the participants or attendees. The speech must not have any political reference which may be construed as providing a current Councillor any advantage during the election period. Speeches will not be circulated or available for publication.
- 8.9.4 Functions or events for the purpose of electioneering must not be resourced or publicised by the Council.

8.10 COUNCIL RESOURCES

APPLICATION OF RESOURCES

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

ROLE OF STAFF

- 8.10.2 Council staff will not undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election or any candidate standing for election.
- 8.10.3 Council staff will not authorise, use or allocate a Council resource for any purpose that may influence voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer.
- 8.10.4 Prior to the election period for any election the Chief Executive Officer will ensure that all members of Council staff are advised in regard to the application of the caretaker procedures.
- 8.10.5 Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate should advise their manager before authorising, using or allocating the resource. The manager will seek appropriate advice in order to ascertain whether the use of Council resources is in accordance with this statement.

USE OF COUNCIL EQUIPMENT BY COUNCILLORS

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

COUNCILLORS' ENTITLEMENT TO REIMBURSEMENT

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

COUNCIL BRANDING

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

CESSATION OF WARD SPECIFIC PUBLICATIONS

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

OFFICERS' DISCRETION

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

8.11 MEDIA SERVICES

RESTRICTION ON SERVICES

- 8.11.1 Council's Communications team undertake the promotion of Council activities and initiatives. During the election period this team's services must not be used in any way that might promote a Councillor as an election candidate.
- 8.11.2 Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the Chief Executive Officer.

MEDIA RELEASES/SPOKESPERSONS

- 8.11.3 Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate.
- 8.11.4 In the event that a spokesperson is required in relation to any publication or communication, the Chief Executive Officer will fulfil that role.

COUNCILLORS

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

COUNCIL EMPLOYEES

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

8.12 INFORMATION

CANDIDATES' ACCESS TO INFORMATION



- 8.12.1 All election candidates have equal rights to information relevant to their election campaigns from the Council administration. While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, neither Councillors nor candidates will receive information or advice from Council officers that may improperly advantage candidates in the elections (which includes internal publications such as the Councillor Information Bulletin (CIB)).
- 8.12.2 There will be complete transparency in the provision of all information and advice during the election period.
- 8.12.3 Requests for clarification relating to the provision of information should be directed to the Chief Executive Officer or his or her delegate.

INFORMATION REQUEST REGISTER

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

IMPROPER USE OF POSITION

- 8.12.5 Section 123 the Act prohibit Councillors from misusing or inappropriately making use of their position. A breach of section 76D attracts serious penalties, including possible imprisonment.

8.13 ASSISTANCE TO CANDIDATES

CANDIDATE INFORMATION

- 8.13.1 Council will provide candidates with a Councillor Candidate Information Kit to assist them in running and nominating for Council.
- 8.13.2 Candidates will be informed of their obligation to complete a Nomination Form which will be available from the Returning Officer, accompanied by the nomination fee.
- 8.13.3 Candidates will also be informed of the requirements to complete and submit an 'Election Campaign Return' to the Chief Executive Officer.

ADVICE TO CANDIDATES ABOUT THE ELECTION PROCESS

- 8.13.4 All election related enquiries from candidates, whether current Councillors or not, will be directed to the Returning Officer, or where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer or their delegate.
- 8.13.5 Councillors may use the title "Councillor" in their election material, as they continue to hold their positions for the period.
- 8.13.6 Councillors are advised that any election publication using the title "Councillor" clearly indicates that it is their own material and does not represent Council.
- 8.13.7 All candidates for the Council election will be treated equally. Any advice to be provided to candidates as part of the conduct of the Council election should be provided equally to all candidates.





8.14 RELATED LEGISLATION

- *Local Government Act 2020*

8.15 COUNCIL PLAN REFERENCE

Objectives: providing good governance and leadership

Context: Our people
Our business and systems

8.16 REVIEW

This policy will be reviewed by 31 August in the year preceding each general election.



SCHEDULE 1 CONTENT, FORMAT, AND ORDER OF ITEMS

The content, format and order of items on:

Council Meeting agendas will include:

Opening of Meeting and Prayer

Acknowledgement to Country

The Chair must indicate at the commencement of a meeting that if technical problems are encountered by the council then the meeting will be adjourned until resolution or postponed.

Present

Apologies

Confirmation of Minutes

Disclosure of Conflict of Interest

Public Question Time

Petitions

Deputations

Officers Reports

Notices of Motion

Mayors Report

Councillors' Reports

Urgent Business

Confidential Reports

Meeting closure

Unscheduled Meeting agendas will include:

Opening

Prayer

Acknowledgement to Country

Present

Apologies

Declarations of Conflict of Interest

Council Reports (as advertised).

Closure

Delegated Committee Meeting agendas

Will include matters that are in accordance with and directly relevant to the Committees Instrument of Delegation.



SCHEDULE 2 PROCEDURAL MOTIONS

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	a) During the election of a <i>Chairperson</i> ; b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	a) During the election of a <i>Chairperson</i> ; b) When another Councillor is speaking; c) When the matter is one in respect of which a call of the Council has been made for that meeting in accordance with section 85 of the Act; or d) When the motion would have the effect of causing Council to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	a) During nominations for <i>Chairperson</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
4. Laying question on the table	That the question lie on the table	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	<ul style="list-style-type: none"> a) During the election of a Chairperson; b) During a meeting which is a call of the Council has been made for that meeting in accordance with section 85 of the Act; or c) When the motion would have the effect of causing Council to be in breach of a legislative requirement 	<p>Motion and amendment is not further discussed or voted on until:</p> <ul style="list-style-type: none"> a) Council resolves to take the question from the table at the same meeting; or b) The matter is placed on a subsequent agenda and Council resolves to take the question from the table 	Debate continues unaffected	No
5. Previous question	That the question be not now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	<ul style="list-style-type: none"> a) During the election of a Chairperson; b) When another Councillor is speaking; c) When the matter is one in respect of which a call of the Council has been made for that meeting in accordance with section 85 of the Act; d) When an amendment is before Council; or e) When a motion would have the effect of causing Council to be in breach of a legislative requirement 	<ul style="list-style-type: none"> a) No vote or further discussion on the motion until it is placed on a subsequent agenda for a later meeting; and b) Proceed to next business 	Motion (as amended up to that time) put immediately without further amendment or debate	Yes

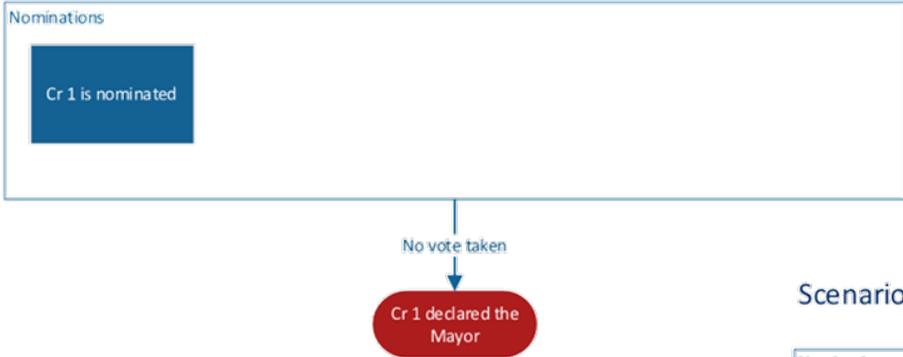
Procedural Motion	Form	Mover & Seconded	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
6. Proceeding to next business	<p>That the meeting proceed to the next business</p> <p>Note: This motion:</p> <ul style="list-style-type: none"> a) may not be amended; b) may not be debated; and c) must be put to the vote as soon as seconded 	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	<ul style="list-style-type: none"> d) During the election of a Chairperson; e) When another Councillor is speaking; f) When the matter is one in respect of which a call of the Council has been made in accordance with section 88 of the Act; or g) When a motion would have the effect of causing Council to be in breach of a legislative requirement. 	<p>If carried in respect of:</p> <ul style="list-style-type: none"> a) An amendment, Council considers the motion without reference to the amendment; b) A motion - no vote or further discussion on the motion until it is placed on an agenda for a later meeting 	Debate continues unaffected	No

SCHEDULE 3 APPENDIX TO MAYOR AND DEPUTY MAYOR ELECTION PROCEDURE

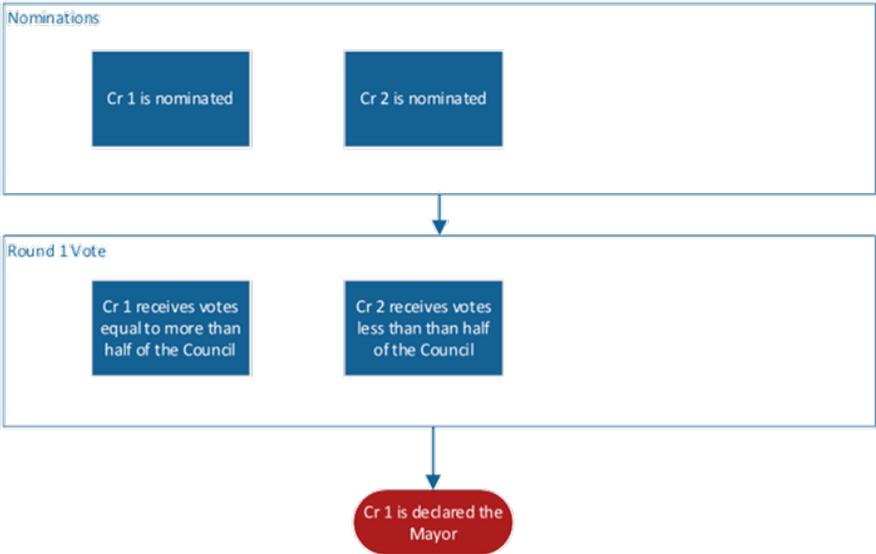
If 1 Nomination received:	If 2 Nominations received:	If 3 Nominations received:	If 4 Nominations received:
<p>Cr # nominates Cr # Cr # do you accept the nomination With an absolute majority and no other candidates, I declare Cr # as elected Mayor for the XX/XX year.</p>	<p>Cr # nominates Cr # Cr # do you accept the nomination Cr # nominates Cr # Cr # do you accept the nomination Councillors, I will put each nomination to the vote Cr 1; Cr 2; With an absolute majority, I declare Cr # as elected Mayor for the XX/XX year.</p>	<p>Cr # nominates Cr # Cr # do you accept the nomination Cr # nominates Cr # Cr # do you accept the nomination Cr # nominates Cr # Cr # do you accept the nomination Councillors, I will put each nomination to the vote Cr 1; Cr 2; Cr 3; With an absolute majority, I declare Cr # as elected Mayor for the XX/XX year.</p> <p>If no Clear Majority exists</p> <ul style="list-style-type: none"> • The councillor with the fewest number of Votes will be eliminated from the next Vote. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • We have 3 candidates each with 2 votes, a defeated candidate will be decided via a ballot conducted by the CEO <p>Now only 2 candidates: Cr 1 & Cr 2 Councillors, I will put each nomination to the vote Cr 1; Cr 2; With an absolute majority, I declare Cr # as elected Mayor for the XX/XX year.</p> <p>If no Clear Majority exists We have 2 candidates each with 3 votes. Councillors as an absolute majority cannot be obtained, I will seek the meeting to resolve to conduct a new election at a meeting to be held at 6pm with the date resolved at the Statutory Meeting.</p>	<p>Cr # nominates Cr # Cr # do you accept the nomination Cr # nominates Cr # Cr # do you accept the nomination Cr # nominates Cr # Cr # do you accept the nomination Cr # nominates Cr # Cr # do you accept the nomination Councillors, I will put each nomination to the vote Cr 1; Cr 2; Cr 3; Cr 4; With an absolute majority, I declare Cr # as elected Mayor for the XX/XX year.</p> <p>If no Clear Majority exists</p> <ul style="list-style-type: none"> • The councillor with the fewest number of Votes will be eliminated from the next Vote. • We have 2 candidates each with 1 votes, a defeated candidate will be decided via a lot conducted by the CEO. • Then Back to 3 nominations. <p>With an absolute majority, I declare Cr # as elected Mayor for the XX/XX year.</p> <p>If no Clear Majority exists We have 2 candidates each with 3 votes. Councillors as an absolute majority cannot be obtained, I will seek the meeting to resolve to conduct a new election at a meeting to be held at 6pm with the date resolved at the Statutory Meeting.</p>

