

Moorabool
Shire Council

ATTACHMENTS

**Ordinary Council Meeting
Under Separate Cover
Wednesday, 1 March 2023**

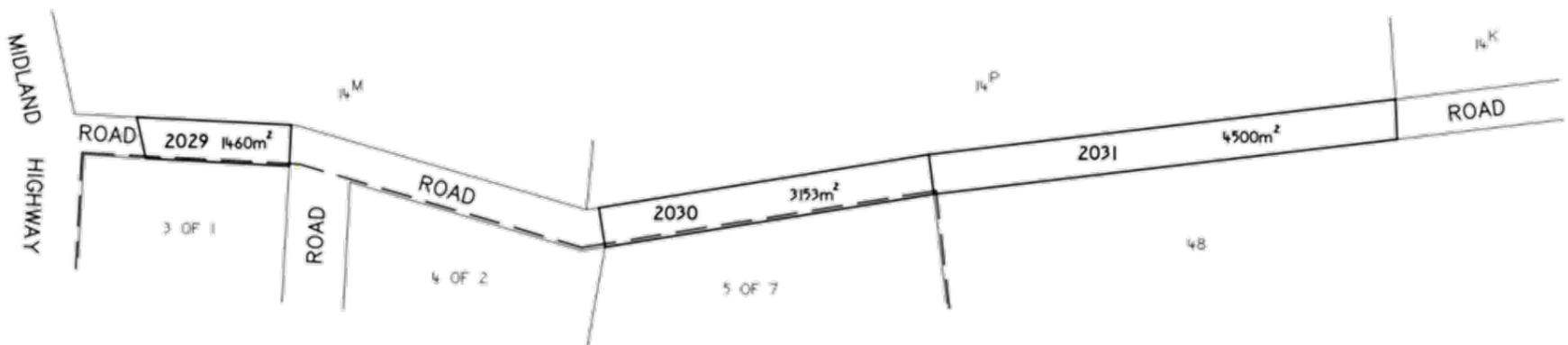
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PLAN OF CROWN ALLOTMENT	EDITION 1	OP125084
LOCATION OF LAND COUNTY : GRANT PARISH : BORHONEYGHURK (2206) CROWN ALLOTMENT : 2029, 2030 & 2031 SPI : 2029\PP2206, 2030\PP2206 & 2031\PP2206 TITLE REFERENCE : -	NOTATIONS: PARCEL DETAILS ARE SHOWN ON SHEET 2	

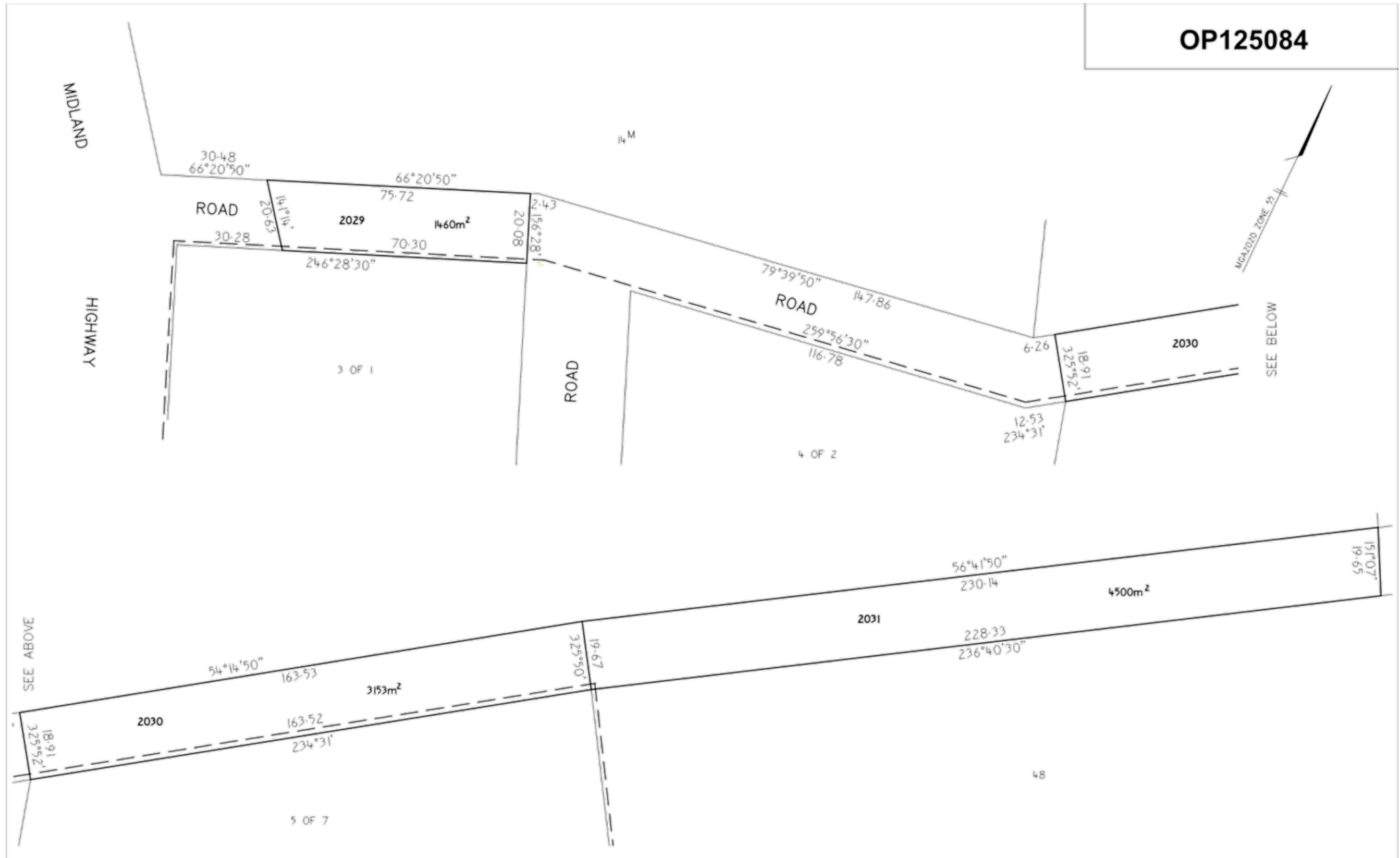


PARISH OF BORHONEYGHURK



PARISH OF BORHONEYGHURK
TOWNSHIP OF ELAINE

ORIGINAL SHEET SIZE: A3		CERTIFICATION BY SURVEYOR	SHEET 1 OF 2
SCALE 1:3000	LENGTHS ARE IN METRES	I, Geoffrey Lawford of 455 Swingers Road, Invermay, VIC, 3352 certify that this plan has been prepared from a survey made under my direction and supervision in accordance with the Surveying Act 2004 and completed on 31/10/2019, that this plan is accurate and correctly represents the adopted boundaries and that the survey accuracy accords with that required by regulation 7(1) of the Surveying (Cadastral Surveys) Regulations 2015. Digitally signed by Geoffrey Lawford 17/01/2020 Licensed Surveyor, Surveying Act 2004	
FILE REF: 2020354 SURVEYORS REF: 131014 DRAWN: GL - 3/06/2020 EXAMINED: TH - 3/06/2020		Digitally signed by: Geoffrey Lawford, Licensed Surveyor, Surveyor's Plan Version (1), 17/01/2020, SPEAR Ref: S152449M	Certified by Craig Leslie Sandy Surveyor-General 05:45 PM 16/06/2020
SURVEYOR-GENERAL VICTORIA DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING			



SURVEYOR-GENERAL VICTORIA DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	SCALE 1:1000	LENGTHS ARE IN METRES	ORIGINAL SHEET SIZE: A3	SHEET 2
	Digitally signed by: Geoffrey Lawford, Licensed Surveyor, Surveyor's Plan Version (1), 17/01/2020, SPEAR Ref: S152449M		Certified by Craig Leslie Sandy Surveyor-General 05:45 PM 16/06/2020	

Attachment A

Summary of Proposed Road Network Changes (provided by Boral)





ENFORCEMENT POLICY

INTRODUCTION

Council, the community, and business have a shared responsibility to protect public health, amenities, community wellbeing and the environment. Council is aware of its responsibilities to ensure specific laws and regulations are complied with and undertake to ensure that the community and business are also aware of their minimum legal requirements. Council commits to take action where required to ensure that legal requirements are met, that the community and business are fully aware of their responsibilities, and understand the requirements placed upon them. Shared responsibility and knowledge will lead to increased compliance and thus reduced need for enforcement and an improved environment in which we, the community, will live.

Council's Enforcement Policy is designed to ensure that all enforcement and compliance activities undertaken by Council to protect public amenities, community safety, and the environment are undertaken independently, consistently, in the public interest, with integrity, professionally and without fear, favour, or bias.

OUR APPROACH

In undertaking our enforcement activities, we will strive to:

- Carry out the activities in a transparent manner which helps those we regulate comply and understand our shared responsibilities.
- Base our regulatory and enforcement activities on risk.
- Educate the community to ensure clear information, guidance and advice is available to help those we regulate to meet their responsibilities.
- Design easy to understand standard enforcement protocols regarding specific compliance functions e.g. Parking, general animal related offences.

Using this approach, we will undertake our actions with:

- Fairness—to those we regulate and those who we safeguard and protect. Our approach will be firm and fair, tackling expediently those who commit the most serious risks to public and environmental safety and health and those who continue to deliberately and flagrantly breach important regulatory standards and requirements.
- Integrity—we will be impartial, trustworthy, and sound in the judgements we make.
- Openness—we will explain with clarity our actions and any next steps to secure compliance with those we regulate and make available information to ensure our community our informed.
- Support—our focus is to help our community and businesses secure compliance, be better informed and better able to understand their own as well as Council's responsibilities and their own rights for seeking redress.
- Responsiveness—we will respond with speed where high-risk, high impact noncompliance exists, and when called upon be flexible, agile and in-touch to seek out and tackle current and emerging high-risk activities.

ACHIEVING COMPLIANCE

When we seek to achieve compliance, the following principles will guide our enforcement and compliance activities

Targeted—focus on compliance in the highest risk activities whilst ensuring that critical consent conditions and requirements of permits, licences, and registrations are fully complied with.

Transparent—we will ensure that through our interventions and inspections, where regulatory non-compliance is found, our officers make clear the action and next steps they propose to take.

Consistent—we aim to achieve consistency in our inspection and enforcement services, recognising that for all of the community and businesses, it is important to ensure there is a consistent approach.

Proportionate—we will put in place and adopt systems and operating procedures that ensure the compliance requirements, and any necessary enforcement action is proportionate to the risks and impacts posed and seriousness of the breach.

Risk based—adapt a risk-based approach to non-compliant activities to provide robust, speedy and effective enforcement against those that commit the most serious regulatory offences and serial offenders who deliberately and willfully flout the law, including those who seek to take commercial advantage from such offences.

Accountable—We recognise the importance of, and the impact Council has on protecting the safety and health of the public and the quality of our local environment. We will be accountable for our decisions and actions to the community, stakeholders and business.

COMPLIANCE METHODS

When initially seeking compliance from the community and business we will work with them using non-enforcement processes and only use enforcement options as a first resort for activities that are:

- Of high impact or risk to the community or environment
- Undertaken by those that are wilful or recalcitrant in their actions
- Specified within any internal enforcement protocols
- Undertaken by individuals or business who would or should be fully aware of their responsibilities; or
- Repeat offenders.

As part of any enforcement-based approach Council will ensure that all the parties involved are provided with full details of the legislative requirements and further details regarding how they can lodge any internal or external appeals against the action taken by Council.

Non-enforcement-based options include:

- Education initiatives designed to highlight the legislative requirements a specific group or the community must meet.
- Providing detailed advice to applicants for permits, licences or registrations regarding their responsibilities and duties as well as the role that Council can take in ensuring compliance. This detailed advice can be provided in writing or verbally and can include formal documentation stating what actions must be undertaken to comply with the breach.
- Providing clear advice to those who are non-compliant on the requirements that have not been met and how these breaches can be rectified. This can include the need to apply for a permit/registration retrospectively so that any technical breach can be rectified if appropriate

It should be noted that Council will strive to ensure full details regarding policies, processes and procedures are available for the community and business to access to ensure that they are able to make themselves aware of what is expected of them and the potential actions that Council can take.

Enforcement based options include:

- Issuing of a penalty infringement notice. The issuing of a penalty infringement notice is usually used where the offence that has occurred is of a minor nature, is not recurring and it is considered that the issuing of the notice will bring about compliance. A penalty infringement notice is unlikely to be issued without initial consultation with the offender unless the offender should have been aware of the requirement breached and/or Council has undertaken action to ensure that the offender is aware of the breach e.g., parking signage stating what is or is not allowed. The issuing of a penalty infringement notice generally finalises a matter. Some penalty infringement notices can however be issued in conjunction with a notice or can include requirements to undertake additional items or works.

- Issuing a notice to comply. Notices to comply will be issued where the offence is ongoing, can be rectified by the offender and is of a nature that cannot be allowed to continue. It should be noted that in some circumstances it is possible to issue a penalty infringement notice and a notice to comply for the same issue and both be concurrent. Non-compliance with a notice to comply can involve council taking various steps including:
 - › Issuing a penalty infringement notice.
 - › Undertaking the works required and then seeking reimbursement of the costs incurred through the courts.
 - › Taking legal action through the court system for non-compliance.
- Undertaking direct actions to secure compliance with the requirements of permits, licences or registrations issued which can include the impounding of items or potentially forced closure of a business, e.g., under the Food Act.
- Seeking direct intervention through the Judicial system including Magistrates Court and Victorian Civil and Administrative Tribunal (VCAT) where an activity poses a serious threat to the public or the environment and other options may unreasonably delay resolution of the issue.

USE OF DISCRETION

Council's discretion in determining the most appropriate level of response is established by legislation, case law, delegations, risk assessments, operating procedures, relevant public interest considerations and the facts of the individual case.

When determining the most appropriate level of response, the following discretionary factors must be considered. Improper considerations (unacceptable discretionary factors) will not form the basis for any enforcement action undertaken by Council.

ACCEPTABLE DISCRETIONARY FACTORS

Offence related factors

- The seriousness of the offence.
- Impact on the community, public health and safety, environment, and amenity.
- The likelihood of the offence continuing or being repeated.
- Whether there is an opportunity for voluntary compliance.
- The age of the offence.
- Infringement offence vs. prosecution.

Other factors

- The manner in which the public would reasonably expect the matter to be dealt with.
- The cost to pursue the offence compared to the public interest of pursuing it.
- The most appropriate response to ensure an effective deterrent.
- Whether the proposed response would be counterproductive in terms of maximising compliance with legislation.

Person related factors

- The history of offending by the person concerned.
- The level of malice or culpability of the person concerned (i.e., intentional, reckless, negligent or by mistake).
- Cooperation of the person concerned.
- Personal circumstances including physical, mental health, financial hardship, and family violence.
- Whether the compliance was inherited, or the person committed the offence.

UNACCEPTABLE DISCRETIONARY FACTORS

- The ethnicity, religion, sex, national origin, or political associations of the person.
- Political pressure or interference.
- Personal feelings concerning the offence, the offender, or the victim/issue.
- The possible effect of the decision on those responsible for the decision.

ASSESSMENT OF RISK AND RESPONSE

Council can become aware of compliance-based issues in two distinct ways, they are:

- Proactive, usually through the monitoring of permit, licence, or registration conditions or
- Reactive, often complaint driven, where Council is informed of, or becomes aware of non-compliance issues. Council will generally not act upon anonymous complaints unless the complaint is considered a Tier 4 rating in the risk matrix. Council cannot act upon complaints of nuisance unless the person making the complaint is willing to provide their details and if required attend legal proceedings. All complainants' details are kept confidential (unless they are required as part of an enforcement process through the judicial system) to reduce any potential for retribution.

Once Council becomes aware of a breach the following risk-based Compliance Risk Matrix will be used to guide our enforcement activity.



