



ATTACHMENTS

**Ordinary Council Meeting
Under Separate Cover
Wednesday, 7 December 2022**

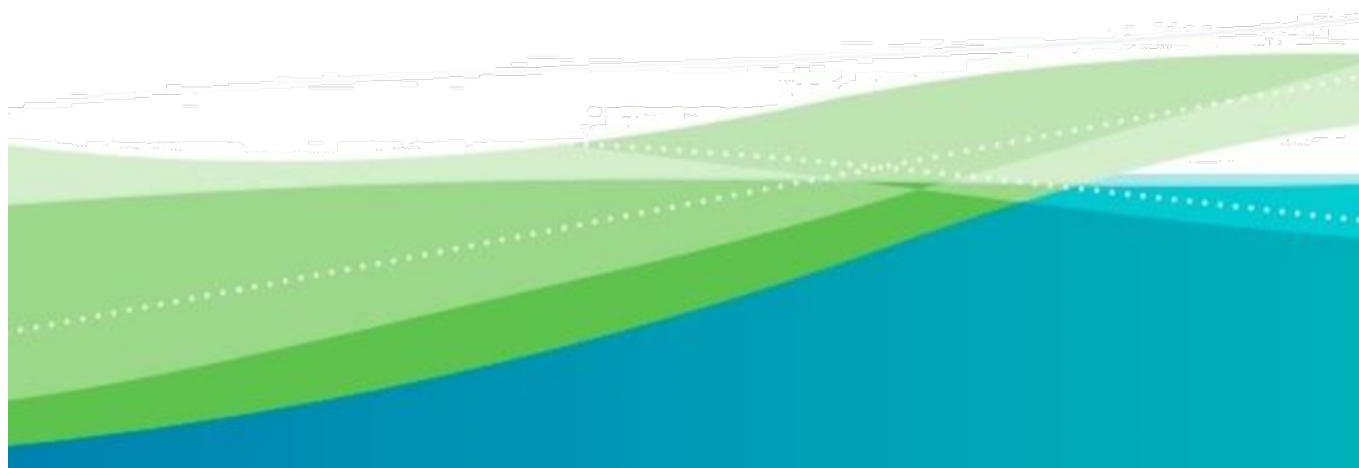
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Community Asset Committee Guidelines

Date: November 2022



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Introduction

The **Community Asset Committee Guidelines** are designed to provide a handbook for Council delegated Community Asset Committees to refer to whilst conducting their regular operations. The Guidelines outline the responsibilities of Community Asset Committees (CACs) and provide guidance on situations Committees regularly encounter. They act as the first point of call for any questions pertaining to Committees. Alongside these guidelines, template forms are provided to support Committees in their day-to-day operations. The guidelines have also been designed to streamline processes within Council, by providing supporting resources and forms for CACs which can be submitted to Council and followed up internally.

What is a Community Asset Committee?

A Community Asset Committee is a Committee that has been delegated the duties, functions and powers of Council, to manage a specific community asset (such as a public hall, recreation reserve or heritage facility) within the municipality. The Committee consists of individual community members who, once endorsed by the CEO, have the power as a collective to manage an asset on behalf of Council. The Committee's term of appointment aligns with a four-year Council term.

When exercising a delegated power, duty or function in accordance with their Instrument of Delegation, a Community Asset Committee effectively "is the Council". All Community Asset Committees must comply with the rules for Community Asset Committees within the Local Government Act 2020. This includes delegation limits, meeting arrangements and conflicts of interest.

Community Asset Committees were formerly known as Special Committees, Committees and Section 86 Committees under the Local Government Act 1989.

Scope of the Guidelines

These guidelines apply exclusively to Council delegated Community Asset Committees who are appointed by the CEO to manage a Council asset. The guidelines do not apply to incorporated entities, or to any other model of Council facility management.

Objectives of Guidelines

This guide seeks to:

- Support the correct establishment of Community Asset Committees;
- Support the Community Asset Committees to manage public halls, recreation reserves and heritage facilities;

in accordance with the Local Government Act 2020 (the Act).

Related Legislation/Policies/Guidelines

- [Local Government Act 2020](#) and supporting regulations;

- [Conflicts of Interest Guidelines](#) (Local Government Victoria);
- Council's Governance Rules;
- Council's adopted Local Laws;
- Council financial reporting requirements (including templates/policies);
- Councillor Code of Conduct;
- Procurement Policy;
- Bullying and Harassment Policy;
- Occupational Health and Safety;
- Working during Fire Danger Days and Flood and Storm Events Policy;
- Recreation Reserve Management Framework and all associated Policies.