SCHEDULE 4 ELECTION SCENARIOS

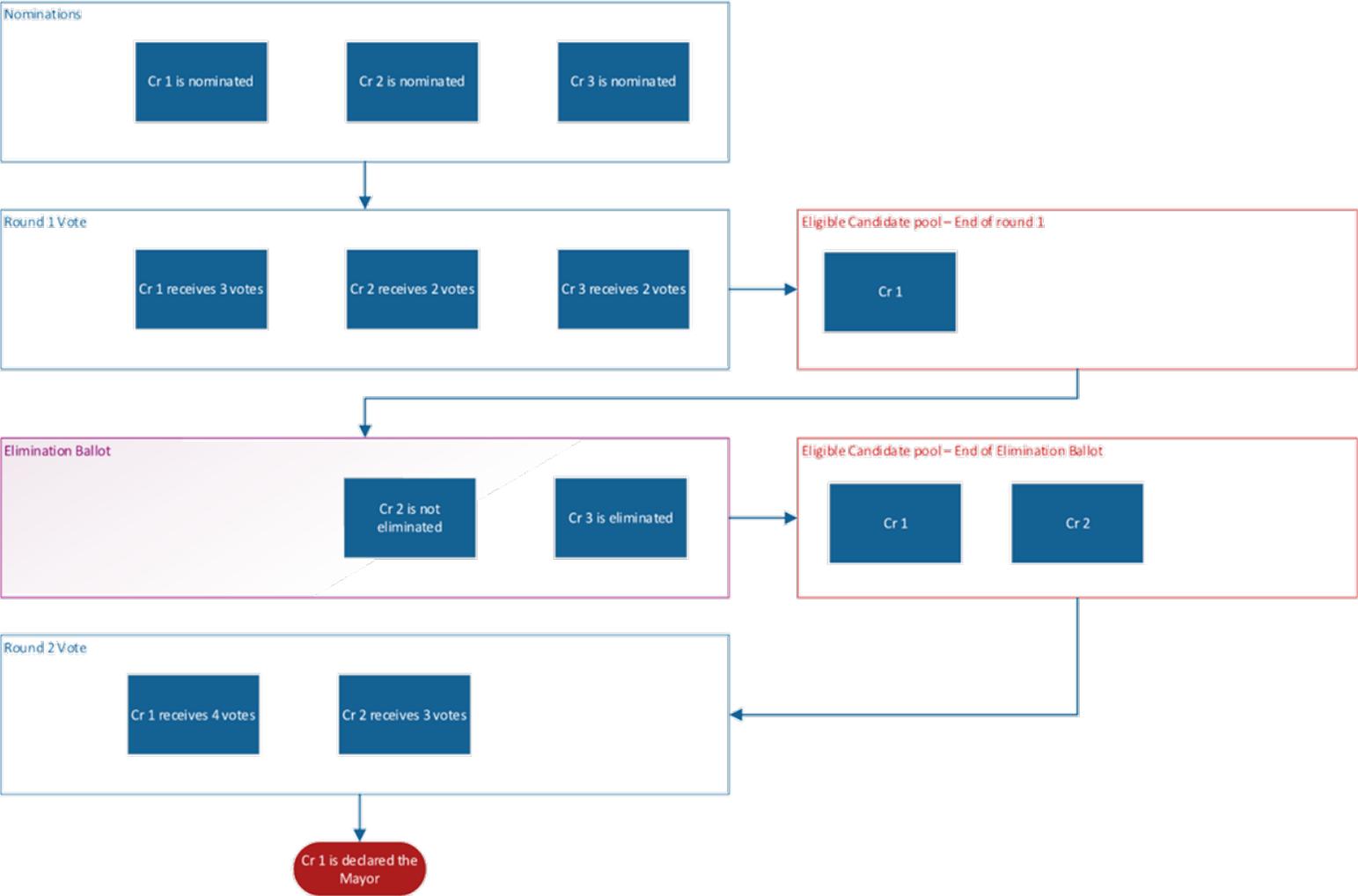
Scenario 1 – Single Candidate



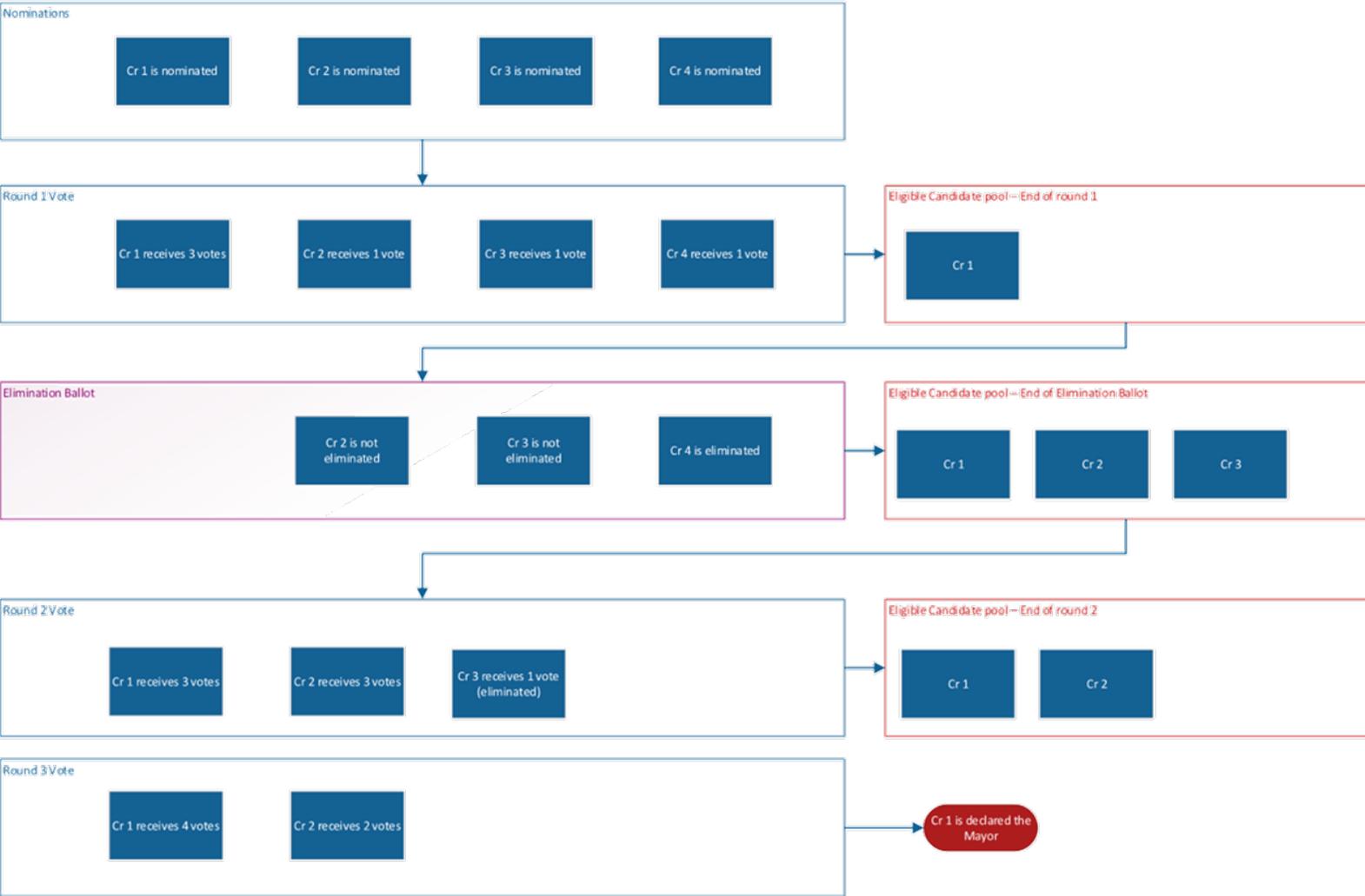
Scenario 2 – Two Candidates



Scenario 3 – Three (or more) Candidates – Two with equal lowest votes



Scenario 4 – Four (or more) Candidates – More than two with equal lowest votes





SUMMARY OF MINUTES

Audit & Risk Advisory Committee Meeting Wednesday, 10 May 2023

Date: Wednesday, 10 May 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 AUDIT & RISK ADVISORY COMMITTEE MEETING
HELD AT NORTH WING MEETING ROOM 1, DARLEY CIVIC AND COMMUNITY HUB
AND ONLINE VIA TEAMS
ON WEDNESDAY, 10 MAY 2023 AT 9.30AM**

1 OPENING

The meeting opened at 9.30am.

2 PRESENT AND APOLOGIES

Ms Linda MacRae External Representative – Chairperson – In person

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 – In person

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

Mr Henry Bezuidenhout Executive Manager Community Planning and Development – Online

Mr Phil Jeffrey General Manager Community Assets and Infrastructure – Online

Mr David Jackson Chief Information Officer – In person

Auditors:

Mr Richard Wilson Pitcher Partners – In person

Mr Jordan McFadden Pitcher Partners – In person

Mr Martin Thompson Crowe – Online – until the conclusion of Item 6.1

APOLOGIES:

Mrs Kaylene Bowker EA Community Strengthening and Customer Care and Advocacy

Closed Audit & Risk Committee Meeting Minutes

10 May 2023

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Mr Peter Smith

Seconded: Cr Moira Berry

That the minutes of the Audit & Risk Committee Meeting held on Wednesday 8 February 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 Moira Berry

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

1. Internal Audit Status Report – April 2023 (provided as Attachment 1 to this report)
2. Recent Issues Brief – January to March 2023 (provided as Attachment 2 to this report).
3. That the Committee recommend that the two scheduled Internal Audits, IT Service Delivery and Pools Compliance be deferred and replaced with other Internal Audits in consultation with the Audit and Risk Advisory Committee, Management and the Internal Auditors taking into consideration Council's current risk profile, Local Government Industry issues and previous Internal Audit Reviews.
4. That a schedule of Internal Audit Reviews conducted by the previous and current Internal Auditors be provided to the Audit and Risk Advisory Committee 'out of session', if possible, so that the Committee can give consideration to proposed future Audits.

CARRIED

5.2 PAYROLL INTERNAL AUDIT REPORT - AUDIT RECOMMENDATIONS

COMMITTEE RESOLUTION

Moved: Cr Tonia Dudzik

Seconded: Cr Moira Berry

That the Audit and Risk Advisory Committee receive and note the recommendations provided in this report to mitigate payroll risks.

CARRIED

5.3 IT DISASTER RECOVERY INTERNAL AUDIT REPORT - AUDIT RECOMMENDATIONS**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Moira Berry

1. That the Audit and Risk Advisory Committee receive and note the recommendations provided in this report to manage the recovery of the Council's key IT systems and services in the event of a disaster.
2. That a further report is to be presented to the Audit and Risk Advisory Committee in August 2023 providing details of the status of the implementation of agreed actions.

CARRIED

5.4 PURCHASING CARDS - INTERNAL AUDIT FINAL REPORT**COMMITTEE RESOLUTION**

Moved: Cr Moira Berry

Seconded: Cr Tonia Dudzik

That the Audit and Risk Advisory Committee:

1. receives and notes the Purchasing Cards Internal Audit Final Report, provided as Attachment 1 to this report; and
2. requests officers implement the recommendations contained within the Purchasing Cards Internal Audit Final Report.

CARRIED

5.5 COUNCILLOR EXPENSES - INTERNAL AUDIT FINAL REPORT**COMMITTEE RESOLUTION**

Moved: Cr Tonia Dudzik

Seconded: Mr Peter Smith

That the Audit and Risk Advisory Committee:

1. receives and notes the Councillor Expenses Internal Audit Final Report, provided as Attachment 1 to this report; and
2. requests officers implement the recommendations contained within the Councillor Expenses Internal Audit Final Report.