COMPLIANCE RISK MATRIX

Likelihood or Consequence	Insignificant	Minor	Moderate	Major
	No impact to the wider community or environment. Minor impact to a single or small group of the public.	May have a minor impact on the wider community or environment. Harm abated and some remedial works required.	Has a moderate impact on community or environment? Noncompliance for a short duration (days). Harm abated and remedied.	Has a major impact on community or environment?
<ul style="list-style-type: none"> ▪ Repeated non-compliance. ▪ Past enforcement activity or breaches of related law and no remedial works undertaken. 	Tier 3	Tier 3	Tier 4	Tier 4
<ul style="list-style-type: none"> ▪ Requirements are apparent (e.g., signage in place) ▪ Previous enforcement activity or breaches of related law. 	Tier 2	Tier 3	Tier 3	Tier 4
<ul style="list-style-type: none"> ▪ Non-compliance of medium duration (weeks). ▪ Harm abated and some remedial works undertaken 	Tier 1	Tier 2	tier 3	Tier 4
<ul style="list-style-type: none"> ▪ No history of non-compliance. ▪ Non-compliance of short duration (days). ▪ Harm abated and remedied. 	Tier 1	Tier 1	Tier 2	Tier 3

This risk matrix applies where enforcement documentation relevant to a specific breach/es is not available, e.g., some Food Act related matters and Animal registration matters, are already documented and specific actions are implemented.

LEVELS OF ENFORCEMENT

The level of enforcement response when considering the outcomes of the Compliance Risk Matrix are detailed below. Ultimately any Council action is a combination of the outcome detailed in the Compliance Risk Matrix and consideration of the discretion principles specified.

Tier 1 Response

Tier 1 responses may include: Provision of information or advice on how to be compliant.

- Negotiating with the person so they voluntarily comply, or an agreement is reached to address the issues of concern.
- Issuing a letter requiring work to be done or activity to cease instead of more formal action.
- Issuing a warning.

Examples of compliance matters where a Tier 1 level of enforcement action may include:

- A resident cutting their lawn once outside of the permitted hours.
- Residents accessing a property other than via an approved driveway as an isolated incident.

Tier 2 Response

Tier 2 responses may include issuing:

- An infringement notice.
- A notice or a notice of intention to serve an order or notice under relevant local laws or legislation, then serving an order or notice if appropriate.

Examples of compliance matters attracting a Tier 2 level of enforcement action may include:

- General parking offences such as parking in a 'No Stopping' zone, parking for longer than indicated by a sign, or blocking a footpath.
- Non-compliance with a Local Law permit condition.
- Non-compliance with the Food Act.
- Failing to maintain a residential property to the extent it is considered unsightly.
- Failing to maintain an onsite wastewater management system (septic system).
- Non-compliance with a condition placed upon a planning permit.
- General domestic animal related offences such as not registering a dog or cat, or a dog found wandering.

Tier 3 Response

Tier 3 responses may include:

- Issuing an order or notice to stop someone doing something.
- Issuing a direction for a person to carry out work.
- Commencing legal action for non-compliance with an Act, Regulation, or notice. This could also include issuing an infringement.

Examples of a compliance matter with a Tier 3 elevated level of enforcement action may include:

- Major non-compliance with the Food Act.
- Rectifying an unsafe building or structure.
- Failing to comply with dangerous dog requirements.
- Non-compliance with a notice served under an Act or Regulation.

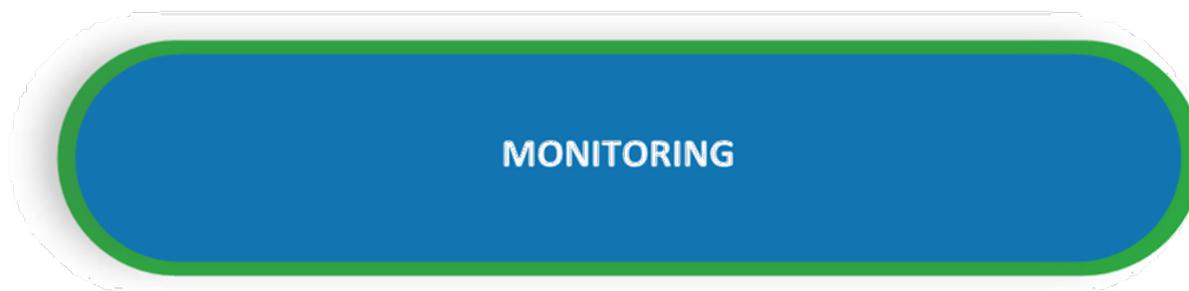
Tier 4 Response

Tier 4 responses may include:

- Issuing an order or direction under relevant legislation.
- Seeking an injunction through the courts to prevent future or continuing unlawful activity.
- Commence legal proceedings for an offence against the relevant Act or Regulation.

Examples of compliance matters with a Tier 4 level of enforcement action may include:

- Illegal dumping where there are aggravating factors including toxic or hazardous materials, such as asbestos.
- Sale of food which has been deemed to be a public health risk.
- When an emergency building order is required.
- Removal of significant vegetation.
- Non-compliance with a Notice served under an Act or Regulation.



Monitoring of Council staff adherence to this Enforcement Policy is essential to ensure its effectiveness. All issues taken to court will be assessed against this policy or adopted internal process before proceedings are initiated. Ten per cent of all penalty infringement notices and 10% of all complaints (up to a maximum of 200) received by Council will be assessed against this policy to ensure conformity. The results of the monitoring will be presented to Council annually.

Minutes of Meeting: Lal Lal Falls Advisory Committee**Date:** 1/9//22**Attendance:** Geoff Hewitt, Anne Beggs-Sunter, Sue McRae**Apologies:** S. Witherspoon, C. Henriksen**1. Reception of minutes:**

That the minutes of the meeting dated 3/2/22 be accepted.

Moved: A. Beggs-Sunter Seconded: S. McRae Carried

2. Business arising from the minutes:**2.1 Meeting with Adrian Murphy**

- On-site meeting with Adrian Murphy re outstanding issues 2.30 pm Fri 8 Apr
- Identified three outstanding issues:
 1. access to the Falls
 2. management of Wind Farm monies & related priorities
 3. upgrading/replacement of toilet facilities
- Agreed to arrange meeting with committee after Easter to discuss issues & strategies re wind Farm money management & implementation of priorities.

The following items were addressed:

2.1.1 Car park bollards

- Identified as a maintenance issue

Recommendation: That the Assets department be advised that the bollards need securing with metal rods near their base to inhibit removal**2.2 Access to falls**

- Committee disagreement with Shire's original closure based on Coroner's Report, discussions with one of the consulting geologists & practice elsewhere
- Not aware on any Council decision following recent consultation review/report
- Council needs to remove remnant steps & railing (health & safety risks), provide educative signage which provides reason(s) for exclusion & fix/re-situate current fencing if it intends to continue with exclusion policy

Recommendation: That the advice listed in point 3 be forwarded**2.3 Child's Memorial**

- Context for removal explained
- Needs to be followed up

Recommendation: Geoff to follow up**2.4 Rasmussen's Walk**

- Provided background to the development of the project & its failure to proceed
- Highlighted implications for the committee's role & the Shire's view of how advisory & other committees operate

2.5 Wind farm funding

- Refer to 2.1 dot point 3
- Refer to General Business 7.1

2.6 Terms of Reference

- Recognised that terms of reference needs resolving
- Urgency of issue again raised with Council officers & Cr. Sullivan (Correspondence 3.1.5, 3.1.6)
- Council officers requesting we respond to draft guidelines (Correspondence 3.1.8)

3. Correspondence:**3.1 In**

1. 16/2/22: P. Field (CHW): Maintenance issues, Falls Rd plantations
2. 23/2/22: A. Malloy: Receipt & tabling committee minutes
3. 30/3/22: A. Murphy: request background briefing
4. 3/4/22: C. Henderson: working party & meeting dates
5. 4/4/22: C. Beech: referral of terms of reference
6. 6/4/22: A. Malloy: referral of terms of reference
7. 8/4/22: A. Beggs-Sunter: working party & meeting dates
8. 7/7/22: S. Malloy: draft terms of reference
9. 19/8/22: S. McRae: preferred meeting date
10. 23/8/22: C. Henriksen: preferred meeting dates
11. 23/8/22: A. Beggs-Sunter: preferred meeting dates
12. 26/8/22: S. Witherspoon: meeting apology
13. 1/9/22: C. Henriksen: meeting apology

3.2 Out

1. 10/2/22: P. Field (CHW): re weed/debris removal and screen maintenance Lal Lal Falls Rd
2. 30/3/22: A. Murphy (Manager, Env. & Waste): outstanding issues to discuss
3. 30/3/22: C. Beech (Comm): terms of reference urgency
4. 30/3/22: A. Murphy: phone contact
5. 30/3/22: Committee: proposed meeting dates
6. 28/4/22: Committee: cancel working party 30 Apr
7. 27/7/22: Committee: agenda meeting 4 Aug
8. 8/8/22: 9/8/22: A. Malloy: notice of meeting cancellation
9. 18/8/22: Committee: possible meeting dates
10. 22/8/22: Committee: follow-up for possible meeting dates
11. 23/8/22: Committee & contacts: Next meeting date 1 Sep
12. 24/8/22: Committee & contacts: agenda 1 Sep meeting

4. Business arising from the correspondence:**4.1 Item 3.1.8: Request to meet with Committee to discuss response to draft terms of reference:**

Refer to General Business 7.2.3

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

- Attendance by cars observed in carpark has been steady
- The state of the toilets has been identified by members of the public as an issue of concern particularly with reference to the following;
 1. General state of cleanliness & maintenance
 2. Lack of locks on the female toilet
 3. Generally dated nature of the facility

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

No report

(ii) Western

No report

(iii) Recreation Reserve**(a) Working Party, 26 Feb:**

- Removed guards & stakes as required from older plantation site & most of the second. Need to remove more guards & stakes on second plantation site.
- Survival rate good in first plantation and second plantation where mattock ripped.

- Surviving trees and shrubs thriving.
- Poa plantings best on lower slopes, fewer surviving poa on upper slope plantings but prospering.

(b) Working party 30 April:

- Cancelled because of weather

(iv) Moorabool Falls

No report

5.3 Landcare

No report

5.4 Lal Lal

(i) Soldier's Memorial Hall

- Life members memorial wall: Hugh Spowart, Sid Burns, Don Eddy, John McAuliffe
- Defibrillator donated & installed
- Successful Christmas in July

(ii) Lal Lal Community Hub

- Rail tender released 16/8
- Seeking planning fee relief

6. Business arising from reports

6.1 The issue of the toilets to be included in the action listing (Attachment 1) and raised as a maintenance priority

6.2 Geoff to arrange working party to remove stakes & guards as required in second plantation

7. General business:

7.1 Wind Farm funding spending priorities & strategies

The Committee recommends the following guidelines for the expenditure and management of the Wind Farm fund:

- (i) That the Wind Farm money be allocated to non-maintenance tasks/projects
- (ii) That an agreed amount (\$2 000) be set aside for annual planting of trees/shrubs/grasses in the area west of the Recreation Zone over a 5-year period
- (iii) That the remainder be allocated for the Preferred Projects listed in Attachment A: Maintenance priorities, preferred projects & community engagement
- (iv) That the items identified under Maintenance Priorities be undertaken as part of the Shire's routine programs and be budgeted for where required.
- (v) That depending on the revised terms of reference, the items identified as Community Engagement, be undertaken by the Committee or identified community groups such as Land Care.

7.2 Terms of Reference

1. It was agreed that the chairperson draft a summary of points raised for distribution and ratification by Committee members prior to the response being forwarded to the Shire.

2. Key points at issue include the following:

- The need to explicitly link both the committee's and the Shire's role to the Management Plan
- The need to revise section 4 to ensure the committee, rather than the chairperson, determines decisions related to meetings
- That a clear process of membership eligibility and selection be included
- That membership by identified groups, or reference to identified groups with expertise, be clarified

- That the role of the committee and its members beyond the limits of a purely advisory function be clarified.
3. Ashley Malloy has indicated that she and other relevant officers would like to meet with the Committee to discuss its response to the draft once it has been forwarded.

Decision: That the next Committee meeting be determined in consultation with Ashley Malloy to be a joint meeting focused on discussing the terms of reference.

7.3 Impending resignation

- Sue McRae informed the Committee that she is moving from Lal Lal in September and gave notice that she will be forwarding her letter of resignation

The Committee offered Sue its best wishes for the future and expressed its gratitude for her long and outstanding contributions as a member for twenty years, her role as deputy chair for much of that time, and as one of the three foundation members remaining from 2003.

8. Next meeting:

To be determined following ratification and forwarding to the Shire of the terms of reference response

ATTACHMENT A: MAINTENANCE PRIORITIES AND PREFERRED PROJECTS

Lal Lal Falls Committee: Maintenance priorities & preferred projects: 2023

A. Maintenance Priorities

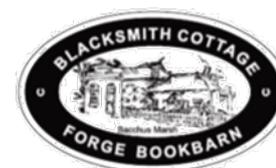
1. Recreation Reserve:
 - (a) Removal of graffiti from signage/information boards (bbq area)
 - (b) Locks to be installed in the women's toilets and/or existing doors replaced or repaired
 - (c) Remove remnant bark pile
 - (d) Removal and re-siting child's memorial
 - (e) Repair and installation of appropriate fencing if Falls access is to be forbidden
 - (f) Removal of old steps and related debris from original access path to Lal Lal Falls
 - (g) Installation of educational signage related to denying access to the base of the Falls
2. Moorabool Track:
 - (a) Reinstall bollards where necessary & strengthen others to limit removal
 - (b) Install another seat along Moorabool track
3. Reserve fencing:
 - (a) Repair/replace fencing along Falls Rd to car park.
4. Harris Rd carpark:
 - (a) Clear tree growth for signs at Harris Rd
 - (b) Remove self-sown tree in car park

B. Preferred Projects: Wind Farm fund allocation

5. Re-vegetation Program
 - (a) Five-year planting program of trees, shrubs, grasses as required on slopes below viewing platforms at Moorabool Fall and on western verge of Recreation Zone
6. Moorabool Falls:
 - (a) Repair steps to Salt Creek walk
 - (b) Revegetate slopes (part of \$ 2 000 re-vegetation allocation listed under 5(a))
7. Salt Creek:
 - (a) Clear track, upgrade bollards & install steps near Salt Creek slope to track

C. Community Engagement

8. Hairy Anchor enclosure:
 - (a) Remove blackberry & willows
9. Western zone plantings:
 - (a) Weed trees/bushes
 - (b) Remove guards & stakes as required
 - (c) Remove wire surround, area 1.
10. Moorabool Falls
 - (a) Weeding and revegetation of slopes
 - (b) Maintenance of Salt Creek track



Minutes

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

Date of Meeting: Tuesday, 27th September 2022

Meeting Opened: 7.40pm.

Venue: James Young Room, Lerderderg Library, Main Street, Bacchus Marsh

Minute taker:	Betty Charge
Apologies:	Steff Latham, Ron Geurts, Heather Robson
Absent:	-
Attendees:	Allan Comrie, (Chair), Simon Fisher, Chrissy & Geoff Stancliffe, Lyn Egan, Jenny Arrowsmith, Betty Charge, David Edwards.
Guest:	-

Confirmation of quorum Yes – 27 September 2022 7/9.

1. Minutes of 23rd August 2022 – Accepted.

Item A. Business Arising.	
Discussion:	Action Items:
1. Proposed meeting wShire and neighbours re easement – S. Fisher – deferred following recent passing of G. Closter. 2. Condition of Book Barn bricks – refer to Book Barn report.	
Item B. Correspondence Report – C. Stancliffe.	
JULY 2022	
INWARDS CORRESPONDENCE	
Shell Energy Account 01.09.22* Wilsons Hardware 01.09.22* Australian Museums & Galleries Association renewal 08.09.22* Ruth Redden to Ron Geurts re scope of works for Cottage 16.09.22 (*) Moorabool Shire re Development and networking 21.09.22 Bendigo Bank Statement 26.09.22*	*Passed to S. Fisher. Moved: L. Egan; Seconded: J. Arrowsmith; Carried.
(*) Relates to Hall rental and on-line meetings.	