CARRIED

5.6 DRAFT INTERNAL AUDIT SCOPE - ROAD ASSET MANAGEMENT**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Moira Berry

That the Audit and Risk Advisory Committee:

1. approves the Draft Internal Audit Scope – Road Asset Management (provided as Attachment 1 to this report); and
2. approves the commencement of the audit process.

CARRIED

6 EXTERNAL AUDITS**6.1 INTERIM MANAGEMENT LETTER 2022/23 FINANCIAL YEAR SIGNED****COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Moira Berry

1. That the attached Interim Management Letter be received by the Audit and Risk Advisory Committee.
2. That the Committee be advised how Council is managing and treating any identified risks relating to possible breaches of Council email addresses.
3. That the Committee be advised if Council has an acceptable policy in place in relation to use (including private use) of corporate emails by staff and Councillors.

CARRIED

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

1. That the Audit and Risk Advisory Committee notes the progress of its 2023 Annual Workplan as provided in Attachment 1.
2. That the Committee note the status of the internal control environment policies.
3. That Management be requested to review the amended requirements for the completion of the annual 'Governance and Management Checklist' to determine if the Committee should have oversight of such amendments and any relevant policies.

CARRIED

7.2 ANNUAL REVIEW OF THE AUDIT AND RISK COMMITTEE CHARTER**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Moira Berry

That the Audit and Risk Advisory Committee:

1. review and assess the adequacy of the Audit and Risk Committee Charter as provided in Attachment 1.
2. advises Council that it supports the amendments made to the Audit and Risk Committee Charter and adopted by Council at its meeting on 5 October 2022.

CARRIED

8 OFFICER REPORTS**8.1 MARCH 2023 QUARTERLY FINANCIAL REPORT****COMMITTEE RESOLUTION**

Moved: Mr Peter Smith

Seconded: Cr Tonia Dudzik

That the Audit and Risk Advisory Committee receives the Quarterly Financial Report – March 2023.

CARRIED

8.2 QUARTERLY SECURITY UPDATE MARCH 2023**COMMITTEE RESOLUTION**

Moved: Mr Simon Dalli

Seconded: Cr Moira Berry

1. That the Audit and Risk Committee notes the security posture is within the current tolerance.
2. That quarterly detailed reporting be reintroduced similar to previously provided, ie, Huntsman Essential 8 Security, Microsoft 365 Security Centre and BlackKite or similar.
3. That re-education be provided to the Committee on the baseline and target levels to achieve tolerance.
4. That a report be provided to the Committee regarding the status of the implementation of Council's overall IT framework/strategic plan.

CARRIED

8.3 DISASTER RECOVERY TESTING RESULTS**COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry****That the Audit and Risk Committee notes the status of the Annual DR Test and the report provided.****CARRIED**

8.4 RISK MANAGEMENT FRAMEWORK UPDATE**COMMITTEE RESOLUTION****Moved: Cr Tonia Dudzik****Seconded: Cr Moira Berry****That the Audit and Risk Committee:**

- 1. Receive and note the risk management framework update.**
- 2. Note that Councillors will be invited to participate in the consultation process for the review of the Risk Management Framework.**

CARRIED

8.5 GOVERNANCE FRAMEWORK**COMMITTEE RESOLUTION****Moved: Mr Peter Smith****Seconded: Cr Moira Berry****That the Audit and Risk Committee endorses the Governance Framework for Council adoption at an Ordinary Meeting of Council.****CARRIED**

8.6 FRAUD AND CORRUPTION PREVENTION AND CONTROL POLICY**COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Peter Smith**

The Audit and Risk Committee accept and endorse the changes made to the Moorabool Shire Council Fraud and Corruption Prevention and Control System framework documentation.

CARRIED

8.7 GOVERNANCE AND COMPLIANCE**COMMITTEE RESOLUTION****Moved: Cr Tonia Dudzik****Seconded: Cr Moira Berry**

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

1. Behaviour, fraud and corruption;
2. Significant Legal Matters, and
3. Compliance with Legislation and Policies.

CARRIED

8.8 PUBLIC INTEREST DISCLOSURES POLICY**COMMITTEE RESOLUTION****Moved: Mr Simon Dalli****Seconded: Cr Tonia Dudzik**

The Audit and Risk Committee endorse the Public Interest Disclosures Policy and Procedure.

CARRIED

8.9 OCCUPATIONAL HEALTH AND SAFETY REPORT**COMMITTEE RESOLUTION****Moved: Cr Moira Berry****Seconded: Mr Simon Dalli**

That the Audit and Risk Advisory Committee notes the Occupational Health and Safety Report – March 2023 as provided in Attachment 1.

CARRIED

8.10 PROGRESS REPORT: IMPLEMENTATION OF INTERNAL AUDIT ACTIONS - THIRD QUARTER 2022/23

COMMITTEE RESOLUTION

Moved: Cr Tonia Dudzik

Seconded: Mr Simon Dalli

That the Audit and Risk Advisory Committee receive the status reports for the third quarter 2022-23 for the Internal Audit Recommendation Actions and the Audit Committee Resolution Actions.

CARRIED

9 CORRESPONDENCE

9.1 VAGO CORRESPONDENCE

COMMITTEE RESOLUTION

Moved: Cr Moira Berry

Seconded: Mr Simon Dalli

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

CARRIED

10 MEETING CLOSURE

The Meeting closed at 11.58am.

.....
CHAIRPERSON



Moorabool Shire Council

PREMIUM Action and Task Progress Report

July 2017 - June 2023

Report Filters:

Date From :01-07-2017

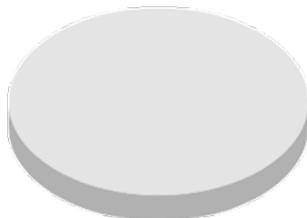
Date To :30-06-2023

Display Task : No

Action Filter :Outstanding Council Plan Actions 2017/2021

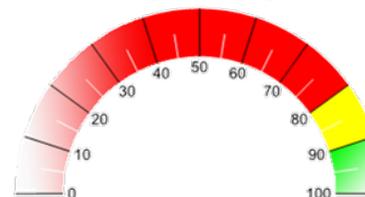


Action Status



Off Track	0.0%
Monitor	0.0%
On Track	0.0%
No Target	100.0%
Total:	100.0%

Action Progress Against Targets



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

Result Area: 1 Community Vision: We embrace our natural environment and lifestyle options to create an inspiring place for everyone to live, work and play

Objective: 1.4 Objective 4 - Objectives carried over from Council Plan 2017-2021

Priority: 1.4.1 Carried over from Council Plan 2017-2021

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Undertake a Master Plan including concept and cost for a youth space at Rotary Park, including the Andy Old Facility	Completed	14/02/2020	30/12/2022	100%	Not Set	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Child, Youth & Family Services	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

A master plan was developed in early 2022 and released for community consultation from April to July 2022. A consultation summary was released in November 2022. The master plan was revised in early 2023 and was adopted by Council May 3 2023.

A risk assessment of options for Youth space in Bacchus Marsh was undertaken resulting in a plan to pilot a drop in program at the Lerderberg Library in July 2023.

Updated - 28/06/2023

on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.10 Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality (2017-2021)	Completed	1/07/2020	30/06/2021	100%	Not Set	

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

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Councils first Arts & Culture Strategy has been endorsed at the August 7 OMC. Year 1 actions plans are now being delivered and ongoing support is being provided for local artists.

Updated - 25/10/2021

on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2 Revise the Community Engagement Policy and network	Completed	1/10/2020	30/06/2021	100%	Not Set	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Engagement	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Community Engagement Policy was adopted by Council at the Special Meeting of Council on 24 February 2021. A framework and toolkit to support the policy has been finalised is currently being implemented.

Updated - 21/12/2021

on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Develop an Enforcement Policy	Completed	1/07/2019	31/03/2023	100%	Not Set	

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

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Draft policy was developed following internal consultation and undertaking a Gender Impact Assessment . The draft policy was presented to Councillors at a briefing session. Public consultation on the draft policy is due to commence in April 2022.

22. Final preparations being made for public consultation on the public consultation phase.

11/2022 Plan awaiting publication on the have your say site

11/22 The enforcement policy is currently out for public comment on our Have Your Say site

22 The external consultation through the have your say portal is completed. Draft enforcement policy being reviewed and report for Council is being developed.

11/22 Report programmed for the October OMC

11/22 Report booked in for Council briefing on 30 November 2022

12/22 Report re booked for council briefing in February 2023

2023 Enforcement policy adopted by Council at march Council meeting

Updated - 04/04/2023



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Incorporate flood mapping into the Planning Scheme prepare an exhibit Moorabool Planning Scheme Amendment C91 (2017-2021)	Sarah Kernohan - Manager Growth & Development	Completed	21/12/2018	30/06/2021	100%	Not Set	

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

Red action filters: Outstanding Council Plan Actions 2017/2021,

On Progress Comments

Amendment C91 seeks to introduce flood controls to the Moorabool Planning Scheme. Following the preparation of the flood study and mapping in conjunction with Melbourne Water, a report was presented to the Ordinary Meeting of Council in September 2019, where Councillors endorsed seeking authorisation from the Department of Environment, Land, Water & Planning (DELWP) and exhibiting the Amendment. Conditional authorisation was received from DELWP on 25 November 2019, to prepare and exhibit the amendment. On 13 February 2020, DELWP granted approval to commence exhibition. Exhibition formally commenced on the 12 March 2020 for a period of 8 weeks. Due to COVID-19, the exhibition period was extended until 18 August 2020. The planning scheme amendment was reported to Council on 3 March 2021. At this meeting the amendment was referred to a planning panel. A planning panel has been appointed and a hearing is scheduled for June 2021. A directions hearing was held on 20 April 2021. The panel hearing was held during the week of 4 June. The amendment went to the 6 October meeting of Council. When put to the vote, the motion was lost. The report was taken back to the 1 December 2021 where the amendment was adopted by Council. The amendment was submitted to the Minister for Planning on 3 December 2021. The Minister for Planning approved the amendment on 8 February 2022.

Updated - 25/02/2022

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5 Develop and implement a policy on allocation, use and pricing of water for Council water assets	Mitchell Cunningham - Coordinator Development Infrastructure	In Progress	1/07/2019	26/01/2024	90%	Not Set	

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

Red action filters: Outstanding Council Plan Actions 2017/2021,

On Progress Comments

A draft water trading policy has been developed, the policy was provided to the consultants developing the Bacchus Marsh Integrated Water Management Strategy for inclusion in this document, however due to the scale of the Integrated Water Strategy it was not incorporated. As a result, the policy is still in draft form - it is expected that the policy will be completed by 2023.

16 (update) - Due to staffing issues this was not completed and will be carried forward and completed in the 2023/2024 financial year. Draft Policy has been completed and just need to run this by an internal working group prior to taking to Councilors and Exec for approval

Updated - 04/07/2023



on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.6 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017 - 2021)	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2019	30/06/2021	59%	Not Set	

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

red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Heritage citations have been completed and amendment documentation is being drafted. A briefing note is being prepared prior to taking the amendment to Council to seek authorisation of the planning scheme amendment. The briefing will go to Exec in June 2023.

Updated - 16/06/2023

on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.7 Include the recommendations from the Planning Scheme Review report into the Planning Scheme	Sarah Kernohan - Manager Growth & Development	Completed	11/08/2020	30/06/2021	100%	Not Set	

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

red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

A staged approach is being undertaken to progressively incorporate recommendations into the Planning Scheme. These recommendations are incorporated into actions that have been outlined in the Council Plan 2021-25 and are separately reported on in 2021-22. These actions include: Reviewing/ Developing an Investment Attraction Strategy, Visitor Strategy, Heritage Strategy, and Economic Development Strategy. Any further recommendations for action will be incorporated as new Council Plan Actions as required.

Updated - 21/12/2021

on	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.8 Adopt a revised Municipal Early Years Plan (MEYP) and Youth Strategy	Rhona Pedretti - Manager Child, Youth & Family Services	In Progress	1/07/2017	30/06/2024	10%	Not Set	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Youth Services	Recurrent				

red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

A request for quotation specification has been developed in preparation for a procurement process to seek a suitable consultant to develop a combined early years and youth strategy. The strategy will be delivered in 2023-2024.