Item C. Treasurer's Report - S. Fisher				
Bacchus Marsh Blacksmiths Cottage and Forge Advisory Committee				
	Reference	Debit	Credit	Balance
Bank Account 27 September 2022.				
23 Aug 22	Opening Balance			\$24,427.90
28 Aug 22	Square – 23 August		148.59	\$24,576.49
01 Sept 22	Interest		0.21	\$24,576.70
04 Sept 22	Takings Cash		146.00	\$24,722.70
04 Sept 22	Takings Square		88.50	\$24,811.20
04 Sept 22	Fees Square	1.42		\$24,809.78
10 Sept 22	Takings Cash		44.00	\$24,853.78
10 Sept 22	Takings Square		169.00	\$25,022.78
10 Sept 22	Fees Square	2.71		\$25,020.07
17 Sept 22	Takings Cash		28.50	\$25,048.57
17 Sept 22	Takings Square		33.00	\$25,081.57
17 Sept 22	Fees Square	0.53		\$25,081.04
24 Sept 22	Takings Cash		33.00	\$25,114.04
24 Sept 22	Takings Square		31.00	\$25,145.04
24 Sept 22	Fees Square	0.50		\$25,144.54
23 Aug 22	Telstra	427	94.94	\$25,049.60
26 Sept 22	Wilson's	428	16.94	\$25,032.66
26 Sept 22	Shell Energy	429	64.84	\$24,967.82
26 Sept 22	Museum Aust. subscriptions	430	150.00	\$24,817.82
26 September 2022 Closing Balance				\$24,817.82
Bendigo Bank Term Deposit 157553157				
				\$
23 Apr 22 Balance held				\$22,040.64
Outstanding Accounts:				
Name:	Particulars:	Amount	Due	

Blacksmith's Cottage and Forge Special Committee

In Kind Log - June 2022.

Item	Details	Calculation	Hours	Value
1.	Committee Members, Policy making & meetings, 11 members.	2 hrs per meeting, 11 meetings per year.	242	\$7,260
2.	Subcommittee Meetings, Building and Grounds, Cottage, Forge and Book Barn.	9 Members 4hrs each per month.	432	\$12,960
3.	Financial Report	2 hrs per month	24	\$720
	Volunteers			
4.	Book Barn Volunteers	66 people, 2 hrs, 12 days	1,584	\$47,520
5.	Cottage	12 people, 2 hrs, 10 days	240	\$7,200
6.	Liaison with Shire Council	2 people, 4 hrs, 12 days	96	\$2,880
7.	Administration	11 people, 4 hrs, 11 days	484	\$14,520
	Total			\$93,060

In Kind Log/Shire Annual Report Moved: S. Fisher; Seconded: J. Arrowsmith; Carried.

Item: D	
Discussion:	Action items:
<p>Cottage – C. Stancliffe</p> <ul style="list-style-type: none"> Working bee proposed, late October. Volunteers to bring own tools, expected about 2 hrs work. L. Egan to invite Volunteers to attend. 	
<p>Bookbarn – L. Egan</p> <ul style="list-style-type: none"> Sub-committee met today (27.09.22). Re-arranging shelves discussed; children's books moved to reading bench, carpet runner for children to sit on as required. Card reader & phone to be turned off at end of day to preserve phone battery. New desk, no result yet. Chairs for volunteers under review. Entrance needs better lighting. Chimney damage – need solution other than barrier around chimney. Facebook – Heath Sampson has taken over as Administrator. Brochures – updated book marks for 2023. Sunday opening scheduled for 2023. Security alarm tested – working, shall re-try. Communication – M. Henry to check Communication book – will report to sub-Committee; if urgent refer to appropriate committee person. Hot water service is active. Sorting trolley – castors scuffing floor, need replacing. Tip run – bigger than usual; have culled hard covers to make space for A-Z novels – our best sellers. Duke of Edinburgh Award – volunteer form signed, will be rostered with volunteers who have Working with Children. Have advised A. Molloy/Shire. Carry bags – not selling well; will give to customers buying multiple books. Roster reminders – will continue with current system, mindful that volunteers need to confirm reminder received. 	<p>Move not to use guard rail as proposed. Moved: L. Egan; Seconded: C. Stancliffe; Carried.</p>
<p>Website –L. Egan – No report.</p> <ul style="list-style-type: none"> 	
<p>C.H.H.A. Report –C. Stancliffe</p> <ul style="list-style-type: none"> Next meeting 5 November 2022 at Daylesford. Last meeting at Ballarat Tramway Museum – pics have been posted on CHHA FaceBook site. 35-40 visitors, Museum tour and tramride. On Sunday, 2 Oct, Tramway Celebration Day (50th Celebration). 	
<p>Building Works –in absence of R. Geurts, report distributed.</p> <ol style="list-style-type: none"> Repair or/and replace three rotted timber windows & frames in front two rooms. Unquoted: Estimate \$3,000. Repair cracks in render of internal walls of 2 front rooms. Quoted Feb '22, \$2,400. Estimate now closer to \$4,000. Following wall and window repairs, paint 2 front room walls (internal) and 3 windows (inside and outside). Quoted Feb'21 \$4,100. Termite damaged parlour floor; remove and replace timber floor boards with appropriate (yellow-tongue) particle board. Unquoted. Estimate \$2,500. Replace damaged vinyl flooring in hall and all 3 rooms of cottage. Quoted Feb '21, \$13,500. Estimate now \$16,000. Total: approx. \$30,000. Above prices are parts and labour, GST included. <p>Received via email from Ruth Redden, Heritage Architect, that we correspond with Heritage Victoria regarding permits, prepare permit applications (if required), obtain quotes for works, inspect works at intervals.</p>	

<p>Discussion re stage of works, suggested stages 1, 4, 5 then 2 and 3. S. Fisher advised info by letter to Mick Gorfine, cc to Ashley Molloy, then take action.</p>	
<p>MOTION</p> <p>That C. Stancliffe, Secretary, inform Shire via Mick Gorfine (cc to Ashley Molloy), that Cottage works be undertaken, attending to Stages 1, 4, 5 (approx. \$20,000) then 2 and 3 (approx. \$10,000). Moved: S. Fisher; Seconded: J. Arrowsmith; Carried.</p>	
<p>Item E. General Business.</p>	
<ul style="list-style-type: none"> • C. Stancliffe advised new book, "Over the Log" by author Jenny Trehwella to be released on 15 October '22 – a family history. • Annual Dinner -date to be confirmed at October meeting. 	
<p>Next Meeting Date:</p>	<p>Tuesday, 25 October 2022.</p>
<p>Time:</p>	<p>7.30pm</p>
<p>Venue:</p>	<p>James Young Room, Lerderderg Library, 215 Main St., Bacchus Marsh..</p>
<p>Meeting closed at:</p>	<p>8.25 pm.</p>
<p>Forward 2022 Meeting Date: Tuesday, 15 November 2022, proposed Annual Dinner, 22 November 2022.</p>	



Minutes

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

Date of Meeting: Tuesday, 25th October 2022

Meeting Opened: 7.32pm.

Venue: James Young Room, Lerderberg Library, Main Street, Bacchus Marsh

Minute taker:	Betty Charge
Apologies:	Steff Latham,
Absent:	-
Attendees:	Allan Comrie, (Chair), Simon Fisher, Chrissy & Geoff Stancliffe, Lyn Egan, Ron Geurts, Heather Robson Jenny Arrowsmith, Betty Charge, David Edwards.
Guest:	-

Confirmation of quorum Yes – 25 October 2022 - 9/10.

1. **Minutes of 27th September 2022** – Moved: C. Stancliffe; Seconded: S. Fisher; Accepted.

Item A. Business Arising.		
Discussion:	Action Items:	
1. Proposed meeting wShire and neighbours re easement – S. Fisher – to be followed up. (See General Business) 2. Cottage works program update/info from R. Reddan – R. Geurts. (See Building Works Report.)		
Item B. Correspondence Report – C. Stancliffe.		
OCTOBER 2022		
INWARDS CORRESPONDENCE		
Siti Kalimah – cleaner account	29.09.22*	*Passed to S. Fisher.
Shell Energy Account	03.10.22*	
i. Felicity Ashman –re Strawberry & Cherry Festival	04.10.22	Correspondence Report Moved: H. Robson; Seconded: J. Arrowsmith; Carried.
Ashley Malloy M'bool Shire re acknowledging email re projects	07.10.22	
Ashley Malloy M'bool Shire re projects & asking for copy of proposal	07.10.22	
Aust. Museums & Galleries Assoc. payment receipt	11.10.22*	
ii. Bob Levy (Rotary) re Australia Day 2023	11.10.22	
Wilson's Hardware	14.10.22*	
Central Highlands Hist.Assoc. newsletter & renewal.	22.10.22*	
OUTWARDS CORRESPONDENCE		
iii. Ashley Malloy, M'bool Shire – retirement of Wendy Jacobs & appointment of Ruth Redden & advising of major structural work planning.	05.10.22	
iv. Ron Geurts to Ashley Malloy re quotes for Cottage and Forge.	16.10.22	
(i) Asking for Bookbarn to be open on Saturday & Sunday (19 & 20 Nov)– L. Egan advised had contacted S&C and agreed. S&C		

Item: D	Action items:
<p>Discussion:</p> <p>Cottage – H. Robson/C. Stancliffe</p> <ul style="list-style-type: none"> • Cottage remains closed due to repair issues. R. Geurts has cleared front garden near fence. • Working bee next Sunday, 30 October at 1.30pm. Weather permitting. If not, Cottage pack-up to be commenced. Machinery shed also needs to be cleaned. 	
<p>Bookbarn – L. Egan</p> <ul style="list-style-type: none"> • Summer roster – 1st draft prepared, on Book Barn desk for comment. Will email 2nd draft on 1 November. Will we do a newsletter? If so, it must be ready for distribution by 19 November to be effective. • Cleaning supplies – requested and supplied. • End of Year gathering. Am unavailable Sunday, 27 November – maybe Saturday at Book Barn. • Volunteers – 2 new volunteers, 1 returning and 1 retiring. • Rearranging shelves – in process. Positive feed back. Some bare shelves but will soon fill up. • Children's books – still need a carpet runner. • Card reader – still problematic. Mollie Henry is working on updating instructions. Will be ready for this weekend. • Telephone – Telstra invoice dropped off to Ashley Malloy with note to say we wouldn't be paying it. • New desk – everyone loves it. Suggestion we move ledge and put a board across front. Decision to leave it as is - review later on. • Brochures – updated book marks to be organized for 2023 – to be done. • Face book – no report. • Entrance – to achieve better lighting current lights could be adjusted – to be done. • Extend opening hours – we should have enough volunteers to do this commencing February or March. • Sorting trolley – thank you R. Geurts for putting on new casters. • Duke of Edinburgh Volunteer – Have advised Ashley Malloy. • Carry bag policy – these bags not selling well so will give them away to customers buying multiple books. Great form of advertising. Action: need to advise volunteers in next newsletter. • Roster reminders – by SMS Thursday night. 	
<p>Website –L. Egan.</p> <ul style="list-style-type: none"> • Email address not working – shall follow up. 	
<p>C.H.H.A. Report –C. Stancliffe</p> <ul style="list-style-type: none"> • Next meeting 5 November 2022 at Clunes in old warehouse, Fraser Street plus lunch at hotel. Advise if attending. • \$25 for renewal. 	<p>Moved: L. Egan; Seconded: C. Stancliffe; Carried.</p>
<p>Building Works –R. Geurts.</p> <ol style="list-style-type: none"> 1. Ruth Redden, Architect & Heritage Consultant, from RR Conservation Design has been approved by MSC (Mick Gorfine) as replacement heritage consultant following Wendy Jacobs' retirement. 2. Following request by A. Malloy, MSC, have obtained updated quotes for Cottage front rooms repair and rectification project, plus obtained quote for R&R of parlour floor. Total cost (incl. GST) \$28,123.70, plus RR Conservation Design Costs - Grand total \$32,182.70. Costs include quote for parlour timber floor replacement (previously not quoted). Does not include quote for window repairs. Hoping local glazier would quote window repair but he doesn't make/repair timber frames and can't recommend someone. While quoting floor work last week, a local builder advised only one window sash needs replacement lower rail (approx. \$2,000). 	

<p>3. Have suggested to Ruth Redden we do not let lack on one quote prevent us from presenting this package of 4 quotes to MSC. We can still get window work done, then advise MSC if additional work is necessary. Today, Ruth advised she will submit the package by Wednesday, 26 October to A. Malloy so that our project can be submitted to MSC budget discussions this month.</p>	
<p>Item E. General Business.</p>	
<ul style="list-style-type: none"> • Annual Dinner – after discussion, venue decided Bacchus Marsh Golf Club, Links Road on Tuesday, 22nd November 2022. Invited guests: Committee members & partners; also invite M. Simpson, H. Whiteley and A. Malloy. • Cottage – R. Geurts cleared old mail. Gas accounts at \$2200 (Mr. Jim Smith). C. Stancliffe has advised the Post Office no-one lives at the Cottage and has tried Return to Sender. Gas is not used on site. • S. Fisher – update on neighbouring property? A. Comrie advised no update yet. D. Edwards advised refer to shire. • C. Stancliffe advised Sharon Dickman is not currently available due to hip injury – may be able to return to Committee following treatment. 	<p>C. Stancliffe to attend.</p> <p>S. Fisher to follow up.</p> <p>S. Fisher to write to Council re easement.</p> <p>C. Stancliffe to invite S. Dickman to EoY Dinner.</p>
<p>Next Meeting Date:</p>	<p>Tuesday, 15 November 2022.</p>
<p>Time:</p>	<p>7.30pm</p>
<p>Venue:</p>	<p>James Young Room, Lerderderg Library, 215 Main St., Bacchus Marsh..</p>
<p>Meeting closed at:</p>	<p>8.52 pm.</p>
<p>Forward 2022 Meeting Date: Annual Dinner, 22 Nov 2022, Bacchus Marsh Golf Club, Links Rd, Darley TBC.</p>	



Minutes

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

Date of Meeting: Tuesday, 15th November 2022

Meeting Opened: 7.32pm.

Venue: James Young Room, Lerderderg Library, Main Street, Bacchus Marsh

Minute taker:	Betty Charge
Apologies:	Lyn Egan, Ron Geurts, Jenny Arrowsmith, Chrissy and Geoff Stancliffe, Steff Latham,
Absent:	-
Attendees:	Allan Comrie, (Chair), Simon Fisher, Heather Robson, Betty Charge, David Edwards.
Guest:	-

Confirmation of quorum NO – 15 November 2022 - 4/10.

Meeting opened at 7.35pm.

- Minutes of 25th October 2022** – To be Moved/Accepted at a later date.
(Date corrected)

DUE TO LACK OF COMMITTEE MEMBERS AVAILABLE TO ATTEND THE MEETING, NO DISCUSSION TOOK PLACE, REPORTS WERE SUBMITTED EITHER DIRECTLY OR VIA EMAIL. REPORTS AS SUBMITTED ARE DISPLAYED IN THE APPROPRIATE AREA BELOW.

Item A. Business Arising.	
Discussion:	Action Items:
Item B. Correspondence Report – C. Stancliffe (via Email)	
NOVEMBER 2022	
INWARDS CORRESPONDENCE	
Siti Kalimah – cleaner account	27.10.22*
Shell Energy Account	07.11.22*
Bendigo Bank	14.11.22*
Email Ruth Redden to Ashley Malloy re quotes for service and maintenance works at Cottage.	25.10.22
Email from Debra Lindsay/Andy Gaze (Shire) re footpath Trading fees waived for last 2 years.	02.11.22
OUTWARDS CORRESPONDENCE	
NIL.	

*Passed to S. Fisher.