Updated - 28/06/2023

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.9 Implement the Reserve Management Framework	Shannon Maloney - Manager Community Activation	Completed	1/07/2020	30/06/2021	100%	Not Set	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
recreation and Leisure	Recurrent				

Red action filters: Outstanding Council Plan Actions 2017/2021,

on Progress Comments

Due to the impacts of the COVID-19 pandemic and the impact on the financial sustainability of local sporting clubs and leagues, the final year of the Reserve Management Framework has not been implemented to the full extent as projected in the framework. As a separate action to review the existing Reserve Management Framework should be completed in 2022 to provide an updated and more robust framework for future years implementation.

Updated - 21/12/2021



Moorabool Shire Council

PREMIUM Action and Task Progress Report

July 2022 - June 2023

Report Filters:

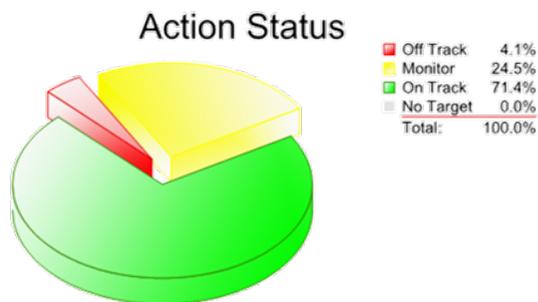
Date From :01-07-2022

Date To :30-06-2023

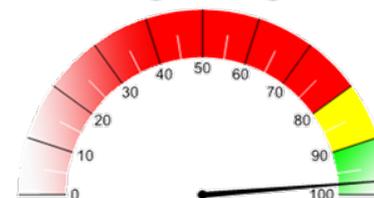
Display Task : No

Action Filter :Council Plan





Action Progress Against Targets



- 49 Actions reported on
- 35 At least 90% of action target achieved
- 12 Between 60 and 90% of action target achieved
- 2 Less than 60% of action target achieved
- 0 Actions with no target set

Result Area: 1 Community Vision: We embrace our natural environment and lifestyle options to create an inspiring place for everyone to

, work and play

Objective: 1.1 Objective 1 - Healthy, inclusive and connected neighbourhoods

Priority: 1.1.1 Improve the health and wellbeing of our community

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Review the Recreation and Leisure Strategy	In Progress	1/06/2021	30/06/2023	60%	100%	YELLOW

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

Related action filters: Council Plan

on Progress Comments

This action was carried forward from 2021/22 financial year. Due to a number of conflicting priorities in the Sport & Active Recreation team this action has been deferred to commence early 2023. A consultant has been appointed and the project has commenced. A briefing is currently being prepared for Councillors to provide an update on the scope of the strategy, engagement plan and updated program.

on completion date proposed to be extended to FY2324

Updated - 29/06/2023

Item	Manager	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Implement the annual actions of the Health and Wellbeing Plan	Troy Watson - Manager Community Development	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Health & Wellbeing	Recurrent				

Red action filters: Council Plan

on Progress Comments

Report for year one was approved by Council in November 2023, with 59 of the 62 year one actions completed. Achievements during 2022/23 include: securing VicHealth grant funding to support the implementation of Alcohol Harm Reduction actions, grant funding to deliver an arts based 16 Days of Activism project which engaged women across the Shire in a mentoring project, library services have supported older people and those needing technology assistance through a new grant funded project, and family violence and mental health services have been promoted and resources updated to assist internal staff and agencies to support referral pathways. Implementation of year two actions is on track in line with the Health and Wellbeing Plan annual cycle which runs annually through to October, and the Advisory committee has overseen progress of year two actions.

Updated - 27/06/2023

Item	Manager	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Implement the annual actions of the Age Well Live Well Strategy	Troy Watson - Manager Community Development	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Health Promotion	Recurrent				

Red action filters: Council Plan

on Progress Comments

A range of actions have been delivered across year two of the plan. This has included delivering eight community events as part of the 2022 Victorian Seniors Festival, and securing grant funding and delivering two Wiser Driver Courses and one Motorised Mobility Device (MMD) community education session. During the year Council has supported four Senior Seniors Clubs, including supporting one club to re-establish a committee of management. Following the exit from service delivery on 30 June 2023, Council appointed an Aged and Disability Liaison Officer who has supported almost 700 seniors across the year to navigate service systems. Council has facilitated a user agreement with the new aged care provider to utilise the Andy Arnold Centre for delivery of social support programs.

Updated - 27/06/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5 Implement the annual actions of the Disability, Accessibility and Inclusion Plan	Troy Watson - Manager Community Development	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Disability and Inclusion	Recurrent				

Selected action filters: Council Plan

on Progress Comments

A range of actions have been delivered across year two of the plan. Highlights for the year include delivery of a disability awareness training module across the organisation for all staff, and facilitating a series of events to celebrate International Day of People with Disability in December 2022. Council has actively considered all abilities in the planning new initiatives, including the design of a new all abilities playspace at Bacchus Marsh Racecourse Reserve in Maddingley, and construction has commenced for an all abilities sculpture trail at Alford Park, Darley. Across the year, Council has supported people with disabilities to navigate service systems, and facilitated a user agreement with an NDIS provider for delivery of programs for children at the Andy Arnold Centre.

Updated - 27/06/2023

Priority: 1.1.2 Improve access and opportunities for integrated transport

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1 Complete Stage 1 construction of the Aqualink Cycle and Pedestrian project in Bacchus Marsh	Corinne Jacobson - Coordinator Major Projects	In Progress	1/07/2021	30/06/2023	90%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Selected action filters: Council Plan

on Progress Comments

This action was carried forward from 2021/22 financial year. Construction of shared pathway and road crossings are complete, and fencing has been completed to residential properties, and is now open for public use. Contract for landscaping and signage has been awarded and scheduled for completion by September 2023.

Updated - 04/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.11 Develop a set of guiding principles to facilitate economic development	Shannon Maloney - Manager Community Activation	In Progress	1/07/2022	30/06/2025	5%	5%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Selected action filters: Council Plan

on Progress Comments

Initial scoping of project has commenced but is currently on hold until the Economic Development and Visitor Economy Strategies have been completed and adopted. It is anticipated both Strategies will be adopted in August 2023.

Updated - 29/06/2023



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Construct Stage 2 of the Aqualink Cycle Corridor project across Marsh	Corinne Jacobson - Coordinator Major Projects	In Progress	1/07/2022	30/06/2023	65%	100%	 YELLOW

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

red action filters: Council Plan

on Progress Comments

Project was awarded to Fulton Hogan in December 2022. Construction commenced in January 2023 and is scheduled for completion in July 2023.
Updated - 04/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.3 Develop an Integrated Transport Plan for Growth Areas	Mitchell Cunningham - Coordinator Development Infrastructure	In Progress	1/07/2022	30/06/2023	75%	100%	 YELLOW

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Infrastructure Subdivision Development	Recurrent				

red action filters: Council Plan

on Progress Comments

Final report on the transport and traffic impacts of projected growth in Ballan has been received. This data will now form the basis of the Ballan Integrated Transport Strategy. The strategy will be developed over the next 3 to 4 months for endorsement by Council following stakeholder feedback. Following this workshop in early July, a graphic designer will be engaged to develop the report from a technical document into a more usable document. Completion date proposed to be extended to FY23/24
Updated - 04/07/2023



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4 Implement the annual actions from the Road Safety Strategy	John Miller - Manager Asset Management	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
2.4	Recurrent				

Red action filters: Council Plan

Item Progress Comments

2.4 completed 2 actions
 Road safety audit for Old Melbourne Road Gordon completed July 2022
 Numerous applications and approvals for speed reductions have been lodged and granted from the Department of Transport
 Engagement and active participation with RoadSafe Central Highlands
 Collaboration with Bacchus Marsh Police (dob in a hoon trail bike rider campaign)
 Successful TAC funding 2022 TAC Local Government Grant Program - Safer Bacchus Marsh Construction project - Stage
 Promotion of the 2023 Road Safety Week Campaign
 100% P driver education program
 Widened 2kms of Ballan Meredith Road from 3.4m to 6.4m wide
 Constructed 2kms of Yendon Egerton Road, Yendon
 Constructed and sealed 1km of Faheys Road, Gordon
 Constructed and sealed 1km of Carton Road, Gordon
 Updated - 03/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.5 Develop a Bike and Hike Strategy	Shannon Maloney - Manager Community Activation	Completed	1/07/2022	30/06/2023	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
2.5	Recurrent				

Red action filters: Council Plan

Item Progress Comments

Bike and Hike Strategy is intended to be incorporated into the review of the Rec and Leisure Strategy and is being included in the project brief approved by Executive in early 2023. Officers are currently assessing the return briefs and a consultant will be appointed by mid April 2023.
 Updated - 12/04/2023



Priority: 1.1.3 Facilitate opportunities for the community to gather and celebrate

Item	Responsible Party	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2 Implement the annual actions of the Arts and Culture Strategy	Shannon Maloney - Manager Community Activation	Completed	1/07/2022	30/06/2025	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Economic Development	Recurrent				

Red action filters: Council Plan

on Progress Comments

A number of deliverables from the year one action plan have completed including Live & Local music activations, paste up art exhibits, the creation of an online/electronic data base of arts and cultural events and a number of public art pieces including the 1000+ steps sculpture trail. A review of the year one actions has been completed and key deliverables for year two identified.

Updated - 29/06/2023

Priority: 1.1.4 Develop a vision and provide opportunities for rural communities

Item	Responsible Party	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1 Develop a Township Improvement plan for one small township annually	Mitchell Cunningham - Coordinator Development Infrastructure	In Progress	1/07/2021	30/06/2025	80%	100%	 YELLOW

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

Red action filters: Council Plan

on Progress Comments

Community consultation for the Blackwood Township Improvement Plan was completed in early 2022 and the plan is undergoing further refinement to reflect the community feedback and opportunities on site. Civil elements will be finalized with consultation with Council's Heritage advisor as well as Community consultation. Construction works are proposed in the 2024 financial year.

A Township Improvement Plan for Lal Lal is proposed and the process will commence in the 23/24 year. Plans are anticipated to be completed around September 2023 with community consultation to be undertaken late 2023. Delivery of the project budgeted to occur in the second half of the 2023/2024 financial year.

Updated - 04/07/2023



Item	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.2 Township Improvement plans implemented in accordance with the annual budget	Martin Ferguson - Capital Works Coordinator In Progress	1/07/2021	30/06/2025	90%	100%	 GREEN

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

Red action filters: Service Unit Action, Council Plan

On Progress Comments

2022-2023 Progress:

Greenhead Township Improvement works are now complete. Concept plans for Blackwood have been finalised. The Plans are due to be presented to Council for endorsement in August 2023. On-ground works are planned for commencement in the second half of 2023.

Updated - 04/07/2023

Item	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.3 Complete design for the development of the Ballan Library & Community Hub	Troy Watson - Manager Community Development Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Library Services	Recurrent				

Red action filters: Council Plan

On Progress Comments

This action was carried forward from 2021/22 financial year. A concept design was endorsed by Council in February 2023, and detailed design has now progressed to tender documentation. The design provides flexible and contemporary spaces for the community that is consistent with feedback received during community engagement. This action will be held off, as future progress will be reported in the secondary Council Plan action to 'Complete design and commence construction for Ballan Library and Community Hub'.

Updated - 27/06/2023

Item	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.4 Complete design and commence construction for Ballan Library and Community Hub	Corinne Jacobson - Coordinator Major Projects In Progress	1/07/2022	30/06/2023	75%	100%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Red action filters: Council Plan

On Progress Comments

The design has progressed to Tender documentation. The design provides space for each of the services that Council require and addresses the feedback from the community consultation. The project is on track to be issued for construction tender in September 2023. Construction will commence in early 2024.

Updated - 04/07/2023



Priority: 1.1.5 Provide access to services to improve community connection in the Shire

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.1 Commence construction of the West Maddingley Early Learning Centres & Community Hub (WMEYCH)	Corinne Jacobson - Coordinator Major Projects	Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
5.1	Recurrent				

Red action filters: Council Plan

Item Progress Comments

Contract was awarded to H. Troon in December 2022. Construction commenced in late January 2023 and will be completed in December 2023. The kindergarten service will commence in January 2024.