Item C. Treasurer's Report - S. Fisher				
Bacchus Marsh Blacksmiths Cottage and Forge Advisory Committee				
	Reference	Debit	Credit	Balance
Bank Account 15 November 2022.				
25 Oct 22	Opening Balance			\$24,549.54
29 Oct 22	Takings - Cash		88.25	\$24,637.79
29 Oct 22	Takings - Square		56.50	\$24,694.29
29 Oct 22	Fees - Square	1.00		\$24,693.29
01 Nov 22	Interest		0.21	\$24,693.50
01 Nov 22	Bank Fees	0.20		\$24,693.30
05 Nov 22	Takings - Cash		85.00	\$24,778.30
05 Nov 22	Takings - Square		126.00	\$24,904.30
05 Nov 22	Fees - Square	11.86		\$24,892.44
12 Nov 22	Takings - Cash		97.50	\$24,989.94
12 Nov 22	Takings- Square		44.00	\$25,033.94
12 Nov 22	Fees - Square	2.68		\$25,031.26
07 Nov 22	S. Kalimah - Cleaner	435	120.00	\$24,911.26
07 Nov 22	Shell Energy	436	60.93	\$24,850.33
07 Nov 22	Desk (L. Egan reimbursement)	437	116.69	\$24,733.64
15 November 2022 Closing Balance				\$24,733.64
Bendigo Bank Term Deposit 157553157				
23 Apr 22 Balance held				\$22,040.64
Note: Renewal Date – 23 November 2022.				
Outstanding Accounts:				
Name:	Particulars:	Amount	Due	
NIL				

Item: D	
Discussion:	Action items:
<p>Cottage – H. Robson – via Email</p> <ul style="list-style-type: none"> • SES and Rotary have asked for permission to use our backyard for their annual Christmas Tree sales – first 2 weeks in December. They have offered us a tree for the Bookbarn. Shall contact Lyn to let her know – I will organise a key for them. • 	
<p>Bookbarn – L. Egan – via Email – Minutes of BB meeting.</p> <ul style="list-style-type: none"> • Summer Roster – has been completed, included in newsletter. Bookbarn will be closed for 2 Saturdays over Xmas/New Year period. • Newsletter – Jenny & Don Arrowsmith have taken over task of newsletter. Checked proof before printing – looks really good. Thanks to Simon for printing. Chris & Geoff will distribute as usual to all Bookbarn volunteers. • Bendigo Bank support – Bendigo Bank acknowledged in Newsletter for their financial support in purchasing phone, card reader and desk. Copy will be given to Bank. • Volunteers – 2 new volunteers – still in training. • Rearranging shelves – work is continuing. Results and feedback, so far, are good. • Children's books – still need to source carpet runner, Action -Lyn. 	

<ul style="list-style-type: none"> • Duke of Edinburgh Volunteer – have received confirmation from Ashley Malloy that junior volunteers need to work under someone who has Working with Children. Ashley Malloy said she will provide additional on-line module which Shire requires from us – not yet received. • Facebook – Chris Stancliffe asked to be added to Admin team for our Facebook page. She has also requested I provide link to CHHA on our website – Action required by Heath. 	
<p>Website –L. Egan – No report received.</p> <ul style="list-style-type: none"> • 	
<p>C.H.H.A. Report –C. Stancliffe – No report.</p>	
<p>Building Works –R. Geurts – via Email.</p> <p>1. I can report that Ruth’s presentation has been confirmed as “received” by MSC.</p>	
<p>Item E. General Business.</p> <ul style="list-style-type: none"> • 	
<p>Next Meeting Date: Tuesday, 22 November 2022 – Annual Dinner.</p>	
<p>Time:</p>	<p>7.30pm</p>
<p>Venue:</p>	<p>Bacchus Marsh Golf Club, Links Road, Darley.</p>
<p>Meeting closed at:</p>	<p>7.36 pm.</p>
<p>Forward 2023 Meeting Date: Tuesday, 24 January 2023, Tuesday, 28 February 2023.</p>	

MOORABOOL SHIRE COUNCIL



2022/23 Quarterly Financial Report - December 2022

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1 Comprehensive Income Statement

	Year to Date				Annual			
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Income								
Rates and charges	42,167	42,479	312	1%	42,590	42,937	347	1%
Statutory fees and fines	674	646	(28)	-4%	1,351	1,324	(27)	-2%
User fees	882	923	41	5%	2,233	2,335	102	5%
Grants - operating	2,647	2,960	313	12%	8,767	11,774	3,007	28%
Grants - capital (recurrent)	0	0	0	0%	1,282	1,282	0	0%
Other income	569	581	12	2%	1,106	2,563	1,457	132%
Interest received	370	407	37	10%	585	1,081	496	46%
Total Income	47,308	47,995	687	1%	57,913	63,296	5,383	9%
Expenses								
Employee costs	11,770	11,465	(305)	-3%	24,319	23,742	(577)	-2%
Materials and services	10,371	9,683	(688)	-7%	18,482	25,017	6,535	31%
Depreciation	6,230	6,230	0	0%	12,461	12,461	0	0%
Amortisation - right of use assets	112	112	0	0%	224	224	0	0%
Borrowing costs	114	114	0	0%	238	238	0	0%
Finance costs - leases	0	0	0	0%	18	18	0	0%
Other expenses	279	306	27	10%	604	579	(25)	-4%
Net loss on asset disposal	(180)	(381)	(201)	112%	1,500	1,172	(328)	-22%
Total Expenses	28,696	27,529	(1,167)	-4%	57,846	63,451	5,605	9%
Adj Underlying Surplus / (Deficit)	18,612	20,467	1,855	10%	67	(155)	(222)	-111%
Add Capital / Non-recurrent income								
Grants - capital (non-recurrent)	5,059	6,206	1,147	23%	13,119	26,718	13,599	56%
Contributions - monetary	1,134	1,171	37	3%	1,918	7,754	5,836	304%
Contributions - non-monetary assets	0	0	0	0%	7,500	7,500	0	0%
Total Surplus / (Deficit)	24,805	27,843	3,038	12%	22,604	41,816	19,212	57%

Key 'Year to Date' Variances;

Rates and charges – Favourable due to growth in property numbers, which increases revenue for Rates and Garbage Charges. Also timing variances with revenue for Wind Farms.

Grants - operating – Favourable due to new funding received since the adoption of the budget, and also grants recognised this financial year relating to projects incomplete last financial year. Some of these include; Council Flood Support Fund, Women Building Surveyors Program, and Parwan IFF Network Planning.

Interest received – Increases in the cash rate by the RBA has resulted in greater returns on cash investments.

Employee costs – Under budget due to vacancies across numerous Council services. These include; Urban Design, Community Safety, Asset Management, Youth Services, and Arts and Economic Development.

Materials and services – Favourable compared to budget mainly due to timing issues with contract payments for Waste Services, Building Maintenance, Corporate Software, and Storm Recovery.

Net loss on asset disposal – Additional funds received via an insurance claim for the write off of an item of Plant.

Grants – capital (non-recurrent) – The year-to-date variance is favourable mainly due to timing issues with the recognition of grant income for Darley Park Pavilion, and West Maddingley Early Years Hub.

Key 'Annual' Variances;

Rates and charges – Expected to be favourable at year end due to growth in property numbers, with increases forecast in Rates and Garbage Charges.

Grants - operating – Forecast is favourable due to new funding received since the adoption of the budget, and also grants recognised this financial year relating to projects incomplete last financial year. Some of these include; Storm Recovery Clean Up Program, Council Flood Support Fund, Outdoor Activation, Youth Engagement Support Project, and Business Concierge and Hospitality Support Program.

Other income – Increase due to reimbursements expected for costs incurred for the Storm Event in October 2022.

Interest received – Forecast to be favourable due to a significant increase in Investment Interest Income. Increases in the cash rate by the RBA will result in greater returns on cash investments.

Employee costs – Forecast to be under budget due to savings in the cost of Leave Provisions, and also savings due to vacancies.

Materials and services – Unfavourable mainly due to costs associated with Storm Recovery works. There are also increases relating to grant funded projects and one-off initiatives that were incomplete in the prior financial year. It is expected that the majority of these will be completed by the end of this financial year.

Other increases relate to additional costs associated with new funding received since the adoption of the budget.

Grants – capital (non-recurrent) – Forecast is significantly higher due to the recognition of grant funding that was budgeted in prior years, and also new funding Council has received since the adoption of the budget. Some of these include; Aqualink, Maddingley Park All Abilities Playground, and Bacchus Marsh Racecourse and Recreation Reserve.

Contributions - monetary – Expected to receive more in Developer Contributions this financial year due to delays in milestones being met for Stonehill over the past few years.

2 Balance Sheet

	Year to Date				Annual			
	Last Year \$'000	Current \$'000	Variance		Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Assets								
Current Assets								
Cash and cash equivalents	26,472	27,914	1,442	5%	38,627	38,995	368	1%
Trade and other receivables	30,833	33,010	2,177	7%	7,171	9,616	2,445	34%
Other assets	241	188	(53)	-22%	744	1,473	729	98%
Total current assets	57,546	61,113	3,567	6%	46,542	50,084	3,542	8%
Non-current assets								
Trade and other receivables	97	95	(2)	-2%	89	98	9	10%
Property, infrastructure, plant and equipment	637,889	698,149	60,260	9%	734,107	762,693	28,586	4%
Right-of-use assets	560	336	(224)	-40%	224	448	224	100%
Total non-current assets	638,546	698,580	60,034	9%	734,420	763,239	28,819	4%
Total Assets	696,092	759,693	63,601	9%	780,962	813,323	32,361	4%
Liabilities								
Current liabilities								
Trade and other payables	1,935	4,991	3,056	158%	16,104	6,120	(9,984)	-62%
Unearned income/revenue	6,811	24,556	17,745	261%	4,036	8,867	4,831	120%
Trust funds and deposits	1,509	3,805	2,296	152%	1,339	4,192	2,853	213%
Provisions	6,144	5,072	(1,072)	-17%	5,595	5,401	(194)	-3%
Interest-bearing loans and borrowings	5,406	610	(4,796)	-89%	1,985	1,985	0	0%
Lease liabilities	223	235	12	5%	246	246	0	0%
Total current liabilities	22,028	39,267	17,239	78%	29,306	26,811	(2,495)	-9%
Non-current liabilities								
Provisions	961	647	(314)	-33%	1,056	887	(169)	-16%
Interest-bearing loans and borrowings	11,889	11,279	(610)	-5%	22,953	23,188	235	1%
Lease liabilities	481	246	(235)	-49%	0	0	0	0%
Total non-current liabilities	13,331	12,172	(1,159)	-9%	24,009	24,075	66	0%
Total Liabilities	35,359	51,439	16,080	45%	53,314	50,886	(2,428)	-5%
Net Assets	660,733	708,253	47,520	7%	727,647	762,437	34,790	5%
Represented by:								
Accumulated surplus	234,426	250,391	15,965	7%	235,130	266,857	31,727	13%
Asset revaluation reserve	411,692	446,978	35,286	9%	487,307	486,644	(663)	0%
Other reserves	14,615	10,883	(3,732)	-26%	5,211	8,936	3,725	71%
Total Equity	660,733	708,253	47,520	7%	727,647	762,437	34,790	5%

Key 'Year to Date' Variances;

Assets

Cash and cash equivalents – The year-to-date cash balance is \$1.442m more than the same time last year. This mainly relates to the timing of completion of the Capital Improvement Program, and also capital grants received.

Trade and other receivables – Favourable primarily due to an increase in Rates debtors. This is primarily due to growth in property numbers during 2021/22 and the first 6 months of 2022/23 increasing Council's overall rating base.

Property, infrastructure, plant and equipment – The increase from December last year mainly relates to Asset Revaluations and the completion of the Capital Improvement Program in the 2021/22 financial year. It is also the net result of assets contributed by developers, assets disposed, capital spend in 2022/23, and depreciation.

Liabilities

Trade and other payables – The actual is \$3.056m more than December last year mainly due to processing accruals for the value of works completed in the Capital Improvement Program.

Unearned income/revenue – The actual is \$17.745m more than December last year mainly due to Council receiving funding upfront for a number of major capital projects. This amount is

assessed as unearned and will be reduced throughout the year when costs are incurred against these projects.

Trust funds and deposits – The actual is \$2.296m more than December last year due to large deposits held for the Queensbrook Development.

Provisions – The actual is \$1.072m less than December last year due to decreases in the provisions for both Annual Leave and Long Service Leave.

Interest-bearing loans and borrowings – The net balance is less by \$5.406m overall (current and non-current) compared to the same time last year. This relates to the net impact of deferring borrowings and debt redemption in 2021/22, and the first half of 2022/23.

Equity

Accumulated surplus – The increase of \$15.965m since December last year reflects Council's operating result during the 2021/22 financial year and the first six months of 2022/23.

Asset revaluation reserve – The increase of \$35.286m relates to the revaluation of Infrastructure Assets in the 2021/22 financial year.

Other reserves – The decrease of \$3.732m is the net result of movements to and from reserves in 2021/22. The main decrease relates to the repayment of the Local Government Funding Vehicle loan.

3 Statement of Capital Works

	Year to Date				Annual			
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Property								
Land	0	0	0	0%	1,820	0	(1,820)	0%
Buildings	13,468	12,343	(1,125)	-8%	30,002	26,404	(3,598)	-11%
Total Property	13,468	12,343	(1,125)	-8%	31,822	26,404	(5,418)	-17%
Plant and equipment								
Plant, machinery and equipment	813	370	(443)	-54%	2,778	2,321	(457)	-20%
Computers and telecommunications	210	214	4	2%	1,439	1,710	271	16%
Library books	0	0	0	0%	115	115	0	0%
Total plant and equipment	1,023	584	(439)	-43%	4,332	4,145	(187)	-5%
Infrastructure								
Roads	4,254	2,667	(1,587)	-37%	8,372	9,006	634	7%
Bridges	205	23	(182)	-89%	90	300	210	56%
Footpaths and cycleways	1,416	625	(791)	-56%	2,360	5,881	3,521	58%
Drainage	531	319	(212)	-40%	880	1,210	330	27%
Recreational, leisure and community facilities	9,603	5,517	(4,086)	-43%	10,406	12,314	1,908	14%
Parks, open space and streetscapes	844	610	(234)	-28%	2,573	2,756	183	6%
Other infrastructure	408	334	(74)	-18%	646	1,125	479	37%
Total infrastructure	17,260	10,094	(7,166)	-42%	25,327	32,592	7,265	21%
Total capital works expenditure	31,751	23,020	(8,731)	-27%	61,482	63,142	1,660	2%
Represented by:								
New	18,827	14,111	(4,716)	-25%	34,419	33,272	(1,147)	-3%
Renewal	7,554	4,313	(3,241)	-43%	16,595	19,778	3,183	15%
Upgrade	5,370	4,596	(774)	-14%	10,468	10,093	(375)	-4%
Total Capital Works	31,751	23,020	(8,731)	-27%	61,482	63,142	1,660	2%

Key 'Year to Date' Variances;

Buildings – Under budget mainly due to timing variances with expenditure relating to Ballan Recreation Reserve Pavilion, Transfer Station Upgrades, and Bacchus Marsh Indoor Recreation Facility.

Plant, machinery and equipment – Underspent at this stage due to some delays with a number of Plant purchases.

Roads – The bulk of the Roads renewal program is expected to be completed by year end. The underspend so far is mainly timing issues relating to Steiglitz Street, Ballan, and Butlers Road, Navigators.

Footpaths and cycleways – Underspend relates to timing issues for Aqualink project.

Recreational, leisure and community facilities – Expenditure on Recreation projects is under budget at this stage. Many of the projects are on target for completion. The main variances here relate to Bacchus Marsh Racecourse and Recreation Reserve, and Telford Park.

Key 'Annual' Variances;

Land – The original budget included estimates of carry overs that are no longer required as they were completed last financial year.

Buildings – Expected to be under budget due to the likelihood some projects will be incomplete at year end and carried over to next financial year. These include; Bacchus Marsh Indoor Recreation Facility, Bacchus Marsh Bowls Club, and West Maddingley Early Years Hub.

Footpaths and Cycleways – Forecast to spend more than the original budget due to Aqualink. Part of this project was carried over from last financial year and not included in the original budget. There has also been new funding received since the budget was adopted for other sections of the Aqualink project.

Recreational, leisure and community facilities – Expenditure is forecast to be greater than budget mainly due to new funding received for Maddingley Park All Abilities Playground, and Bacchus Marsh Racecourse and Recreation Reserve Cricket Nets.

Other Infrastructure – Will be over budget at year end due to new funding received for works at the Bacchus Marsh Aerodrome.

4 Statement of Cashflows

	Year to Date				Annual			
	Adopted Budget \$'000	Actual \$'000	Variance		Adopted Budget \$'000	Forecast \$'000	Variance	
			\$'000	%			\$'000	%
Cash flows from operating activities								
Receipts								
Rates and charges	17,415	17,589	174	1%	42,590	42,937	347	1%
Statutory fees and charges	674	646	(28)	-4%	1,351	1,324	(27)	-2%
User fees	882	923	41	5%	2,233	2,335	102	5%
Grants - operating	3,647	4,458	811	22%	8,767	11,774	3,007	34%
Grants - capital	5,559	6,206	647	12%	14,401	14,699	298	2%
Contributions - monetary	1,134	1,171	37	3%	1,918	7,754	5,836	304%
Interest received	370	407	37	10%	585	1,081	496	85%
Other receipts	569	1,303	734	129%	1,106	2,563	1,457	132%
Employee costs	(12,220)	(12,034)	186	-2%	(24,319)	(23,742)	577	-2%
Materials and services	(10,371)	(8,248)	2,123	-20%	(18,482)	(24,765)	(6,283)	34%
Other payments	(279)	(306)	(27)	10%	(604)	(579)	25	-4%
Net cash provided by (used in) operating activities	7,378	12,115	4,737	64%	29,545	35,381	5,836	20%
Cash flows from investing activities								
Proceeds from sale of property, plant and equipment, infrastructure	180	381	201	112%	515	843	328	64%
Payments for property, plant and equipment, infrastructure	(29,962)	(21,967)	7,995	-27%	(36,119)	(47,591)	(11,472)	32%
Net cash provided by (used in) investing activities	(29,782)	(21,586)	8,196	-28%	(35,604)	(46,748)	(11,144)	31%
Cash flows from financing activities								
Finance costs	(114)	(114)	0	0%	(238)	(238)	0	0%
Proceeds from borrowings	0	0	0	0%	14,000	14,000	0	0%
Repayment of borrowings	(304)	(304)	0	0%	(950)	(950)	0	0%
Interest paid - lease liability	0	0	0	0%	(18)	(18)	0	0%
Repayment of lease liabilities	0	0	0	0%	(234)	(234)	0	0%
Net cash provided by (used in) financing activities	(418)	(418)	0	0%	12,559	12,559	0	0%
Net increase (decrease) in cash and cash equivalents	(22,821)	(9,888)	12,933	-57%	6,500	1,192	(5,308)	-82%
Cash and cash equivalents at the beginning of the financial year	37,802	37,802	0	0%	32,127	37,802	5,675	18%
Cash and cash equivalents at the end of the financial year	14,981	27,914	12,933	86%	38,627	38,995	368	1%

Key 'Year to Date' Variances;

Grants - operating – Favourable mainly due to new funding received since the adoption of the budget. These include Council Flood Support Fund and Parwan IFF Network Planning.

Grants - capital – The year-to-date variance is favourable mainly due to Council receiving payments of some capital grants in advance.

Other receipts – Favourable due to reimbursements received for Storm Recovery Events. Many of the claims were lodged last financial year but the cash received this financial year.

Materials and services – Favourable compared to budget mainly due to timing issues with contract payments for Waste Services, Building Maintenance, Corporate Software, and Storm Recovery.

Payments for property, plant and equipment, infrastructure – Expenditure is under budget mainly due to timing variances with contract payments for Recreational, Leisure, and Community Facilities, Roads, and Buildings.

Also, some major projects will be incomplete and carried over to next financial year. These include; Bacchus Marsh Indoor Recreation Facility, Bowls Club Pavilion and Bowling Green, and West Maddingley Early Years Hub.



Borrowing Policy

Policy Type:	COUNCIL
Version:	2.0
Date Adopted:	1 March 2023
Service Unit	Finance
Directorate:	Customer Care and Advocacy
Review Date:	1 March 2027

1. Purpose

The purpose of this Borrowing Policy is to:

- Establish objectives and principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework consistent with Section 104 of the Local Government Act 2020;
- Set out the manner in which Council may establish and manage a debt portfolio;
- To ensure Council's new borrowings comply with legislative requirements.

2. Definitions

MSC	Moorabool Shire Council
LGPRF	Local Government Performance Reporting Framework

3. Scope

This Policy applies to all Councillors and Council employees who make decisions regarding borrowings.

4. Non-Compliance

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

5. Policy

5.1. Objectives

- To provide an alternative financing option for:
 - capital works projects that are of strategic significance (that could not otherwise be financed from ongoing income sources and provide benefit across generations); or
 - to meet Council's obligations in relation to future defined benefit superannuation calls, if required;
- To ensure the total amount of loan borrowings is sustainable in terms of ability to meet future repayments, budgetary constraints and established ratios;
- Manage any new borrowings in the context of optimising cash flow;



Borrowing Policy

- Develop and maintain a borrowing structure that achieves a balance between predictability and flexibility and aims to minimise borrowing costs and / or maximise the best value for our community.

5.2. Principals

The following principles have been set to ensure Council has a structured and disciplined approach to borrowing of funds that fit with a longer term financially sustainable framework.

- Borrowings are only to be used to finance items described in the Policy statement / objectives;
- Council will not borrow to fund recurrent capital works which is inclusive of acquisition, replacement, or renewal of assets (e.g., road resurfacing). This type of expenditure is to be funded from operating revenue streams;
- Council will not borrow to fund operating expenditure (other than large defined benefit superannuation calls);
- All borrowings will be considered as part of Council's long term financial planning using sound financial management principles (and fall within the borrowing ratios outlined in this Policy);
- The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will consider the purpose of the loan and seek to balance interest rate exposure with refinancing flexibility;
- Council will explore opportunities to maximise business activity within the Shire and to provide best value to our community by inviting Community banks to participate in the debt procurement process;
- When entering into borrowing arrangements, Council will seek to minimise interest costs and/or maximise the best value for our community over the long term without introducing undue volatility in annual interest costs.

5.3. Ethics and Conflict of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Moorabool Shire Council's Borrowings. This includes activities that would impair the Officer's ability to make impartial decisions.

This Policy requires that Officers disclose to the Chief Executive Officer any conflict of interest that relates to Borrowings.

5.4. Borrowing Arrangements

- When entering into borrowing arrangements, Council will seek to minimise interest costs and or/ maximise the best value for our community over the long term without introducing undue volatility in annual interest costs.
- Council will consider the appropriateness of the various types of debt products available (including savings offset arrangements);
- The tenor of a loan will not be greater than the expected useful life of the asset being funded by the loan and will be managed strategically to stagger Council's debt maturity profile and reduce financial risk;



Borrowing Policy

- Council intends to maintain a repayment schedule consistent with “principal and interest” repayment calculations. In the case of interest only borrowings, this will require a cash reserve to be established to hold funds equivalent to principal repayments;
- Loan repayments will be made in a regular schedule, such as monthly, quarterly, semi-annually, or otherwise determined at the time of entering the loan agreement. Consideration should be given to efficiency of payment while minimising interest costs
- The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will take into account the purpose of the loan and seek to balance interest rate exposure with refinancing flexibility.
- When making borrowing decisions, Council’s ongoing funding requirements will be considered, and borrowings will be aggregated into a single loan where practical.

5.5. Borrowings Ratios and Limits

Borrowings shall not be undertaken if the effect of such borrowings are projected to result in borrowing ratios greater than the maximum levels indicated in the table below.

Measure	Council’s Target Ratio
Loans and Borrowings Ratio (TCV) Interest bearing liabilities / own source revenue	0% to 60%
Interest Cover Ratio EBITDA : interest expenses	greater than 2:1

In addition, the Local Government Performance Reporting Framework (LGPRF) borrowing ratios and Treasury Corporation Victoria (TCV) guidelines will be projected in Council’s SRP and Annual Budget and reported in Council’s Annual Performance Report.

5.6. Determining Appropriate Lending Institution

Council will use bank debt and the Local Government Funding Vehicle or other aggregated funding streams as sources of debt funding. If bank debt is chosen as the appropriate source of funding, requests to appropriate lending institutions will be made in accordance with Council’s Procurement Policy inviting written quotations on Council’s borrowing requirements.

Written quotations must include the:

- Interest rate
- Term of loan
- Repayment intervals (monthly, quarterly, etc.)
- Repayment instalment amount
- Any applicable fees
- Loan break costs



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5.7. Leases

Leasing as a funding option may form part of Council's overall borrowing strategy.

There are two types of leases:

- An operating lease is where Council hires the asset for a set fee per period and at the end of the agreed time ownership of the asset remains with the lessor or the hire company. Council can terminate the lease at any time without incurring a penalty.
- A finance lease is where Council agrees to a series of payments and a residual value for the asset. There is a penalty for terminating the agreement prior to the finishing date. At the end of the period, it is expected that Council purchase the asset for the agreed residual value.

Council will periodically undertake a lease versus buy analysis for assets:

- Which diminish in value quickly (e.g., motor vehicles, IT and Gym equipment);
- Where assets will be disposed of in a short timeframe; and
- Where the lease option transfers responsibilities to the asset owner for maintenance and disposal.

Council will not consider Finance leases as an ownership option.

5.8. Reporting

Council will use the LGPRF and TCV guidelines to monitor and predict its borrowing requirements. These measures will be annually audited by the Victorian Auditor General and will be reported on in our Strategic Resource Plan and the Know Your Council website.

5.9. Management Framework

Borrowing decisions will be made annually as part of Council's Annual Budget process. Public comment is sought each year on Council's Budget and Strategic Resource Plan.

5.10. Responsibilities

- Council is responsible for approving borrowings by way of inclusion of all borrowings in the Annual Budget (or Amended Annual Budget where applicable).
- The Chief Executive has authority to accept loan offers, following the resolution of Council, so long as the requirements of this Policy are adhered to.
- The Chief Financial Officer is responsible for ensuring policies and procedures are followed when borrowing funds.

6. Related Legislation

- Local Government Act 2020
- MSC Councillors Code of Conduct



Borrowing Policy

- MSC Fraud Prevention Plan
- MSC Counselling & Disciplinary Action Policy
- MSC Employee, Volunteer & Contractor Code of Conduct

7. Council Plan Reference

Objective: Council that listens and adapts to the needs of our evolving communities

Context: Focus resources to deliver on our service promise in a sustainable way

8. Review

The Policy is reviewed when any of the following occur:

- The relevant legislation is amended or replaced
- Other circumstances as determined from time to time by a resolution of the Council
- Any other change or update which materially impacts and alters this Policy

As a minimum, this Policy will be reviewed every fourth year.



Fees and Charges Policy

Policy Type:	COUNCIL
Version:	001
Date Adopted:	1 March 2023
Service Unit	Finance
Directorate:	Customer Care and Advocacy
Review Date:	1 March 2027

1. Purpose

Fees and Charges represent an important source of income for Moorabool Shire Council (Council). This Policy provides guidance for Council’s approach in setting appropriate levels of fees and charges, taking into account community benefit, user groups and Council Plan objectives, and to provide for regular reviews of fees and charges within the overall service and financial planning process.

It encourages pricing that is simple to administer, equitable, easily understood, and provides value for money.

2. Definitions

Council / MSC	Moorabool Shire Council
Community benefit	The degree to which benefits are accrued to just the individual, household or business receiving the service (private value), or whether benefits may be simultaneously generated for the broader community (public value or mixed value).
Cost recovery	The recovery of some or all costs of service provision recouped through user fees and charges.
Direct costs	Costs that are directly related to the delivery of a specific service.
Fees and Charges Schedule	The list of fees and charges, submitted for approval to Council as part of the annual budget process.
Full cost	Total costs, both direct and indirect costs, incurred in delivering a service.
Indirect costs	Costs that cannot be directly related to the delivery of a specific service. Also called a ‘corporate overhead’.
Public Benefit	The value from services that are consumed collectively by the community rather than individually by the user. Examples include parks, street lighting. One person can



Fees and Charges Policy

consume these without reducing their availability to another person and nobody is excluded from consuming them.

Pricing method	The method for setting fees and charges which considers the costs of delivering the service, social policy objectives and community benefit. Pricing methods can be statutory or non-statutory.
Private Benefit	The value derived by the user (i.e. individual household or business/organisation) who is receiving a service in a direct and typically voluntary, as well as general economic exchange.
Services	The wide variety of services, activities, and facilities that Council provides to assist individual people, families, and groups in the Moorabool Shire. Some services enforce various federal, state, local laws and Council has autonomy to provide services that meet the needs of the local community.
Social policy objective	The responsibilities, or obligations of Council, that are informed by the local community's needs, values, aspirations, and priorities, and which are conveyed in strategic documents, for example the Council Plan.
Rate base	Council collects rates (or raises revenue) from residents and businesses to help fund local services and infrastructure. Property values are the basis for determining how much each property owner pays. The rate base to the revenue collected.

3. Scope

This Policy applies to all fees and charges that are listed in the Fees and Charges Schedule which is published in Council's annual Budget. This Policy also applies to any new fees and charges that Moorabool Shire Council is eligible to charge under the Local Government Act but has not previously been included in the Fees and Charges Schedule.

4. Policy

Section 3C of the Local Government Act provides some guidance on the pricing of Council's services and facilities. In addressing the Local Government Act, Council must ensure that resources are used effectively and efficiently, and that services and facilities provided by Council are accessible and equitable.

Council must minimise the burden on customers and ratepayers by pricing services that are at a level which maximises return, but also recognises the service user's ability to pay. National Competition Policy (Federal Government) and Competitive Neutrality Policy (State Government)



Fees and Charges Policy

also provide requirements regarding pricing.

Council provides a breadth of services to the community. In undertaking this role, Council assesses the needs of the community and is guided by Council's social policy objective to determine which services it will support. Some services are required due to statutory obligation while other services Council chooses to provide.

Council is required to price services that compete in the open market on a 'level playing field' basis and to be transparent regarding any decision to depart from a commercial basis for pricing. Competitive Neutrality requires that government business activities should not enjoy net competitive advantages over their private sector competitors simply by virtue of public sector ownership. Where there are significant competitors in the marketplace, Council must consider and justify any subsidy in the case of significant services which compete with the private sector.

Fees and charges therefore are an important component of Council's revenue raising strategy and represent 6% of Council's budgeted recurrent revenue.

Fees and charges are raised by Council for several reasons:

- To increase revenue available to Council to support the cost of service delivery,
- To support Council's medium to long term service delivery objectives, and
- To help users of Council service understand the value and benefits they obtain when accessing those services.

In setting Fees and Charges, Council is guided by the following principles:

- **Efficiency** - the fees are simple to understand and administer.
- **Equity** - the fees are fairly applied across a range of users and consider users' capability to pay.
- **Effectiveness** - the fees provide appropriate signals to users, value for money and ensure that everyone contributes appropriately to the delivery of services.
- **Transparency** - the method of determining pricing is consistent

5. Pricing Methods

5.1. Statutory Pricing

Price at level set by legislation

For some fees and charges Council's role is to administer services and apply fees set or controlled under statute or funding agreement. These fees may only provide a partial recovery of the cost of providing the service.

Examples include specified Environmental Health and Statutory Planning Fees.

In addition, there are a range of conditions Council must consider when setting fees for certain purposes, for example under Funding and Service Agreements or Grant Agreements. In these cases, Council must comply with the relevant terms of the agreement, for example there may be an upper limit on the fee Council may charge.