Updated - 04/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.11 Construct Moorabool Aquatic and Recreation Centre (ARC) Stage 1 - Bacchus Marsh Indoor Sports Stadium	Corinne Jacobson - Coordinator Major Projects	In Progress	1/07/2022	30/06/2023	80%	100%	 YELLOW

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
5.11	Recurrent				

Red action filters: Council Plan

Item Progress Comments

The project has been in construction since March 2022, and the provisional delay period of 20 days for inclement weather and delays by service authorities has been exceeded. The expected date for practical completion is now August 2023. Action completion date proposed to be extended to FY23/24.

Updated - 12/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.12 Implement the annual actions of the Female Friendly Sport and Recreation Participation and Facilities Strategy	Shannon Maloney - Manager Community Activation	Completed	1/07/2021	30/06/2024	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
5.12	Recurrent				

Red action filters: Council Plan

Item Progress Comments

Annual actions completed for the Female Friendly Strategy in 2022/23 include promoting sport and recreation activities for women and girls, identifying shared path networks to increase physical activity, developing a physical activity information hub on the Council's website, increased collection of participation data, supporting the development of MARC, delivering education sessions, and undertaking an audit of public lighting and recreation facilities. A report will be prepared for the Executive team in providing them with an update.

Updated - 10/07/2023



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.2 Complete the construction of the WMEYCH	Corinne Jacobson - Coordinator Major Projects	In Progress	1/07/2022	31/12/2023	20%	50%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Red action filters: Council Plan

on Progress Comments

Project was awarded to H.Troon in December 2022. Construction commenced in late January 2023 and will be completed in December 2023. The kindergarten service will commence in January 2024. Action completion date proposed to be extended to FY23/24

Updated - 12/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.4 Commence construction of the Regional Bowls Facility	Corinne Jacobson - Coordinator Major Projects	In Progress	1/07/2021	30/06/2023	75%	75%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Red action filters: Council Plan

on Progress Comments

Council have recently obtained a contribution from the State Government for the construction of this project. We are awaiting execution of a funding agreement before the project can be tendered. Action completion date proposed to be extended to FY23/24.

Updated - 21/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.5 Complete construction of the Regional Bowls Facility (external funding dependent)	Corinne Jacobson - Coordinator Major Projects	Not Started	1/07/2022	30/06/2025	0%	0%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Red action filters: Council Plan

on Progress Comments

Council have recently obtained a contribution from the State Government for the construction of this project. We are awaiting execution of a funding agreement before the project can be tendered. Action completion date proposed to be extended to FY24/25.

Updated - 21/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.6 Construct Stage 2 of the Bacchus Marsh Racecourse Recreation Reserve (BMRRR)	Corinne Jacobson - Coordinator Major Projects	In Progress	1/07/2022	30/06/2023	75%	100%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Major Projects	Recurrent				

Red action filters: Council Plan

on Progress Comments

This project consists of the entry roads, car parks, multi-purpose courts, ovals, and regional play space. The entry road, hard courts and car park will be completed by July 2023, the ovals will be available for use in early 2024 and the playspace is expected to be completed in December 2023. Action completion date proposed to be extended to FY23/24.

Updated - 04/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.7 Seek funding for Stage 3 BMRRR (annually until successful)	Derek Madden - Chief Executive Officer	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Chief Executive Officer	Recurrent				

Red action filters: Council Plan

on Progress Comments

Funding for various components of this project has been secured

Updated - 13/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.8 Review the Community Development Strategy	Troy Watson - Manager Community Development	Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Development	Recurrent				

Red action filters: Council Plan

on Progress Comments

This action was carried forward from the 2021/22 financial year. A review has been undertaken during 2022/23 to determine the status of actions from the strategy, and to consider future strategic development.

Updated - 27/06/2023

Item		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.9 Deliver Community Leadership Program	Troy Watson - Manager Community Development	Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Engagement	Recurrent				

Red action filters: Council Plan

Item Progress Comments

2022 community leadership 18-week facilitated program was completed in September 2022. Participants then worked on collaborative projects to successfully deliver two community events during November 2022. The events included a beginners guide to growing food at home in small spaces and a Lerderberg Gorge scavenger hunt.

Updated - 02/02/2023



Objective: 1.2 Objective 2 - Liveable and thriving environments

Priority: 1.2.1 Develop planning mechanisms to enhance liveability in the Shire

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Develop a Development Contribution Policy	Sarah Kernohan - Manager Growth & Development	Completed	1/07/2021	30/06/2023	100%	100%	

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

Red action filters: Council Plan

On Progress Comments

A Development Contributions Framework has been drafted which included a Development Contributions Policy, Development Contributions Admin Policy and Development Contributions Coordination Group. The Framework was prepared following consultation with staff. It was presented to the Executive Team in March 2023 and Councilors have been briefed in April 2023. The CEO approved and signed the policies on 27 April 2023. This action is completed.

Updated - 15/05/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.10 Review and update the draft Urban Design Guidelines for new development, including sustainable subdivision principles	Mitchell Cunningham - Coordinator Development Infrastructure	In Progress	1/07/2021	30/06/2023	80%	100%	

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

Red action filters: Council Plan

On Progress Comments

This action was carried forward from 2021/22 financial year. A review of the Urban Design Guidelines has commenced with internal stakeholders reviewing the current document to ascertain if it requires an update or if it is still valid. A Draft manual has been completed and an internal working group has been set up to work through the elements as well as the site. This has been put on hold until new Coordinator of Urban Landscape design is appointed. Action completion date proposed to be extended to FY23/24.

Updated - 04/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2 Consult and complete Car Parking strategy & Car parking policy	Sarah Kernohan - Manager Growth & Development	Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Following the completion of the Parking Study to survey parking needs, further work is being undertaken on the draft policy which establishes a framework for the supply and management of parking. An internal workshop was held with key officers on 27 June 2022. A Councilor briefing was held on 28 September 2022, and a report went to the Ordinary Meeting of Council on 5 October 2022. Consultation on the strategy and policy was undertaken in November/December 2022. Results of this engagement are being reviewed and the strategy and policy finalised. Councillor Briefing scheduled for 21 June and Council meeting for adoption scheduled for 5 July 2023. The strategy was adopted at the 5 July 2023 Meeting of Council.

Updated - 06/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Consult and complete Bacchus Marsh Town Centre structure plan	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2022	30/06/2024	50%	50%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Councillor Briefing was held on 27 July 2022. Consultation was undertaken in February/March 2023. Council officers are working through feedback to inform a vision and opportunities paper. The result of the consultation were presented to Councillors in a vision workshop on 31 May 2023. The vision has been refined based on this workshop, and finalising of the structure plan has commenced.

Updated - 16/06/2023

Priority: 1.2.2 Beautify our Shire including our parks, gardens, streetscapes, public and open spaces

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1 Implement the planting program as per the Street Tree Strategy	Lace Daniel - Coordinator Asset Management	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

Item	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Parks and Gardens	Recurrent				

Red action filters: Council Plan

on Progress Comments

Plantings from the 2022/23 program were planted during the month of June. A small number of trees associated with capital works have been deferred until August, following the completion of other works on site.

Updated - 27/06/2023



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Develop the Gateway strategy	Mitchell Cunningham - Coordinator Development Infrastructure	In Progress	1/07/2021	30/06/2023	80%	100%	 YELLOW

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

Red action filters: Council Plan

on Progress Comments

Following public exhibition in October 2022, feedback was analysed and revisions have been made to the draft Gateway Strategy. A Councilor Briefing was undertaken in June 2023. An additional period of public exhibition will be conducted in early FY23/24. This action is to be carried forward to the next financial year.

Updated - 04/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4 Develop the Open Space strategy	Mitchell Cunningham - Coordinator Development Infrastructure	In Progress	1/07/2021	30/06/2023	80%	100%	 YELLOW

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

Red action filters: Council Plan

on Progress Comments

This action was carried forward from the 2021/22 financial year. The Open Space strategy is currently under development. Internal engagement has been undertaken. A draft strategy localities analysis has been provided. The technical reference group has reviewed and provided feedback with the Strategy to be updated. Action completion date proposed to be extended to FY23/24.

Updated - 04/07/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.6 Develop the Bacchus Marsh Avenue of Honour Management plan	Lace Daniel - Coordinator Asset Management	In Progress	1/07/2021	30/06/2023	75%	100%	 YELLOW

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

Red action filters: Council Plan

on Progress Comments

A draft management strategy and preservation plan has been developed and a peer assessment completed. The draft will be presented to Councillors at a Briefing during July, and presented to the Ordinary Meeting of Council in August, seeking in principle endorsement for the purpose of community engagement. Following that, the final draft will be presented to Council in late 2023 for formal adoption. Action completion date proposed to be extended to FY23/24.

Updated - 04/07/2023

Priority: 1.2.3 Enhance our natural environments

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1 Commence the development of the Sustainable Environment strategy	Caroline Rantall - Coordinator Sustainable Environment	Completed	1/07/2022	30/06/2023	100%	100%	

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

Red action filters: Council Plan

on Progress Comments

Review of the existing strategy has been undertaken and a project plan and working group established. The next step is to brief councillors on the strategic direction before engaging the community. This action is complete with a new action in 23/24 to complete the strategy.

Updated - 21/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.3 Develop the Sustainable Building strategy	Adrian Murphy - Manager Environment & Waste	Completed	1/07/2021	30/06/2023	100%	100%	

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

Red action filters: Council Plan

on Progress Comments

Action was carried forward from 2021/22 financial year. This strategy will be incorporated into the Sustainable Environment Strategy which is proposed for 2023/24.

Updated - 08/09/2022

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5 Implement the Waste and Resource Recovery strategy	Mitchell Cunningham - Coordinator Development Infrastructure	Completed	1/07/2022	30/06/2025	100%	100%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Waste	Recurrent				

Red action filters: Council Plan

on Progress Comments

Implementation plan has been prepared by Council officers which is guiding the delivery of actions for the 2022/23 year. There are 17 actions being delivered this financial year through education, advocacy, partnerships and internal Council services. Almost all actions within the strategy are either underway or complete. There will be a strategy plan within 2023/2024 financial year and any action from the 2022/2023 strategy that is not complete will be brought forward to the new strategy plan

Updated - 10/07/2023



Priority: 1.2.4 Grow local employment and business investment

Action	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.2 Review Economic Development strategy and develop Action Plan	Shannon Maloney - Manager Community Activation	In Progress	1/07/2021	30/06/2023	95%	100%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Community Activation team engaged consultants to develop a new Economic Development Strategy. A draft Strategy has been developed and was open for public submissions through a public exhibition process from May - June 2023. It is anticipated that the final Strategy and Action Plan will be adopted August 2023.

Updated - 29/06/2023

Action	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.3 Implement the annual action of the Economic Development Strategy	Shannon Maloney - Manager Community Activation	Not Started	1/07/2022	30/06/2025	0%	0%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Community Activation team engaged consultants to develop a new Economic Development Strategy. The draft strategy has been presented to Council and to the community through a public exhibition process from May - June 2023. It is anticipated the Final Strategy will be adopted in August 2023.

Updated - 29/06/2023

Action	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.4 Develop an Investment Attraction Strategy	Shannon Maloney - Manager Community Activation	In Progress	1/07/2021	30/06/2023	50%	50%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Action was carried forward from 2021/22 financial year. The project is on hold until the Economic Development Strategy has been completed. This project is part of the year 1 action plan of the Strategy. Action completion date proposed to be extended to FY23/24.

Updated - 29/06/2023



Priority: 1.2.5 Create a viable offering to attract visitors, tourists and investment

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.1 Develop a Visitor Strategy and Action Plan	Shannon Maloney - Manager Community Activation	In Progress	1/07/2021	30/06/2023	95%	100%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Community Activation team engaged consultants to develop a Visitor Economy Strategy. A draft Strategy has been developed and was open for public submissions through a public exhibition process from May - June 2023. It is anticipated that the Final Strategy and Action Plan will be adopted in August 2023.