Fees and Charges Policy



5.2. Non-Statutory Pricing

In determining fees and charges not regulated by statute, Council will consider the following factors in selecting the pricing method to meet its objectives for the service:

- Balancing individual and community benefit
- Users' ability to pay
- Market pricing - the pricing of comparable services offered by other providers
- Competitive neutrality (where relevant)
- Budget implications

The reason for the subsidy or return will assist in determining the method of pricing to select.

a. Private Benefit pricing

Price to cover direct and overhead costs

These are services provided by Council that benefit individual customers specifically, rather than the community. The aim is to recover the direct and overhead costs associated with providing these services:

- Provision of Information – involves Council giving access to information, subject to compliance with information privacy and freedom of information.
- Damage to Council's property.

b. Accessible pricing

Price set between Full Council Subsidy (no charge) and Full Cost Pricing (covering direct and overhead costs).

Accessible Pricing may be used where there are benefits to the community, including making a service accessible to low-income or disadvantaged users. As part of the annual review of pricing for these services, maintaining the overall net cost to Council for providing the service should be considered.

Fees and charges are subsidised by Council, and fees and charges are set to recover only part of the direct cost (as defined above), for example a service may be provided with fees set to recover 75% of direct costs.

Appropriate situations for partial pricing may be:

- Where the service benefits the community as well as the individual customer.
- Short term approach to stimulate demand for a service.
- Where charging prices at full cost may result in widespread evasion or inappropriate adoption.
- Where the service is targeted at those with an inability to pay. In this case, concession fees may be considered depending upon the type of service being provided and the needs of the customer.



Fees and Charges Policy

- Where there are a low number of other service providers; or insufficient quantity to meet the need; or prices that would make the service accessible to the community.

Prices can be set from Full Council Subsidy (no charge) to Full Cost Recovery with various levels of subsidisation in between. Minimal Cost Pricing will always be based on knowledge of the full cost of providing a service and subsidies will be based on a percentage of the cost of the service.

Example: Recreation facilities fees and charges.

c. Incentive pricing

Price set above Full Cost Recovery (covering direct and overhead costs at a minimum).

This pricing regime will be adopted where the Council have an applicable policy objective that supports disincentive pricing or where the Council performs the role to regulate and restrict certain behavior.

Example: Charging more for late health premise registration.

d. Full Cost-Plus margin pricing (Market Pricing)

Price set above Full Cost Recovery (covering direct and overhead costs at a minimum) in line with benchmarked market prices.

This category includes services that provide discretionary activities without strong social policy objectives. These activities may provide revenue support and complement other social policy actions.

Fees and charges are set based on benchmarking of similar services offered by other service providers or based on current market pricing. The reason for selecting this method of fee setting is that if fees are out of alignment with market it may result in a loss of patronage or sales that would reduce the overall level of income for the service.

Ideally, the price should be greater than Full Cost Recovery and a Market-Based price. The price charged by competitors depends upon the marketing strategy that has been adopted and can be determined through benchmarking.

If a price less than Full Cost Recovery is contemplated, Council should review whether it should provide the service, or reconsider whether there is a community service obligation. Otherwise, ratepayers may be subsidising a service for which no community service obligation has been identified.

Examples: Sale of goods through retail outlets, e.g. Visitor Information Centre, Art Gallery.

A flowchart in Appendix A outlines these principles.



Fees and Charges Policy

6. Process for Adoption of Fees and Charges

6.1. Annual Review

All prices are subject to a final review by the Finance Unit as part of the budget process. This is to ensure that the prices determined are administratively practical as per the above factors and pricing method.

6.2. Rolling Review

A detailed review of non-statutory fees and charges will be conducted on a rolling schedule with the fees and charges of one Service Unit per Directorate reviewed annually. This process is outlined in the flowchart provided as Appendix B.

6.3. Publication

Once adopted, Council’s fees and charges will be publicised via Council’s website, and relevant fees will be publicised at points of charge or sale, e.g. Customer Service Centers and landfills.

7. Roles and Responsibilities

Position	Responsibility
Council	<ul style="list-style-type: none"> Consider the Policy when considering fees and charges set by Council.
Directors	<ul style="list-style-type: none"> Ensure that the Policy is used as part of the budget development process to review fees and charges within each Directorate.
Managers	<ul style="list-style-type: none"> Undertake an annual review of all fees and charges they are responsible for, in accordance with the Policy. Identify any new fees and charges that should apply.
Chief Financial Officer	<ul style="list-style-type: none"> Ensure that the non-statutory fees and charges are identified during the budget development process and ensure implementation of this policy. Advise and support Managers in the application of Competitive Neutrality and the determination of the full cost of services.
Employees	<ul style="list-style-type: none"> Administer the fees and charges as contained in the Fees and Charges Schedule. Provide accurate information to facilitate an annual review of all fees and charges in accordance with the Policy.

8. Related Legislation

- Local Government Act (Victoria) 1989
- Whistleblowers Protection Policy
- Records management Policy
- Local Government Best Practice Guide Revenue & Rating Strategy Department of Transport, Planning and Local Infrastructure 2021.
- National Competition Policy (NCP).

9. Council Plan Reference

Fees and Charges Policy



Objective: A Council that listens and adapts to the needs of our evolving communities
Context: Focus resources to deliver on our service promise in a sustainable way

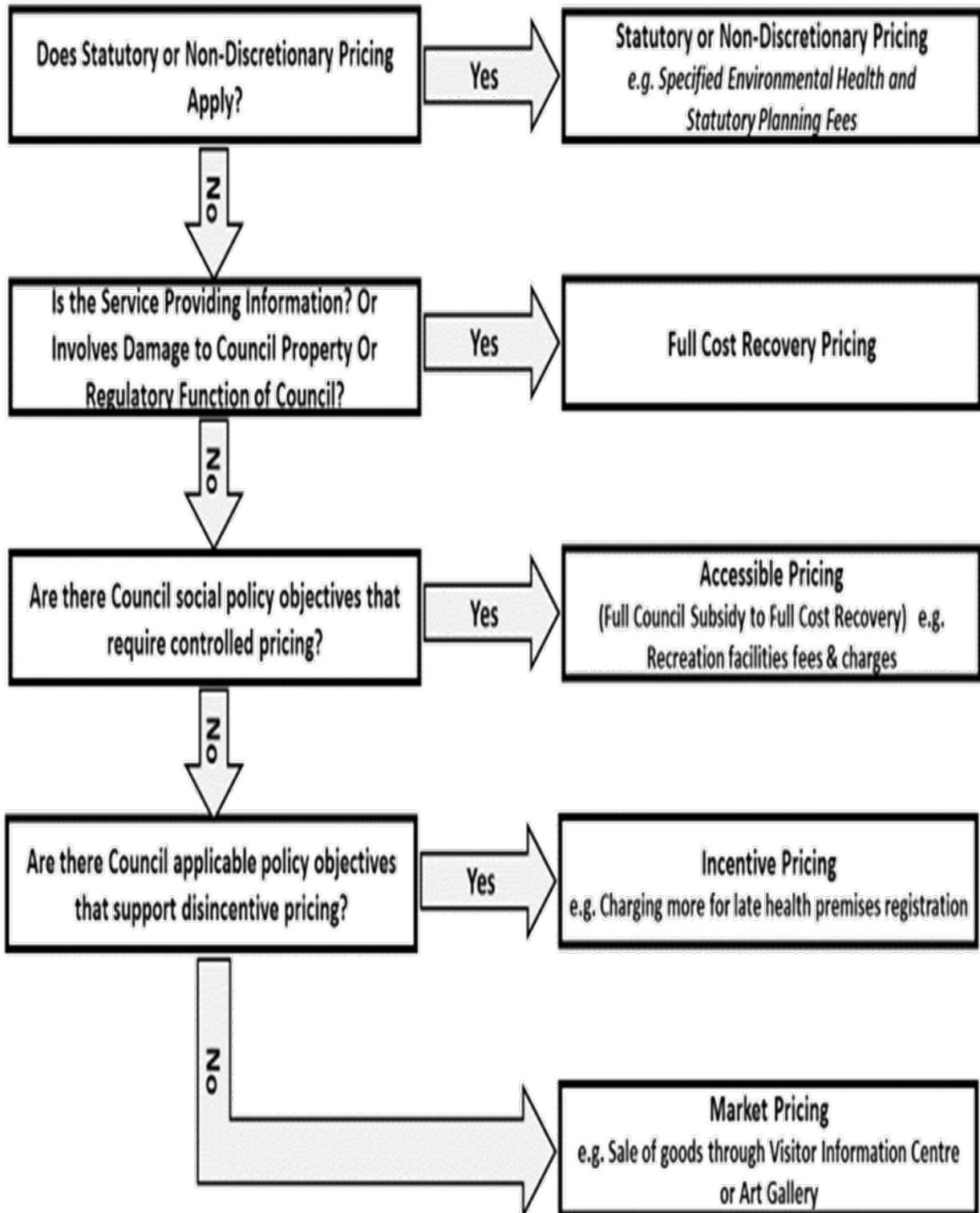
10. Review

As a minimum, this Policy will be reviewed every four years.



Fees and Charges Policy

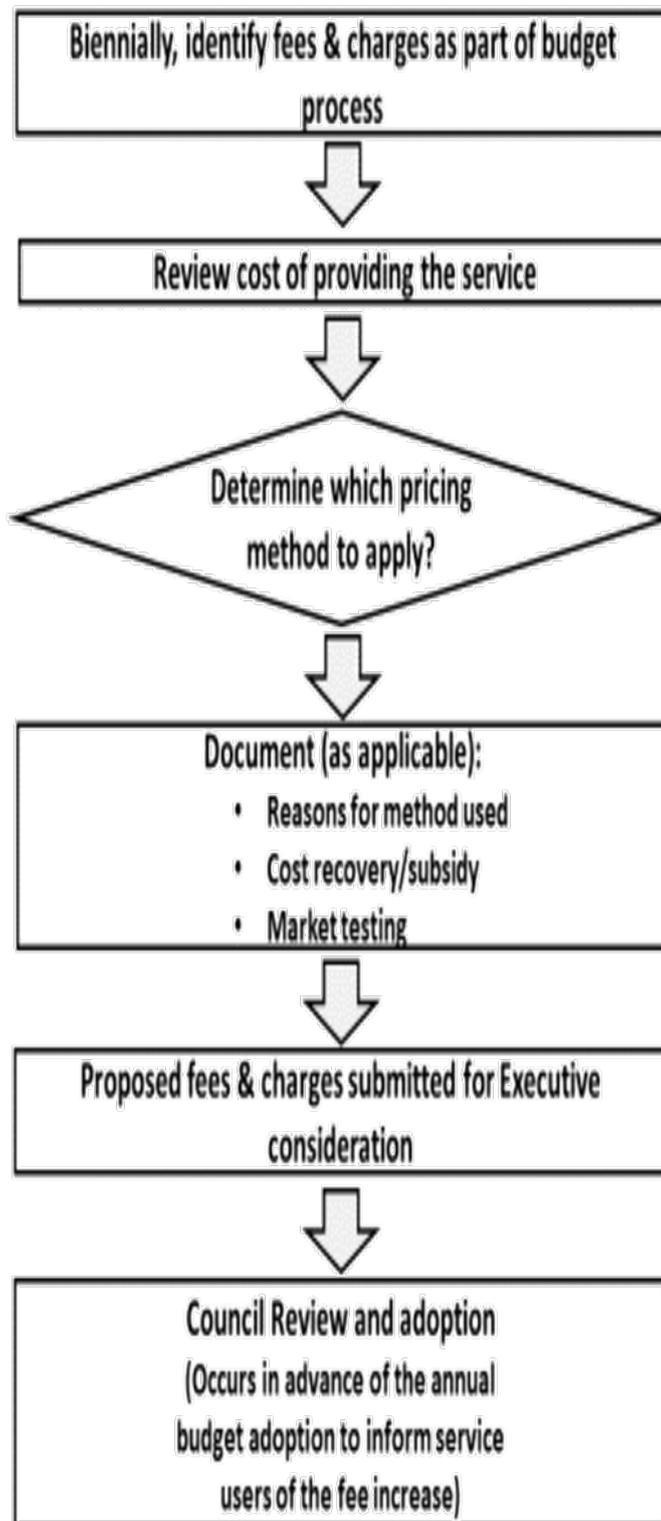
Appendix A – Pricing Policy Principles flowchart





Fees and Charges Policy

Appendix B – Review process Non-Statutory Fees & Charges





Investments Policy

Policy Type:	COUNCIL and ORGANISATIONAL
Version:	003
Date Adopted:	1 March 2023
Service Unit	Finance
Directorate:	Customer Care and Advocacy
Review Date:	1 March 2027

1. Purpose

To provide guidance for the effective and responsible investment of Moorabool Shire Council’s surplus cash funds to maximise earnings within approved risk parameters and to ensure the security of funds within the legislative guidelines applicable to Council, primarily Section 103 of the Local Government Act (2020).

2. Definitions

MSC	Moorabool Shire Council
CBA	Commonwealth Bank of Australia
TCV	Treasury Corporation of Victoria
ADI	Authorised Deposit-Taking Institution
ASX	Australian Stock Exchange
DTF	Department of Treasury and Finance
EFT	Electronic Funds Transfer
CDO	Collateralised Debt of Obligation
APRA	Australian Prudential Regulatory Authority

3. Scope

This Policy and Procedure applies to all applicable Council staff and Councillors who make decisions regarding investments made on behalf of Council as part of their normal duties.

There are two types of Council investments that are to be invested in accordance with the Investment Guidelines below, these being:

- At Call Investment - whereby Council maintains a cash reserve account for day-to-day funding requirements. This Investment Account is facilitated through Council’s contracted Bank – currently the Commonwealth Bank of Australia (CBA); and



Investments Policy

- General Investment – this is the investment of excess funds from day-to-day operations for a short-term period.

4. Non-Compliance

Violations of this Policy may lead to loss of reputation for MSC and its staff (including a lack of faith in MSC to fulfill its community service obligations), and, to relevant disciplinary action (including dismissal) and/or action by the relevant regulatory authorities.

5. Policy and Procedure rationale

The intent behind Council's Investment Policy is to ensure that:

- Preservation of capital is the primary objective of the investment portfolio. Funds are to be invested in a way that seeks to ensure continual security of the investment portfolio. This includes managing credit and interest rate risk within approved thresholds and parameters;
- The investment portfolio is to be maintained in manner that will ensure adequate liquidity to meet all of MSC anticipated cashflow needs for ongoing operational commitments, as they fall due, without incurring unnecessary costs;
- Investment decisions are based on the security of funds by limiting unnecessary exposure to risk but still achieving a prudent rate of return;
- Legally restricted funds are appropriately invested so as to earn a reasonable income towards their purposes (whilst limiting unnecessary exposure to risk);
- All funds are invested in accordance with applicable legislative and Council requirements;
- Effective internal controls exist to minimise investment risk and unauthorised appropriation of Council funds; and
- All investment transactions are appropriately authorised and documented.

5.1. Policy Statement

5.1.1. Standard of Prudence

Investments are to be managed with the requisite care, diligence and skills that a prudent person would exercise in managing the affairs of other persons with regard to the Policy's purpose stated above. This includes having in place appropriate reporting requirements that ensure the investments are being regularly reviewed and overseen by appropriate staff.

Council staff who make investment decisions (Investment Officers) are to manage the investment portfolios in accordance with the intent outlined in this Policy. Investment officers are to avoid any transaction that might harm confidence in MSC and its employees. They are to consider the safety of capital and income objectives outlined above when making an investment decision.

When acting under the provisions of this Policy, Investment Officers should always maintain a professional judgement in balancing the risk and return objectives and act as a steward of Council funds.



Investments Policy

5.1.2. Ethics and Conflict of Interest

Investment Officers shall refrain from acting on personal considerations that would conflict with the proper execution and management of actions related to MSC's investment portfolio. This includes activities that would impair the Investment Officer's ability to make impartial decisions.