Updated - 29/06/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.2 Implement the Visitor Economy Action Plan	Shannon Maloney - Manager Community Activation	Not Started	1/07/2022	30/06/2025	0%	0%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Community Activation team engaged consultants to develop a Visitor Economy Strategy. The draft Strategy has been presented to Council and the community through a public exhibition process from May - June 2023. It is anticipated the Final Strategy will be adopted in August 2023.

Updated - 29/06/2023

Objective: 1.3 Objective 3 - A Council that listens and adapts to the needs of our evolving communities

Priority: 1.3.1 Listen, analyse and understand community needs

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2 Develop the ICT strategy	David Jackson - Chief Information Officer	In Progress	1/07/2021	30/06/2023	80%	100%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
	Recurrent				

Related action filters: Council Plan

On Progress Comments

This action was carried forward from 2021/22 financial year. Project has paused as new CIO recruitment occurred. Intention to re-engage external consultants with a view to conducting workshops at the end of the 2022 calendar year. New timeline and completion date of January 2023.

2022: Consultation with CSS underway. Workshops planned for 2023. Completion now expected post March 2023 to incorporate key IT decision points in January/February and Datascope ERP. IT strategic budget decisions for 2023/24 to be delivered concurrently with a view to the strategy

2023: Workshops complete. Datascope decision finalised. Draft ICT Strategy scheduled for ICT Steering Committee May. Strategy to exec before end of Financial year.

2023: Workshops with ICT Steering Committee for Draft ICT Strategy started however resourcing issues have led to delivery delays. With a new Digital Futures Coordinator expected to start with Council in July we now expect the ICT Strategy to be with MSC Exec by end of August 2023.

Updated - 19/06/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Review the Customer Experience strategy	Mike Whittaker - Manager Customer Experience and Innovation	In Progress	1/07/2022	31/10/2023	25%	100%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Customer Experience	Recurrent				

Related action filters: Council Plan

On Progress Comments

Review of the customer experience strategy has commenced to ensure the key focus areas are still appropriate and to develop prioritised actions aligned to the Council plan.

Review has been delayed due to the impact of staff vacancies in the Customer Experience team, and is now scheduled to be completed by end of September 2023.

Updated - 29/06/2023

Priority: 1.3.2 Align services to meet the needs of the community

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Implement the Service Planning Framework per the adopted services	Joshua Warner - Executive Manager People & Culture	In Progress	1/07/2022	30/06/2025	90%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Home Care and Advocacy	Recurrent				

Red action filters: Council Plan

on Progress Comments

The final Framework and policy were endorsed by the Executive Management Team in February 2023 with implementation of the 4 year roadmap underway.

Council have recently recruited a Service Improvement Business Partner who will be responsible for overseeing completion of the 4 Year Roadmap. The incumbent will also review the framework and update templates in order to generate a more user friendly framework. It is anticipated that that a review of the framework and templates will take place between July - September 2023 at which point service planning activity will commence for Year 1 in accordance with the 4 Year Road Map.

Updated - 27/06/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.6 Master planning of Recreation Reserves	Shannon Maloney - Manager Community Activation	Completed	1/07/2021	30/06/2025	100%	100%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Masons Lane Master Plan has been adopted at the June OMC and the Maddingley Park Master Plan is due for adoption at the July OMC. Officers are working with the Gordon Recreation Reserve and Wallace Recreation Reserve committees of management on finalising their club and committee developed Master Plans .

Updated - 29/06/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.7 Develop support mechanisms for Community Asset Committees	Troy Watson - Manager Community Development	Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Development	Recurrent				

Red action filters: Council Plan

on Progress Comments

The action was carried forward from the 2021/22 financial year. The Community Asset Committee Guidelines were developed during 2021-2022, and endorsed by Council at the September 2022 Ordinary Meeting of Council. Council Officers will liaise with committees to support the implementation of the guidelines .

Updated - 02/02/2023



Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.8 Review Community Infrastructure Framework	Troy Watson - Manager Community Development	Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Development	Recurrent				

Red action filters: Council Plan

on Progress Comments

This action was carried forward from 2021/22 financial year. A review of the framework was completed in May 2023, to understand the issues, opportunities and current status of the Community Infrastructure Framework including the policy, process and priorities report. The outcomes of the review will be used to inform future development of the Community Infrastructure Framework.

Updated - 27/06/2023

Priority: 1.3.4 Measure performance, communicate our results and continue to improve our services every day

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1 Improve Council's external reporting for better transparency and accountability	Caroline Buisson - General Manager Customer Care and Advocacy	Completed	1/07/2021	30/06/2023	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Customer Care and Advocacy	Recurrent				

Red action filters: Council Plan

on Progress Comments

Review and update to Council's online reporting system was completed and development of a reporting dashboard. The new Performance Dashboard with the Council Plan structure published online in January 2022. Year 1 reporting was published on the dashboard and a new landing page on the website has been developed to include links to performance including the community satisfaction survey. Further improvements to the navigation and ease of use have now been implemented.

Updated - 04/04/2023

Item	Responsible Officer	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.5 Implement the actions of the Brand Strategy	Leanne Manton - Manager Brand & Advocacy	Completed	1/07/2022	30/06/2025	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Communications and Media	Recurrent				

Red action filters: Council Plan

on Progress Comments

Brand Strategy 2022-25 implementation plan actions are well underway. Distribution of the refreshed logo across assets and collateral is continuing.

Updated - 05/06/2023



Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 30 June 2023)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Old Melbourne Road, Gordon (X-X) Reconstruction	Capital Works	Road construction is Complete, with balance of landscaping scheduled for Spring 2023	Sep-22	Complete	█		
Yendon-Egerton Road, Yendon (1115-5517) Reconstruction Road rehabilitation from Lal Lal Creek to Spreadeagle Road	Capital Works	Project is Complete	Apr-23	Complete		█	
Taverner Street, Maddingley (0-800) Reconstruction Rehabilitation between Grant Street and Boyes Close. Reconstruction between Boyes Close and	Major Projects	Project Awarded to Rustel Pty Ltd. Project commenced in March 2023 and is scheduled for completion in November 2023.	Nov-23	In Progress	█		
Steiglitz Street, Ballan (938-1158) Reconstruction Road rehabilitation and asphaltting of the parking bays between Cowie Street and Fisken Street	Capital Works	Construction is completed excluding the area of carparking of which had significant soft subgrade issues. Asphaltting of unsealed carparking bays is	Jul-23	Complete			█
Albert Street, Darley (0-600) Reconstruction Asphalt overlay and reconstruction of Albert Street, Darley between Gisborne Road and Fitzroy Street	Capital Works	Project is complete	Jun-23	Complete	█		
Riversdale Crescent, Darley (245-545) Reconstruction Asphalt overlay of Riversdale Crescent between Carlogie Place and No. 47 Riversdale Crescent.	Capital Works	Construction now scheduled for November 2023 with additional funds allocated in the 2023-2024 Council budget	Dec-23	On Hold	█		
Bungeeltap South Road, Mount Wallace (95-1200) Reconstruction Road reconstruction from Ballan Meredith Road for 1.3kms	Capital Works	Project was delayed due to resource availability and suitable weather. Construction is scheduled for December 2023	Dec-23	In Progress	█		
Elaine-Mount Mercer Road, Elaine (8364-9464) Reconstruction Road reconstruction from Bakes Road for 1.1kms	Capital Works	Project is Complete	Mar-23	Complete	█		
Ormond Road, Springbank (5280-6380) Reconstruction Road reconstruction from Kanes Ln to Ronans Rd	Capital Works	Project is Complete	Mar-23	Complete			█
Fisken Street, Bacchus Marsh (0-20) Reconstruction Road reconstruction of approx. 20m long, immediately south of Main Street.	Capital Works	Project is Complete	Jun-23	Complete	█		
Bungeeltap South Road, Mount Wallace (1200-2600) Reconstruction	Capital Works	Project is Complete	Apr-23	Complete	█		
Fitzroy Street, Bacchus Marsh (-) LATM: Pedestrian Crossing & Road Narrowing Installation of a raised pedestrian crossing, road / kerb narrowing, footpath connectivity improvements	Capital Works	Project is Complete	Oct-22	Complete	█		
Simpsons Street & McGrath Street, Bacchus Marsh (-) LATM: Threshold Treatments Pedestrian connectivity improvements and threshold treatments on Simpson and McGrath Streets at	Capital Works	Project is Complete	Jul-22	Complete	█		
Wittick Street, Bacchus Marsh (-) LATM: Speed Humps Construction of two raised humps on Wittick Street.	Capital Works	Project is Complete	Jul-22	Complete	█		
Gell Street, Bacchus Marsh (-) LATM: Raised Crossing Installation of a raised pedestrian crossing, footpath connectivity improvements and associated lighting	Capital Works	Project is Complete	Jul-22	Complete	█		
Gothic Drive, Bacchus Marsh (-) LATM: Intersection Construction of a splitter traffic island on Gothic Drive at Underback Boulevard	Capital Works	Project is Complete	Jul-22	Complete	█		
McFarland Street & Young Street, Bacchus Marsh (-) LATM: Modified T Intersection & Wombat Xing Construction of a splitter traffic island and footpath connectivity improvements on McFarland Street at	Capital Works	Project is Complete	Oct-22	Complete	█		
Young Street, Bacchus Marsh (-) LATM: Raised Pedestrian Crossing Construction of a raised pedestrian crossing and associated lighting upgrades on Young Street.	Capital Works	Project is Complete	Oct-22	Complete	█		
Dickson Street & Young Street, Bacchus Marsh (-) LATM: Modified T Intersection Installation of a raised safety platform at the intersection of Dickson and Young Streets.	Capital Works	Project is Complete	Oct-22	Complete	█		
Halletts Way, Darley (-) LATM: Wombat Crossing Construction of a raised pedestrian crossing and associated lighting upgrades on Halletts Way, north of	Capital Works	Construction scheduled to commence in July 2023 and reach completion in August 2023	Aug-23	Project Awarded - Yet To Start	█		
Ramsay Crescent, Darley (-) LATM: Wombat Crossing Construction of a raised pedestrian crossing and associated lighting upgrades on Ramsay Crescent, on	Capital Works	Construction scheduled to commence in July 2023 and reach completion in August 2023	Aug-23	Project Awarded - Yet To Start	█		
Annual Reseal Program & Prep (inc Crack Sealing) Annual reseal, final seal and crack sealing program	Capital Works	Project is Complete	Jun-23	Complete	█		
Moorabool West Road, Gordon (2047-3910) Shoulder Resheet Shoulder reconstruction from Old Corbetts Road to Calway Lane.	Capital Works	Project is Complete	Mar-23	Complete	█		
Barkstead Road, Springbank (8475-10975) Shoulder Resheet Shoulder reconstruction from Kanes Lane to Ronans Road.	Capital Works	Project is Complete	Dec-22	Complete	█		
Powells Road, Clarkes Hill (1985-3025) Shoulder Resheet Shoulder reconstruction from Clarkes Hill Road to Blackswamp Road.	Capital Works	Project is Complete	Dec-22	Complete	█		

Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 30 June 2023)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Coalmine Road, Lal Lal (0-2355) Gravel Resheet & Seal Upgrade road to a sealed surface from Lal Lal Falls Road to Haywood Road.	Capital Works	Project was been delayed due to resource availability and suitable weather. Construction is scheduled for December 2023	Dec-23	In Progress			
Haywood Road , Lal Lal (0-1670) Gravel Resheet & Seal Upgrade road to a sealed surface from Coalmine Road to Mills Road.	Capital Works	Project was been delayed due to resource availability and suitable weather. Construction is scheduled for December 2023	Dec-23	In Progress			
Kerrs Road, Maddingley (250-2460) Gravel Resheet Gravel Resurfacing from East Maddingley Road to Bacchus Marsh Balliang Road.	Capital Works	Project is Complete	Dec-22	Complete			
Butlers Road, Navigators (70-2335) Gravel Resheet Gravel Resurfacing from Yankee Flat Road to Pound Creek Road.	Capital Works	Project is Complete	Mar-23	Complete			
Ballantyne Lane, Yendon (0-990) Gravel Resheet Gravel Resurfacing from Harbours Road to Triggs Road.	Capital Works	Project is Complete	Dec-22	Complete			
Ramsays Road , Yendon (20-770) Gravel Resheet Gravel Resurfacing from Yendon No.1 Road to Navigators Road.	Capital Works	Project is Complete	Jan-23	Complete			
Faheys Road , Gordon (0-985) Gravel Resheet & Seal Road reconstruction from Corbetts Road for 0.85kms	Capital Works	Project is Complete	Mar-23	Complete			
Cartons Road South, Gordon (0-150) Gravel Resheet Gravel Resurfacing from Rosenow Road to Urquhart Road.	Capital Works	Project is Complete	Dec-22	Complete			
Albert Street, Darley - Kerb replacement Replacement of existing kerb from Gisborne Road to Cain Street	Capital Works	Project is Complete	Aug-22	Complete			
Grey St, Darley - K & C (Stage 2) Construction of improved pedestrian connectivity, installation of raised medians between Gisborne	Capital Works	Construction is complete with tree planting scheduled for April 2023	Nov-22	Complete			
Fisken Street, Ballan - Kerb Part kerb renewal of Inglis Street between Steiglitz Street (east side)	Capital Works	Project is Complete	Jun-22	Complete			
McCrae Street, Maddingley (25-225) Kerb Upgrade & Spray Seal Renewal of stormwater assets along McCrae Street, from Griffith Street to Labilliere Street	Capital Works	Project is Complete	May-23	Complete			
Donald Street, Bacchus Marsh (0-190) Kerb Installation & Drainage Construction of kerb and channel on the east side of Donald Street, between Clifton Drive and Masons	Capital Works	Design is underway. Construction will likely commence in November 2023	Nov-23	Document / Design Prep			
DDA Upgrade Program Implementation of DDA priorities in Ballan and Bacchus Marsh .	Capital Works	Project is Complete	Aug-22	Complete			
Main Street, Bacchus Marsh - Preplanning Design of Streetscape Upgrades for Main Street Bacchus Marsh, between Gisborne Road and Gell	Capital Works	Project is Complete	Feb-23	Complete			
Aqualink Stage 1 - Strategic Cycle Corridor Bacchus Marsh Strategic Cycling Corridor (Shared User Path) Section 1 Holts Lane to Lerderderg River , Section 2 Train Station to Main Street	Major Projects	Pathway construction recommencing in July 2023 with completion in September 2023. Landscaping package awarded to Commercialscapes Pty Ltd. Construction is scheduled for August 2023 with completion in March 2024.	Sep-23	In Progress			
Aqualink Stage 2 - Strategic Cycle Corridor - Construction	Major Projects	Pathway construction was awarded to Fulton Hogan with commencement in December 2022. Completion is scheduled for August 2023. Section with development works is on hold.	Sep-23	In Progress			
Aqualink, Darley (Nelson St-) Landscape Works package Construction of Community Hub node at Nelson Street/Albert Street	Major Projects	Project has been awarded to Commercialscapes Pty Ltd and is scheduled for completion in March 2024.	Feb-24	Project Awarded - Yet To Start			
Maddingley Park - Resheet and Seal of Pathways Resheet/reconstruction of existing pathways in Maddingley Park	Major Projects	Project is on hold - pending adoption of Masterplan.	Jun-24	On Hold			
Peppertree Park, Bacchus Marsh - Master Plan Upgrades Car park upgrade, pathways and refurbishment of the amphitheatre	Major Projects	Project awarded to BJE Constructions. Project scheduled to commence in July 2023 with completion in August 2023	Aug-23	In Progress			
Grey Street, Darley (0-157) Upgrade to concrete shared path Reconstruction of an existing asphalt path to a concrete, shared path out the front of No. 58 Grey	Capital Works	Project is complete	May-23	Complete			
Raglan Street, Darley (0-210) Construction of a concrete footpath Construction of a concrete footpath on Raglan Street, Darley, between Fitzroy Street and Dundas	Capital Works	Project is complete	Jan-23	Complete			

Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 30 June 2023)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Lerderderg River Walking Track (Stage 1a), Darley (0-200) Upgrade to concrete shared path Construction of a concrete footpath from Holts Lane, across the existing pedestrian bridge, for 200m.	Capital Works	Project is complete	May-23	Complete			
Lerderderg River Walking Track (Stage 1b), Darley (200-396) Renew existing gravel path Resheeting of the existing gravel path, from the pedestrian bridge near Holts Lane for 196m to the	Capital Works	Project is complete	May-23	Complete			
Main Street & Stanley Street, Gordon (includes K&C Projects) Design and construction of a new footpath from Lyndhurst Street, to Stanley Street and to Dicker Street	Capital Works	Project is complete	Jul-23	Complete			
Gisborne Road, Darley (0-482) Renew existing asphalt shared path Footpath realignment and widening of the Gisborne Road footpath between Fitzroy Street and	Capital Works	Project is complete	Sep-22	Complete			
Greendale-Myrning Road Footpath - Stage 3 Asphalt path renewal and extension from Shuter Avenue to Hastings Road.	Capital Works	Project is complete	Jul-23	Complete			
Griffith Street, Maddingley (McCrae St-Powlett St) Pedestrian Crossing Construction of pram ramps and bus stop on Griffith Street, between McCrea Street and Powlett Street	Capital Works	Project is complete	May-23	Complete			
Aqualink - Strategic Cycle Corridor - Node Construction	Major Projects	Project has been awarded to Commercialscapes Pty Ltd and is scheduled for completion in March 2024.	Feb-24	Project Awarded - Yet To Start			
Woolpack Road Bridge, Bacchus Marsh - Preplanning	Capital Works	Design contract has been awarded with site works(Surveying and Geotechnical investigations) scheduled for July 2023	Mar-24	In Progress			
Yendon-Egerton Road, Millbrook - Culvert renewal Corrugated Pipe Culvert lining, road reconstruction and guard fence renewal	Capital Works	Project is complete	May-23	Complete			
Seereys Track, Coimadai (From Russells Road towards Seereys Track -) Renewal of the existing concrete crossings on Seareys Track, Coimadai	Capital Works	Design is underway in consultation with Melbourne Water	Jun-24	Document / Design Prep			
Simmons Drive, Bacchus Marsh - Drainage renewal Removal of detention pit fronting 9 Simmons Drive and replacement of existing pipe towards Alice	Capital Works	Design is scheduled to be finalised in August 2023 with construction likely to commence in February 2024	Feb-24	Document / Design Prep			
Connor Court, Ballan - Drainage renewal Formalisation of drainage and installation of additional culverts	Capital Works	Project is on hold awaiting response from Melbourne Water	Jun-24	On Hold			
Gaynor Street, Maddingley - Drainage renewal Construction of a raised footpath on Gaynor Street, and drainage upgrades at the intersection of	Capital Works	Project is complete	May-23	Complete			
McCrae Street, Maddingley - Drainage renewal Renewal of stormwater assets along McCrae Street, from Griffith Street to Labilliere Street	Capital Works	Project is complete	Dec-22	Complete			
Nelson Street, Darley - Drainage renewal Renewal of stormwater assets along Nelson Street, between Sheldon Avenue and David Court	Capital Works	Design is finalised with tender for construction works scheduled to be advertised late April 2023. Construction is likely to commence in October / November 2023 and be completed in December 2023	Dec-23	Tender / Quote			
Steele Court, Bacchus Marsh - Drainage upgrade Design and construction of drainage upgrades in Steele Court	Capital Works	Design is finalised with construction scheduled to commence in late 2023	Nov-23	In Progress			
Werribee Vale Road - Design and Construction Design and construction of drainage improvements and outfall west of 360 Werribee Vale Road at unused road.	Capital Works	Construction contract has been awarded and works will commence following completion of Telstra service relocations estimated to be complete in July 2023	Sep-23	In Progress			
Main Street, Gordon (70 Main St-72 Main St) Construction of drainage upgrades at 70 & 72 Main Street, Gordon	Capital Works	Project is complete	Jun-23	Complete			
Gordon Township, Gordon - Drainage Investigation Investigation of stormwater network in Gordon	Capital Works	Construction of one minor project is scheduled for August 2023 with further works to commence late 2023	Dec-23	Document / Design Prep			
Table Drain Renewal, Shire Wide Improvements of the stormwater open drain network across the shire.	Capital Works	Project is complete	Jun-23	Complete			
Bacchus Marsh Racecourse Reserve - Stage 2 Design	Major Projects	Design awarded to Brand Architects. Pavilion design scheduled for completion in December 2023.	Sep-24	In Progress			
BM Racecourse & Recreation Reserve Stage 2 - Construction Construction of access roads, car parks, services, hardcourts, 2 sports ovals and accessible play space.	Major Projects	Tender Package 1 - Civil Works and Services awarded to Turf One Pty Ltd. Works commenced on site in February 2022 and completed in May 2023. Tender Package 2 - Sports oval construction awarded to McMahons Pty Ltd.	Feb-24	In Progress			
Masons Lane - Western Pavilion Extension Construction of a new storage shed and refurbishments of the existing west pavilion	Capital Works	Project is complete	Nov-22	Complete			

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Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Blackwood Reserve - Tennis Court extension & Resurfacing Upgrades of the Blackwood Tennis courts including extensions and acrylic surfacing	Capital Works	Project is complete.	May-23	Complete			
Telford Park - All Accessibility Trail (1000+ Steps - Stage 2) Construction of the All Abilities Trail and Car Park at Telford Park, Darley	Capital Works	Construction is well underway to civil works scheduled to be completed in July 2023 and landscaping to be completed in August 2023.	Aug-23	In Progress			
Bald Hill/1000+ Steps - Stage 3, Darley - Summit Trail & Lookouts Design and construction of the Summit Trail and Lookouts on Bald Hill, Darley	Capital Works	Construction tender is currently advertised. Construction is likely to commence in December 2023	Jun-24	Tender / Quote			
Bacchus Marsh Indoor Recreation Facility - Preplanning Design of Moorabool Aquatic and Recreation Centre.	Major Projects	Design awarded to Peddle Thorp Architects. Stage 1 Stadium design complete, Stage 3 in progress.	Jun-24	In Progress			
Bacchus Marsh Indoor Recreation Facility - Construction Construction of 4 court indoor stadium, car parking and landscaping	Major Projects	Project awarded to Nicholson. Project commenced in February 2022 with completion scheduled for August 2023.	Aug-23	In Progress			
Ballan Recreation Reserve Pavilion Design and construction of a new pavilion at the Ballan Recreation Reserve.	Capital Works	Construction is underway with completion scheduled for October 2023. Construction has been slow due to Contractors resource availabilities	Oct-23	In Progress			
Ballan Recreation Reserve - Goal Netting	Capital Works	Project is complete	Mar-23	Complete			
Swimming Pools, Ballan & Bacchus Marsh - Fibreglass shell patching and sand replacement Patching and repairs on the Ballan and Bacchus Marsh Pools	Capital Works	50% of works are complete. Final works are scheduled for July / August 2023	Aug-23	In Progress			
Grantleigh Drive Reserve, Darley - Upgrade Upgrades at the Grantleigh / Clark Street Reserve including park furniture, footpath and landscaping	Capital Works	Construction has commenced with completion scheduled for August 2023	Aug-23	In Progress			
Darley Park - Pavilion Design & Construction Masterplan preparation, design and construction of new sports pavilion	Major Projects	Project awarded to Midson Construction. Project is complete however Council is working with Greater Western Water to resolve the fire service non-compliance. Investigations are scheduled to be completed in July with required works to be implemented as required.	Sep-23	In Progress			
Darley Park Rec Reserve - Playground New playground at Darley Park.	Major Projects	Design has been awarded to Go Design. Design work has commenced and is scheduled for completion in May 2024.	May-24	Document / Design Prep			
SRV Cricket Facilities Grant Design and construction of Cricket Nets at Ballan Recreation Reserve	Capital Works	Project is complete	Apr-23	Complete			
SRV Female Friendly Facilities Grant - Dunnstown Rec Res Upgrade and extension of existing pavilion to incorporate female friendly elements	Major Projects	Design awarded to Gary Johnson Architect. Project is scheduled for completion in August 2024.	Jun-24	Document / Design Prep			
SRV Female Friendly Facilities Grant - Netball Courts Netball court surfacing upgrades at Bungaree, Gordon and Wallace	Capital Works	Project is complete	Dec-22	Complete			
Mill Park Upgrades (inc Ped Connection & Road Widening) - Community Facilities Grant Construction of new skate park, pump track and half basketball court. Upgrades to existing picnic and playground facilities.	Major Projects	Roadworks complete, pathway construction complete, skate park construction complete. Half Basketball court complete. Landscaping was awarded to Rainscapes and is schedule for completion in August 2023.	Sep-23	In Progress			
Bacchus Marsh Racecourse Recreation Reserve, Maddingley - Stage 2 - New Pavilion	Major Projects	Design is in progress and is scheduled for completion in December 2023	Jun-25	Document / Design Prep			
Bacchus Marsh Racecourse Recreation Reserve, Maddingley - Cricket Nets	Major Projects	Tender documentation is being finalised with Tender scheduled for August. Project completion is anticipated for March 2024	Mar-24	Document / Design Prep			
Selby Court Reserve, Hopetoun Park - Reserve Improvements Upgrades at the Selby Court Reserve including park furniture, footpath and landscaping works	Capital Works	Construction has been delayed due to contractor resource availability. Construction is scheduled to commence in August 2023, following completion of Grantleigh Drive, Darley Reserve Upgrades	Sep-23	In Progress			
Jonathan Drive, Darley - Playground renewal Upgrades at the Selby Court Reserve including park furniture, footpath and landscaping works	Capital Works	Project is complete	May-23	Complete			
Harry Vallence Drive Reserve, Maddingley Construction of park furniture, footpath and landscaping improvements	Capital Works	Project is complete	Jun-23	Complete			