This Policy requires that Investment Officers immediately disclose any conflict of interest related to the investment portfolio to the Chief Executive Officer or General Manager Customer Care and Advocacy or Chief Financial Officer as appropriate.

5.1.3. Delegation of Authority

Authority for implementation of this Policy is delegated by the Council to the Chief Executive Officer in accordance with the Victorian Local Government Act 2020.

Authority for the day-to-day management of Council's investment portfolio is to be delegated by the Chief Executive Officer to the General Manager Customer Care and Advocacy, Chief Financial Officer, Co-ordinator Financial Services, Senior Accountant and Accountant.

The Chief Executive Officer, General Manager Customer Care and Advocacy, Chief Financial Officer, Co-ordinator Financial Services, Senior Accountant and Accountant (referred to in this Policy as Investment Officers) or a person acting in any of these roles has the authority to invest surplus funds on Council's behalf in accordance with this Investment Policy.

5.1.4. Internal Controls

To minimise the potential for investment risk and unauthorised appropriation of Council funds, the following internal controls will apply:

- All placement and redemption of investments must be co-authorised by one of either the Chief Executive Officer or General Manager Customer Care and Advocacy, and by one of either the Chief Financial Officer or the Co-ordinator Financial Services or a person acting in any of these roles;
- The Investment authorisation process must be carried out in accordance with any other relevant Council policies and procedures – such as the Accounts Payable and Electronic Funds Transfer (EFT) processes;
- All documentation relating to investments must be obtained and stored in both a printed form and an electronic copy placed in Council's electronic records management system, SharePoint;
- A quarterly Investment Activity Report is to be submitted to the Audit and Risk Committee and Council as part of the Quarterly Financial Report.



Investments Policy

5.1.5. Investment Guidelines

5.1.5.1 Authorised Investments

Council has a conservative Investment Policy by investing funds in accordance with Section 103 of the Local Government Act 2020. However, the Investment Officers must also consider prevailing international and national economic conditions when determining the most suitable financial institution for funds investment.

If the credit rating of a financial institution in which Council has funds invested is downgraded so that they no longer fall within the Council’s Policy guidelines they must be divested as soon as practicable or at maturity.

Standard and Poors Investments Ratings

Short Term Rating

Refers to the financial institution’s capacity to repay debt in the short term of say 0 to 365 days.

A1+	Extremely strong degree of safety regarding timely payment
A1	A strong degree of safety
A2	A satisfactory capacity for timely payment
A3	An adequate capacity for timely payment
B	Speculative

Long Term Rating

Refers to securities, such as Semi-Government and corporate, which have a maturity greater than 12 months.

AAA and AAA-	An extremely strong capacity to repay debt
AA+ to AA-	A very strong capacity to repay debt
A+ to A-	A strong capacity to repay debt
BBB and BBB-	An adequate capacity to repay debt
BB+ and BB-	Uncertainties or adverse conditions could lead to inadequate capacity to repay debt
B+ and B-	Adverse conditions likely to impair capacity to repay debt

Investment Officers should seek advice from suitably qualified persons or Institutions if they are in doubt as to the suitability of an investment strategy or product.

This Investment Policy prohibits any investment carried out for speculative purposes, including the following:

- Derivative based investments;
- Principal only investments or securities that provide nil or negative cash flow;
- The use of leveraging (borrowing to invest);
- Stand alone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Any securities issued in non-Australian currency; and



Investments Policy

- ‘Enhanced cash Funds’ or similar products that fall within the definition of a CDO.

Where practical, funds in excess of those required for the day-to-day operations of MSC must be invested for a short to medium-term period (less than 1 year) with an Australian Prudential Regulatory Authority (APRA) Authorised Deposit-Taking Institution (ADI) and in accordance with this Policy.

The listing of APRA ADIs can be accessed at www.apra.gov.au; it is the responsibility of Council Investment Officers to ensure that the current list is referred to at all times.

5.1.5.2 Exposure and mix of investments

Investment Officers are authorised to invest funds at a minimum deposit level of \$500,000. This is aimed at maximising the earnings achieved on Council’s investment.

The best possible investment rate must be used subject to limits outlined in Table 1.

Table 1 - Selection criteria for ADI and relevant required thresholds

Short Term Rating - S&P	Long Term Rating - S&P	Maximum Percentage of Total Funds with One Financial Institution	Maximum Term to Maturity	Maximum Percentage of Total Investments
A1+	AAA- AA-	40%	12 months	100%
A1	A+ A-	30%	12 months	60%
A2	A-- BB B+	20%	12 months	20%
A3	BBB- BBB3	10%	12 months	10%

Investment Amount and Period

A number of factors need to be taken into consideration when determining the aggregate sum of funds to be invested at any given time.

These include:

- The number of pay periods in the proposed investment period;
- The number of creditor payment cycles in the proposed investment period;
- Large receipts due to be received in that investment period (e.g. rate payment dates, significant grants or large debtors); and
- Significant outlays for capital works.

To facilitate this, a forecast of cash position is to be maintained at all times.



Investments Policy

5.1.5.3 Maximisation for Investment Return

Investment Officers should aim to maximise where possible, favourable returns that do not jeopardise the security of funds invested.

Interest rate quotes must be obtained from a minimum of three approved financial institutions for every general investment. At least one quote must be obtained from a financial institution with a presence in the Moorabool Shire. Each financial institution will be given only one opportunity to quote per investment round and it will be assumed that each institution's first-rate offer is their best offer. The Investment Officers will determine the financial institution(s) for the placement of investment funds in accordance with this Policy.

Where investment quotations meet all Policy criteria, the quote offering the highest return to Council should be accepted, subject to exposure and mix of investment considerations. Further in the event of quotes being equal, that preference is given to Council's contracted bank, currently the CBA.

5.1.5.4 Investment term

Investments may occur at any time surplus funds are available and will have an investment period of no greater than 1 year. For year-end purposes, Investment Officers will consider the ending cash position whilst ensuring that maximum funds are being invested. Funds that are not redeemed on the 30th June must have a verifiable interest accrual recorded in the financial statements.

If sufficient funds are available for investment and a greater return can be achieved, it is acceptable for multiple investments to be undertaken with varying maturity dates (up to 1 year), depending on Council's future cash flow requirements.

5.1.5.5 Confidentiality

It is common for financial institutions that have been unsuccessful with their interest rate quote to contact Investment Officers for details as to who the successful financial institution was and the interest rate accepted. In such circumstances, only the successful interest rate may be disclosed to help foster competition.

5.1.6. Reporting

- Investment activities and results must be reviewed on a monthly basis by the Chief Financial Officer and reported to the Chief Executive Officer and General Manager Customer Care and Advocacy in the form of an Investment Activity Report within five working days of the end of each month.
- A quarterly Investment Activity Report is to be submitted to the Audit and Risk Committee and Council as part of the Quarterly Financial Report.
- A register of investments must be maintained together with an investment file containing all letters of advice from financial institutions. Copies must be also included in Council's electronic records system (SharePoint).



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- Investments will be brought to account and valued at fair value plus transaction costs directly related to the acquisition of the financial asset in accordance with all applicable Australian Accounting Standards as recognised in the Council's annual report.
- Interest revenue will be recognised as it is earned.
- Documentary evidence will be held for each investment, the details maintained in an investment register, and a reconciliation of the investment register to the general ledger will be completed and reviewed monthly.
- Compliance will also be monitored through periodic reviews of control processes by the Chief Financial Officer, in addition to internal and external audits

6. Related Legislation

All investments shall comply with the Victorian *Local Government Act 2020* (the 'Act'), relevant regulations and guidelines issued by DTF, or directions issued by the Victorian Local Government Minister or Local Government Victoria.

Section 101 of the Act specifies the 'Principles of sound financial Management' for local government:

- (1) The following are the financial management principles:
 - (a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
 - (b) financial risks must be monitored and managed prudently having regard to economic circumstances;
 - (c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;
 - (d) accounts and records that explain the financial operations and financial position of the Council must be kept.
- (2) For the purposes of the financial management principles, financial risk includes any risk relating to the following:
 - (a) the financial viability of the Council;
 - (b) the management of current and future liabilities of the Council;
 - (c) the beneficial enterprises of the Council.

Section 103 of the Act states:

"A Council may invest any money:

- (a) in Government securities of the Commonwealth; and
- (b) in securities guaranteed by the Government of Victoria; and
- (c) with an ADI; and
- (d) with any financial institution guaranteed by the Government of Victoria; and
- (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; and
- (f) in any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.



Investments Policy

The Minister for Local Government authorised the following investments for the purposes of section 103(f) in July 2007:

- Certificates of deposit and bills of exchange;
- Investments in the Treasury Corporation of Victoria;
- Investments in managed investment schemes with a minimum rating of AAm or AAF from Standard and Poors Australian Ratings; and
- Fixed interest securities of an Australian Authorised Deposit Taking Institution and Shares listed on the Australian Stock Exchange, subject to certain conditions. These conditions include compliance with the Prudential Statement issued by the Minister for Local Government and approval of such investments under an appropriate plan by the Department of Treasury and Finance.

Accounting Standards

MSC will comply with all applicable Australian Accounting Standards (AASB) including:

- AASB7 Financial Instruments Disclosure
- AASB13 Fair Value Measurement
- AASB132 Financial Instruments Presentation
- AASB136 Impairment of Assets
- AASB139 Financial Instruments Recognition and Measurement

7. Council Plan Reference

Objectives: A Council that listens and adapts to the needs of our evolving communities
Context: Focus resources to deliver on our service promise in a sustainable way

8. Monitoring, Evaluation and Review

The Policy is to be monitored, evaluated and reviewed on a regular basis to be determined and/or when any of the following occur;

- The relevant legislation is amended or replaced;
- Other circumstances as determined from time to time by a resolution of the Council;
- Any other change or update which materially impacts and alters this Policy.

Notwithstanding the above, this Policy is to be reviewed every four years.

Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 31 December 2022)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Old Melbourne Road, Gordon - Reconstruction	Capital Works	Construction is complete. Landscaping is scheduled for Autumn 2023	30-Sep-22	Completed			
Yendon-Egerton Road, Yendon (1115-5517) Reconstruction Road rehabilitation from Lal Lal Creek to Spreadeagle Road	Capital Works	Project is now scheduled to commence in March 2023 and be completed in late April 2023	28-Apr-23	On Target			
Taverner Street, Maddingley (0-800) Reconstruction Rehabilitation between Grant Street and Boyes Close. Reconstruction between Boyes Close and Fiskien Street. Includes construction of parallel parking both sides between Grant Street and Fiskien Street.	Major Projects	Project awarded to Rustel Pty Ltd. Project is scheduled to commence in February 2023 with completion in June 2023.	30-Jun-23	On Target			
Steiglitz Street, Ballan (938-1158) Reconstruction Road rehabilitation and asphaltting of the parking bays between Cowie Street and Fiskien Street	Capital Works	Construction contract has been awarded with delays in supply of concrete pits and pipe products. Project is scheduled to commence in February 2023 and be completed in March 2023	30-Mar-23	On Target			
Albert Street, Darley (0-600) Reconstruction Asphalt overlay and reconstruction of Albert Street, Darley between Gisborne Road and Fitzroy Street	Capital Works	Asphalt Contract to be presented to the March OMC with works scheduled for April / May 2023	30-May-23	On Target			
Riversdale Crescent, Darley (245-545) Reconstruction Asphalt overlay of Riversdale Crescent between Carlogie Place and No. 47 Riversdale Crescent.	Capital Works	Project is on hold with a road rehabilitation treatment proposed for consideration in the 23/24 CIP	30-Jun-24	On Hold			
Bungeeltap South Road, Mount Wallace (95-1200) Reconstruction Road reconstruction from Ballan Meredith Road for 1.3kms	Capital Works	Project is scheduled to commence in February 2023 and be completed in April 2023	05-Apr-23	On Target			
Elaine-Mount Mercer Road, Elaine (8364-9464) Reconstruction Road reconstruction from Bakes Road for 1.1kms	Capital Works	Project is scheduled for Construction in January / February 2023	02-Feb-23	On Target			
Ormond Road, Springbank (5280-6380) Reconstruction Road reconstruction from Kanes Ln to Ronans Rd	Capital Works	Project is scheduled for Construction in February 2023	12-Feb-23	On Target			
Fiskien Street, Bacchus Marsh (0-20) Reconstruction Road reconstruction of approx 20m long, immediately south of Main Street.	Capital Works	Project is scheduled for Construction in March / April 2023	30-May-23	On Target			
Fitzroy Street, Bacchus Marsh (-) LATM: Pedestrian Crossing & Road Narrowing Installation of a raised pedestrian crossing, road / kerb narrowing, footpath connectivity improvements and associated lighting upgrades on Fitzroy Street adjacent Darley Park	Capital Works	Project is Complete	31-Oct-22	Complete			
Simpsons Street & McGrath Street, Bacchus Marsh (-) LATM: Threshold Treatments Pedestrian connectivity improvements and threshold treatments on Simpson and McGrath Streets at the intersection of Fiskien Street	Capital Works	Project is Complete	31-Jul-22	Complete			
Wittick Street, Bacchus Marsh (-) LATM: Speed Humps Construction of two raised humps on Wittick Street.	Capital Works	Project is Complete	31-Jul-22	Complete			
Gell Street, Bacchus Marsh (-) LATM: Raised Crossing Installation of a raised pedestrian crossing, footpath connectivity improvements and associated lighting upgrades on Gell Street at Bennett Street	Capital Works	Project is Complete	31-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	31-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 Young Street, Bacchus Marsh (-) LATM: Raised Pedestrian Crossing	Capital Works	Project is Complete	28-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	28-Oct-22	Complete			
Halletts Way, Darley (-) LATM: Wombat Crossing Construction of a raised pedestrian crossing and associated lighting upgrades on Halletts Way, north of Ramsay Crescent, Darley (-) LATM: Wombat Crossing	Capital Works	TAC Grant received Dec 2022. Project scheduled to commence late 2022-2023 FY and will carry over into 2023-2024 FY	31-Oct-23	On Target			
Ramsay Crescent, Darley (-) LATM: Wombat Crossing Construction of a raised pedestrian crossing and associated lighting upgrades on Ramsay Crescent, on the alignment of the 1000+ Steps and Telford All Abilities Path.	Capital Works	TAC Grant received Dec 2022. Project scheduled to commence late 2022-2023 FY and will carry over into 2023-2024 FY	31-Oct-23	On Target			

Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 31 December 2022)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Annual Reseal Program & Prep (inc Crack Sealing) Annual reseal, final seal and crack sealing program	Capital Works	Resealing is complete with Final Sealing of 21/22 construction projects scheduled for January/February 2023	30-Mar-23	On Target			
Moorabool West Road, Gordon (2047-3910) Shoulder Resheet Shoulder reconstruction from Old Corbetts Road to Calway Lane.	Capital Works	Construction is scheduled for February 2023	16-Feb-22	On Target			
Barkstead Road, Springbank (8475-10975) Shoulder Resheet Shoulder reconstruction from Kanes Lane to Ronans Road.	Capital Works	Project is Complete	02-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	02-Dec-22	Complete			
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	Construction is scheduled for February / March 2023	12-Mar-23	On Target			
Haywood Road , Lal Lal (0-1670) Gravel Resheet & Seal Upgrade road to a sealed surface from Coalmine Road to Mills Road.	Capital Works	Construction is scheduled for February / March 2023	12-Mar-23	On Target			
Kerrs Road, Maddingley (250-2460) Gravel Resheet Gravel Resurfacing from East Maddingley Road to Bacchus Marsh Balliang Road.	Capital Works	Project is Complete	02-Dec-22	Complete			
Butlers Road, Navigators (70-2335) Gravel Resheet Gravel Resurfacing from Yankee Flat Road to Pound Creek Road.	Capital Works	Construction is scheduled for February / March 2023	28-Mar-23	On Target			
Ballantyne Lane, Yendon (0-990) Gravel Resheet Gravel Resurfacing from Harbours Road to Triggs Road.	Capital Works	Project is Complete	16-Dec-22	Complete			
Ramsays Road , Yendon (20-770) Gravel Resheet Gravel Resurfacing from Yendon No.1 Road to Navigators Road.	Capital Works	Construction is scheduled for January 2023	17-Jan-23	On Target			
Faheys Road , Gordon (0-985) Gravel Resheet & Seal Road reconstruction from Corbetts Road for 0.85kms	Capital Works	Construction is scheduled for January 2023	27-Jan-23	On Target			
Cartons Road South, Gordon (?-?) Gravel Resheet & Seal Gravel Resurfacing from Rosenow Road to Urquhart Road.	Capital Works	Project is Complete	23-Dec-22	On Target			
Albert Street, Darley - Kerb replacement Replacement of existing kerb from Gisborne Road to Cain Street	Capital Works	Project is Complete	30-Aug-22	Complete			
Grey St, Darley - K & C (Stage 2) Construction of improved pedestrian connectivity, installation of raised medians between Gisborne Road & Dundas Street	Capital Works	Construction is complete with tree planting scheduled for March / April 2023	14-Nov-22	Complete			
Fisken Street, Ballan - Kerb Part kerb renewal of Inglis Street between Steiglitz Street (east side)	Capital Works	Construction contract has been awarded with delays in supply of concrete pits and pipe products. Project is scheduled to commence in February 2023 and be completed in April 2023	30-Apr-22	On Target			
McCrae Street, Maddingley (25-225) Kerb Upgrade & Spray Seal Renewal of stormwater assets along McCrae Street, from Gnffith Street to Labilliere Street	Capital Works	Project is awarded and due to commence in February 2023	31-Mar-23	On Target			
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 Lane	Capital Works	Design is underway. Construction will likely commence in August 2023	31-Oct-23	Behind Target			
DDA Upgrade Program Implementation of DDA priorities in Ballan and Bacchus Marsh .	Capital Works	Project is Complete	30-Aug-22	Complete			
Main Street, Bacchus Marsh - Preplanning Design of Streetscape Upgrades for Main Street Bacchus Marsh, between Gisborne Road and Gell Street.	Capital Works	Engagement and concept plans has been completed with detailed design scheduled to be completed by February 2023	28-Feb-23	Behind Target			
Aqualink Stage 1 - Strategic Cycle Corridor Bacchus Marsh Strategic Cycling Corridor (Shared User Path) Section 1 Holts Lane to Lerderberg	Major Projects	Construction is underway with completion in March 2023	30-Mar-23	Behind Target			
Aqualink Stage 2 - Strategic Cycle Corridor - Construction	Major Projects	Construction is underway with completion scheduled for April 2023	30-Apr-23	On Target			

Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 31 December 2022)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
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 commencement in March 2023.	30-Jun-23	On Target			
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.	30-Jun-23	On Hold			
Peppertree Park, Bacchus Marsh - Master Plan Upgrades Car park upgrade, pathways and refurbishment of the amphitheatre	Major Projects	Car park construction awarded to SHAE Enterprises Pty Ltd and completed in September 2022. Quotations for amphitheatre upgrade is be prepared with construction completion scheduled for April 2022.	30-Nov-22	Behind Target			
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 Street.	Capital Works	Project is complete	30-Jan-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 Street	Capital Works	Project is complete	30-Jul-22	Complete			
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	Designing and securing permits is underway. Construction is scheduled for April / May 2023	30-May-23	On Target			
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 north.	Capital Works	Designing and securing permits is underway. Construction is scheduled for April / May 2023	30-May-23	On Target			
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	Construction contract has been awarded with construction scheduled to commence in March 2023 subject to material availabilities	31-May-23	Behind Target			
Gisborne Road, Darley (0-482) Renew existing asphalt shared path Footpath realignment and widening of the Gisborne Road footpath between Fitzroy Street and Wellington Street	Capital Works	Project is complete	30-Sep-22	Completed			
Greendale-Myrmiong Road Footpath - Stage 3 Asphalt path renewal and extension from Shuter Avenue to Hastings Road.	Capital Works	Construction has commenced June 2022 with unsuitable ground conditions and weather ceasing works. Works will commence again when conditions improve, likely February / March 2023	15-Apr-23	Behind Target			
Griffith Street, Maddingley (McCrae St-Powlett St) Pedestrian Crossing Construction of pram ramps and bus stop on Griffith Street, between McCrae Street and Powlett Street	Capital Works	Procurement of construction is underway. Construction is scheduled for February / March 2023	30-Mar-23	Behind Target			
Aqualink - Strategic Cycle Corridor - Node Construction	Major Projects	Project has been awarded to Commercialscapes Pty Ltd and is scheduled for commencement in March 2023.	30-Jun-23	Progress Not Set			
Yendon-Egerton Road, Millbrook - Culvert renewal Corrugated Pipe Culvert lining, road reconstruction and guard fence renewal	Capital Works	Culvert structural lining is completed. Road pavement rehabilitation and guard fence renewal are scheduled for January 2023	10-Feb-23	Behind Target			
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	24-May-23	On Target			
Simmons Drive, Bacchus Marsh - Drainage renewal Removal of detention pit fronting 9 Simmons Drive and replacement of existing pipe towards Alice Close	Capital Works	Design is in the final stages with construction scheduled for April / May 2023, subject to material availability	31-May-23	Behind Target			
Connor Court, Ballan - Drainage renewal Formalisation of drainage and installation of additional culverts	Capital Works	Project is on hold awaiting response from Melbourne Water	30-Jun-23	On Hold			
Gaynor Street, Maddingley - Drainage renewal Construction of a raised footpath on Gaynor Street, and drainage upgrades at the intersection of	Capital Works	Procurement of construction is underway with construction scheduled for February - April 2023	24-Apr-23	Behind Target			
McCrae Street, Maddingley - Drainage renewal Renewal of stormwater assets along McCrae Street, from Griffith Street to Labilliere Street	Capital Works	Project is complete	16-Dec-22	Completed			
Nelson Street, Darley - Drainage renewal	Capital Works	Design is underway with construction scheduled to commence in March 2023	30-Apr-23	Behind Target			

Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 31 December 2022)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Renewal of stormwater assets along Nelson Street, between Sheldon Avenue and David Court Steele Court, Bacchus Marsh - Drainage upgrade Design and construction of drainage upgrades in Steele Court	Capital Works	Design is underway with construction scheduled to commence in March 2023	05-May-23	Behind Target			
Werribee Vale Road - Design and Construction Design and construction of drainage improvements and outfall west of 360 Werribee Vale Road at Main Street, Gordon (70 Main St-72 Main St)	Capital Works	Procurement of construction is underway with construction scheduled for March / April 2023	30-Apr-23	Behind Target			
Construction of drainage upgrades at 70 & 72 Main Street, Gordon	Capital Works	Construction is underway with completion scheduled for January 2023	31-Jan-23	On Target			
Gordon Township, Gordon - Drainage Investigation Investigation of stormwater network in Gordon	Capital Works	Project has not progressed due to vacancies within the teams. Project will reconvene once suitable resources are secured.	30-Jun-23	Behind Target			
Table Drain Renewal, Shire Wide Improvements of the stormwater open drain network across the shire.	Capital Works	Works are scheduled for February to June 2023	30-Jun-23	On Target			
Masterplan Priorities Implementation	Major Projects		30-Jun-24	On Hold			
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 scheduled for completion in March 2023. Tender Package 2 - Sports oval construction awarded to McMahons Pty Ltd. Construction commenced in June and is scheduled for completion in May 2023. Tender Package 3 - Play space construction was awarded to Commercialscapes Pty Ltd and is scheduled for completion in June 2023.	01-Jan-24	On Target			
Masons Lane - Western Pavilion Extension Construction of a new storage shed and refurbishments of the existing west pavilion	Capital Works	Project is complete	11-Nov-22	Complete			
Blackwood Reserve - Tennis Court extension & Resurfacing Upgrades of the Blackwood Tennis courts including extensions and acrylic surfacing	Capital Works	Construction contract has been awarded with works scheduled for February 2023	24-Feb-23	Behind Target			
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 of stage 2A Carpark is complete. Stage 2B is underway with construction now scheduled to be completed in late March / early April 2023	09-Apr-23	Behind Target			
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	Design is underway with construction scheduled for 23/24 Financial Year	30-Jun-24	On Target			
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.	30-Jun-24	On Target			
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.	30-Jun-23	On Target			
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 March 2023	28-Mar-22	Behind Target			
Swimming Pools, Ballan & Bacchus Marsh - Fibreglass shell patching and sand replacement Patching and repairs on the Ballan and Bacchus Marsh Pools	Capital Works	Works scheduled for pre season are complete with post season works scheduled for March / April 2023 after the pools close	30-Apr-23	On Target			
Grantleigh Drive Reserve, Darley - Upgrade Upgrades at the Grantleigh / Clark Street Reserve including park furniture, footpath and landscaping works	Capital Works	Procurement for construction is complete. Construction is scheduled to commence in April 2023 due to long lead times for playground equipment.	15-Jun-23	On Target			
Darley Park - Pavilion Design & Construction Masterplan preparation, design and construction of new sports pavilion	Major Projects		31-Mar-23	Behind Target			
Darley Park Rec Reserve - Playground New playground at Darley Park.	Major Projects		30-Jun-24	On Hold			

Attachment: 2022-2023 Capital Improvement Program - Project Update (as at 31 December 2022)

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
SRV Cricket Facilities Grant Design and construction of Cricket Nets at Ballan Recreation Reserve	Capital Works	Construction contract has been awarded with commencement delayed due to unfavourable weather conditions. Construction commenced in December with completion scheduled for March 2023	24-Mar-23	On Target			
SRV Female Friendly Facilities Grant - Dunnstown Rec Res Upgrade and extension of existing pavilion to incorporate female friendly elements	Major Projects	Quotations received for design work. Construction to commence in mid 2023.	30-Jun-24	On Hold			
SRV Female Friendly Facilities Grant - Netball Courts Netball court surfacing upgrades at Bungaree, Gordon and Wallace	Capital Works	Project is complete	20-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	Major Projects	Roadworks complete, pathway construction complete, skate park construction complete. Half Basket Ball court scheduled for completion in	31-Dec-22	Behind Target			
Bacchus Marsh Racecourse Recreation Reserve, Maddingley - Stage 2 - New Pavilion	Major Projects	Design in progress	30-Jun-23	On Target			
Selby Court Reserve, Hopetoun Park - Reserve Improvements Upgrades at the Selby Court Reserve including park furniture, footpath and landscaping works	Capital Works	Procurement for construction is complete. Construction is scheduled to commence in April 2023	30-May-23	On Target			
Jonathan Drive, Darley - Playground renewal Upgrades at the Selby Court Reserve including park furniture, footpath and landscaping works	Capital Works	Construction contract has been awarded with construction scheduled to commence in February 2023	31-Mar-23	On Target			
Harry Vallence Drive Reserve, Maddingley Construction of park furniture, footpath and landscaping improvements	Capital Works	Construction has commenced with completion scheduled for February 2023	15-Feb-23	On Target			
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 February / March 2022. Construction will be programmed in 23/24 financial year, and following completion of the engagement.	30-Jun-23	On Target			
STIP Works, Greendale - Township Improvement Design and construction of the Greendale Township Improvements	Capital Works	Construction of final items are scheduled for March / April 2023	30-Apr-23	Behind Target			
STIP Works, Blackwood - Township Improvement Engagement, design and construction of the Blackwood Township Improvements	Capital Works	Final designing for outstanding elements is underway with construction scheduled for May / June 2023	30-Jun-23	On Target			
Splash Parks, Bacchus Marsh, Ballan (-) Preplanning/Design	Major Projects	Design awarded to Peddle Thorp Architects. Design in progress.	30-Jun-23	On Target			
Splash Park and Playground, Ballan (-) Construction Construction of new splash park, and playground update at Mill Park Ballan.	Major Projects	Design awarded to Peddle Thorp Architects. Design in progress	30-Jun-23	On Target			
Gordon Public Park - Stage 1, Gordon (-) Upgrade Construction of new basketball half court and improvements to existing picnic, playground facilities.	Major Projects	Skate Park and Basketball Courts completed.	31-Dec-22	Behind Target			
Gordon Public Park - Stage 2, Gordon (-) Upgrade	Major Projects	Design in progress. Tender scheduled for March 2023.	30-Jun-23	On Target			
Bacchus Marsh Airport, Panwan (-) Drainage Improvements Construction of drainage improvements around the hangers at the Bacchus Marsh Aerodrome	Capital Works	Construction is underway with completion scheduled for February 2023	10-Feb-23	Behind Target			
Carparking, Maddingley (Grant St-) 40 New Spaces Design and construction of parking improvements on Grant Street as Maddingley Park	Capital Works	Design is underway with construction scheduled for March / April 2023 in conjunction with the Taverer Street Works	31-Oct-23	On Target			
Library Facility, Ballan - Land purchase	Major Projects	Project is complete	01-Jul-22	Complete			
DDA Upgrade Program - Buildings Improve accessibility at various council owned building	Capital Works	Project scheduled to commence in March 2023	01-Apr-23	On Target			
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	Quotations for design services being evaluated	31-Dec-23	On Target			
Civic Centre, Ballan (-) Renovations & Underpinning Office layout improvements to include additional meeting rooms and amenities to accommodate an	Major Projects	Contract awarded to Simbuilt. Construction scheduled for commencement in October with completion in March 2023.	28-Feb-23	Behind Target			

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Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
Lerderderg Library, Bacchus Marsh (-) LED Lighting upgrade LED lighting upgrades at the Lerderderg Library, Bacchus Marsh	Capital Works	Project is complete	01-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	18-Oct-22	Complete			
Maddingley Park Public Toilet, Maddingley (-) Upgrade	Major Projects	Project is on hold until Masterplan is adopted	30-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. Masterplan is in progress with design scheduled for completion in March 2023???	30-Jun-24	On Target			
New Library, Ballan (-) Construction	Major Projects	Design in progress. Construction tender scheduled for April 2023??	30-Jun-24	On Target			
Public Toilets & Ballan Civic Centre - Keyless Entry Sys Implementation of the keyless entry system into public toilets and Ballan Civic Centre	Capital Works	Installation is scheduled for January 2023	31-Jan-23	On Target			
West Maddingley Early Years Facility - Design/Transfer Land	Major Projects		31-Dec-24	On Target			
West Maddingley Early Years Facility - Construction	Major Projects		31-Dec-24	On Target			
Bacchus Marsh Bowls Club Pavilion and Bowling Green Construction of new bowls club in Taverner Street	Major Projects	Design awarded to Peddle Thorpe Architects. Tender scheduled for July 2023	31-Dec-24	On Hold			
Ballan Depot, Ballan (-) Construction Construction of new facility in Ballan for Operations staff	Major Projects		28-Feb-23	Behind Target			
Transfer Station Upgrades - BM, Ballan, Mt Egerton Grant funding for new shelters	Capital Works	Construction contract has been awarded and construction has commenced. Completion is scheduled for May 2023	31-May-23	Behind Target			
Mill Park Toilet Replacement Replacement of existing toilet facility with new toilet to better service Mill Park.	Major Projects	Not commenced	30-Jun-23	On Target			
Removal of Asbestos Removal of asbestos identified in asbestos audits	Capital Works	Removal has commenced with completion scheduled for March/April 2023	01-Apr-23	On Target			
Wallace Kinder , Wallace (-) Removal of asbestos identified in 2020/21 asbestos audit	Major Projects	Not Commenced	30-Jun-23	Progress Not Set			
Millbrook Community Centre , Millbrook (-) Replacement of roof sheets, downpipes and gutters	Major Projects	Not Commenced	30-Jun-23	Progress Not Set			
Navigators Community Centre, Navigators (-) Renewal of existing facility Replacement of existing tennis club pavilion.	Major Projects	Design awarded to Peter Vernon Architects. Design is scheduled for completion in February 2023.	30-Dec-23	On Target			
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	Installation is scheduled for March / April 2023	30-Apr-23	On Target			