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					<5%	<10%	>10%
STIP Works, Lal Lal - Township Improvement Engagement and design of the Lal Lal Township Improvements	Capital Works	Preliminary investigations and designs are underway. Community engagement is scheduled to commence in August 2023. Construction will be programmed in 24/25 financial year, and following completion of the engagement and subsequent designing process .	Jun-25	Document / Design Prep			
STIP Works, Greendale - Township Improvement Design and construction of the Greendale Township Improvements	Capital Works	Project is complete	Jun-23	Complete			
STIP Works, Blackwood - Township Improvement Engagement, design and construction of the Blackwood Township Improvements	Capital Works	Small Township Improvement Plan (STIP) is scheduled to be presented at August OMC. Detailed designing of civil elements will commence following endorsement of STIP by Council. Construction is likely to commence in February 2024	Mar-24	Document / Design Prep			
Splash Parks, Bacchus Marsh, Ballan (-) Preplanning/Design	Major Projects	Design awarded to Peddle Thorpe Architects. Tender is scheduled for August 2023 with completion anticipated in April 2024	Dec-23	Document / Design Prep			
Mill Park Stage 2 – Splash park and toilet [includes Project P2014] Construction of new splash park, and playground update at Mill Park Ballan.	Major Projects	Design awarded to Peddle Thorpe Architects. Tender is scheduled for August 2023 with completion anticipated in April 2024	Apr-24	Document / Design Prep			
Gordon Public Park - Stage 1, Gordon (-) Upgrade Construction of new basketball half court and improvements to existing picnic, playground facilities.	Major Projects	Project was completed in December 2023.	Dec-22	Complete			
Gordon Public Park - Stage 2, Gordon (-) Upgrade	Major Projects	Tender is scheduled for August 2023 with completion in December 2023.	Dec-23	Document / Design Prep			
Bacchus Marsh Airport, Parwan (-) Drainage Improvements Construction of drainage improvements around the hangers at the Bacchus Marsh Aerodrome	Capital Works	Project is complete	Apr-23	Complete			
Carparking, Maddingley (Grant St-) 40 New Spaces Design and construction of parking improvements on Grant Street as Maddingley Park	Capital Works	Project Awarded to Rustel Pty Ltd. Project commenced in March 2023 and is scheduled for completion in November 2023.	Nov-23	In Progress			
Library Facility, Ballan - Land purchase	Major Projects	Project is complete	Jul-22	Complete			
DDA Upgrade Program - Buildings Improve accessibility at various council owned building	Capital Works	Project is complete	Apr-23	Complete			
Civic Centre, Darley (-) Renovations (incl Cladding Replacement) - Stage 2 Office layout improvements to provide for increase in staff numbers and re-allocation of service units	Major Projects	Design works awarded to Peter Vernon Architect. Project is scheduled for completion in June 2024.	Jun-24	Document / Design Prep			
Civic Centre, Ballan (-) Renovations & Underpinning Office layout improvements to include additional meeting rooms and amenities to accommodate an	Major Projects	Project is complete	Apr-23	Complete			
Lerderderg Library, Bacchus Marsh (-) LED Lighting upgrade LED lighting upgrades at the Lerderderg Library, Bacchus Marsh	Capital Works	Project is complete	Nov-22	Complete			
Bacchus Marsh Pound, Bacchus Marsh (-) Cat Holding Facilities Refurbishment and cat holding facilities improvements at the Bacchus Marsh Pound	Capital Works	Project is complete	Oct-22	Complete			
Maddingley Park Public Toilet, Maddingley (-) Upgrade	Major Projects	Project has been on hold. Masterplan was adopted in July 2023. Project scheduled for completion in June 2024.	Jun-24	On Hold			
New Library, Ballan (-) Feasibility and Design Review of options for a redeveloped or new library in Ballan, inclusive of opportunities to co-locate	Major Projects	Design awarded to Croxon Ramsay. Design is in progress and scheduled for completion in August 2023	Aug-23	In Progress			
New Library, Ballan (-) Construction	Major Projects	Construction tender is scheduled to be advertised in September 2023.	Dec-24	Document / Design Prep			
Public Toilets & Ballan Civic Centre - Keyless Entry Sys Implementation of the keyless entry system into public toilets and Ballan Civic Centre	Capital Works	Project on hold, awaiting on further information in relation to system ICT security. expected to be delivered in the second half of 2023-2024	Jun-24	In Progress			
West Maddingley Early Years Facility - Design/Transfer Land	Major Projects	Design awarded to Four18 Architect and is complete.	Dec-22	Complete			
West Maddingley Early Years Facility - Construction	Major Projects	Construction awarded to H.Troon. Project commenced in February and is scheduled for completion in November 2023.	Nov-23	In Progress			
Bacchus Marsh Bowls Club Pavilion and Bowling Green Construction of new bowls club in Taverner Street	Major Projects	Project on hold, with a design now awarded to Pedle Thorpe Architects the project will be reactivated	Dec-24	On Hold			

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					<5%	<10%	>10%
Ballan Depot, Ballan (-) Construction Construction of new facility in Ballan for Operations staff	Major Projects	Building contract was awarded to WP Contractors and was completed in May 2023. MSC Operations are currently undertaking civil works with completion scheduled for August 2023.	Sep-23	In Progress			
Transfer Station Upgrades - BM, Ballan, Mt Egerton Grant funding for new shelters	Capital Works	Project is complete	May-23	Complete			
Removal of Asbestos Removal of asbestos identified in asbestos audits	Capital Works	Project is complete	Apr-23	Complete			
Wallace Kinder , Wallace (-) Removal of asbestos identified in 2020/21 asbestos audit	Major Projects	Quotations to be sought with works antipated to for January 2024.	Jun-24	Tender / Quote			
Millbrook Community Centre , Millbrook (-) Replacement of roof sheets, downpipes and gutters	Major Projects	Project is complete	Jun-23	Complete			
Navigators Community Centre, Navigators (-) Renewal of existing facility Replacement of existing tennis club pavilion.	Major Projects	Project is scheduled to be tendered in September with Dunnstown Pavilion with completion in May 2024.	May-24	Tender / Quote			
EV Charging Stations, Ballan, Darley, Maddingley (-) Installation of EV charging stations at Darley Council Office. Maddingley Council Depot, Ballan Council Office and Ballan Council Depot	Capital Works	Majority of construction is complete with final works scheduled for September 2023	Sep-23	In Progress			

Agenda**Lal Lal Falls Advisory Committee****Date: 7 July 2028****Attendance:** G. Hewitt, S. Witherspoon, A. Beggs-Sunter**Apologies:** None**1. Reception of minutes:**

Moved: A. Beggs-Sunter

Seconded: S. Witherspoon

2. Business arising from the minutes:**2.1 Terms of reference:**

- T. Sullivan models report/feedback
- Caroline Rantall has been ill
- Discussion with Roger McRaid re ongoing role /identity of the committee & its structural relationship & links to Land Care

Action: Follow up with Caroline Rantall**2.2 Project priorities**

- Deferred pending contact with Caroline Rantall

2.3 Tourism policy

- T. Sullivan report pending

2.4 Car park bollards

- Phone contact with engineers
- No action at present

2.5 C. Henriksen's resignation letter

- Acknowledged in correspondence 4/4/23

2.6 Roger McRaid/Land Care role & Landscape plan

Meeting 26/6 – 3 hrs:

- Confirmed that Land Care undertakes activities discussed with & agreed to by Committee:
 - (i) Roger McRaid to take cuttings from hairy anchor plant for propagation & planting in suitable sites.
 - (ii) Land Care group projects as per meeting decision 4 May:
 - maintenance of existing plantings adjacent to Recreation Zone inc. weeding, replanting using locally sourced seedlings & removal of self-sown exotics there & elsewhere in the Reserve as identified
 - weeding the bench seats, viewing platforms & Salt Creek Walk
 - removal of willow, blackberry & other weeds in the Hairy Anchor Plant enclosure.
 - repair and maintain the Salt Creek Walk, including steps for the uphill section above the first bend of the Moorabool (West Branch), below the Moorabool Falls.
 - (iii) Funding options & grant options to be examined
- Roger to consult with relevant experts to develop a comprehensive replanting strategy for the Reserve, including the Recreation Zone, in consultation with the Committee, consistent with the Management Plan intention & Action Plan goals to return the Reserve as near as possible to its pre-colonial vegetation landscape.
 - That includes an examination of implementation strategies & techniques relevant to weed management & removal, planting & plant regeneration
- Related to that scheme, Roger to collaborate with the Shire, CFA, relevant state department & peak indigenous representatives to negotiate & develop a cold burn strategy for the Western Zone
 - This will include examining funding options & strategies for implementation

3. Correspondence:**3.1 In**

1. 30/5/23: Lal Lal Land Care: meeting notice for 5/6/23
2. 5/6/23: Lal Lal Land Care: June newsletter, Moorabool Health Hectares booklet
3. 22/6/23: Mitchell Cunningham: query re May agenda
4. 27/6/23: A. Beggs-Sunter: meeting attendance
5. : M. Cunningham: forwarding meeting notice
6. 28/6/23: S. Witherspoon: meeting attendance
7. 2/7/23: J. O'May: meeting apology

3.2 Out

1. 20/5/23: Committee & contacts: minutes 4/5/23
2. 23/6/23: Mitchell Cunningham: response to query

4. Business arising from the correspondence:

None

5. Reports:**5.1 Public use of Reserve**

No report

5.2 Park zones:**(i) Eastern**

No report

(ii) Western

No report

(iii) Recreation Reserve

No report

(iv) Moorabool Falls

No report

5.3 Landcare

1. Application for a grant for installation of a Vietnam Vets Memorial Garden at ANZAC Park
2. Tree planting projects with Lal Lal P. S. pending -working with children permits required
3. AGM: 7pm Aug 7.

5.4 Lal Lal**(i) Soldier's Memorial Hall**

1. Council funding repairs & renovations: restumping. Roof & wall repairs, lights replacement
2. Xmas in July scheduled for 22/7 pending works completion
3. Internet connected to hall
4. Market permit applications underway

(ii) Community Hub

1. Internal works need to be re-tendered because of permit delay
2. Works timetable rescheduled for late 2023/24

Recommendations to Committee:

1. Organise a committee meeting to update members, elect office-bearers & create bank account
2. Schedule a community meeting either late 2023 /early 2024, depending on works commencement, to outline general themes of application, design plans, works progress & seek feedback re potential community usage.

6. Business arising from reports

None

7. General business:

None

8. Next meeting:

Date: 21 Sep 2023

Venue: Lal Lal Soldier's Memorial Hall

Time: 7.30 pm