Governance

1. Establishing a Community Asset Committee

1.1. Establishing Committees

- a) New Committees are established by a Council Resolution. The Resolution establishing a Committee is made at either an ordinary or special meeting of Council.
- b) All Community Asset Committees will be appointed to align with each Council Term and as a mechanism to support the Council in executing its duties.
- c) Existing Community Asset Committees will be reviewed for reappointment within six (6) months of the commencement of each Council term.
- d) Council will undertake an expression of interest process calling for community members as part of the reappointment of the Community Asset Committees.
- e) Council's administration will undertake short-listing and selection of nominations for Community Asset Committees and prepare a report to Council.
- f) The first meeting of a newly established Community Asset Committee, after Council Resolution, must be an Annual General Meeting to appoint office bearers.

1.2. Confirmation of appointment of existing Committees

For Community Asset Committees already appointed for a four-year Council term, Council will decide whether to resolve to re-appoint each Committee at the annual Statutory Meeting of Council.

2. Delegated Functions of a Community Asset Committee

2.1. Instrument of Delegation

- a) Delegation of a power, duty or function will be outlined within an approved Instrument of Delegation issued by the Chief Executive Officer.
- b) Without an approved formal Instrument of Delegation, a Community Asset Committee must not exercise any Council powers.
- c) The Instrument of Delegation will define what authority is given to the Committee with the following criteria:
 - Committee membership;
 - Expenditure limits;
 - Reporting requirements;
 - Other administrative considerations.

2.2. What does the Instrument of Delegation contain?

The role of the Committee will be as defined by the Instrument of Delegation. This will include:

- Management of day to day operation of the facility on behalf of the Council;
- Communicating with facility users and the broader community regarding the management and access of the facilities;
- Acting in the best interest of the user groups;
- Adopting the rules as set by Council;
- Ensuring financial and legal matters are managed in accordance with Council requirements; and
- Ensuring the facility is safe and following direction of Council in terms of managing risks.

The Committee will act as an agent of Council in managing the Council assets entrusted in the Committee's care by:

- Undertaking the management of the facilities on Council's behalf;
- Comply with the Local Government Act and other legislative, regulatory and delegated requirements as a representative of Council
- Undertaking improvements to the facilities subject to Council's approval;
- Ensuring the facilities are available for public use;
- Collecting rentals and charges from the users of the facilities for casual hire;
- Expending funds according to the Instrument of Delegation, only to maintain and improve the facilities for the better use and enjoyment of the community and public; and
- Advising and collaborating with Council, obtaining approval prior to any major works or capital works*, to ensure compliance with legislative, approval and budgetary obligations.

* Major works or capital works are defined as new capital projects or alterations to the structure of the building. General maintenance is defined as the repair or replacement of existing building fixtures or fittings.

2.3. Limits to Delegation

- a) Whilst the Chief Executive Officer may delegate specific powers to a Community Asset Committee, there are strict conditions and limitations on what the Committee can and cannot do. These restrictions are detailed in the Committee's Instrument of Delegation. Examples of these restrictions include the prohibition of:
 - Declaring a rate or charge
 - Borrowing money;
 - Entering into contracts for amounts exceeding the limit set in the instrument of delegation;
 - Incurring expenditure beyond the limit set in the instrument of delegation.
- b) In addition, the Chief Executive Officer cannot allow a Community Asset Committee to delegate any of its responsibilities to others. For example, a Committee established to manage a Council facility cannot delegate its powers to approve expenditure to a single Committee member.
- c) The Committee's powers are strictly limited to the powers described in the Instrument of Delegation. Any decision made by the Committee that exceeds those powers, is invalid and could result in legal action by anyone who is disadvantaged as a result and/or the removal of the Committee.

2.4. Register of Delegations

The Chief Executive Officer must maintain a current register of delegations to Community Asset Committees. The register is maintained by the Democratic Support and Corporate Governance department and is available for public inspection.

2.5. Review of Delegations

- a) All Instruments of Delegation to Community Asset Committees will be reviewed within 12 months after a general election.
- b) Other regular reviews will be undertaken to:
 - Assess whether all the current Committees are actually required;
 - Probity purposes.
- c) Council may also monitor the performance of a Committee through the Audit and Risk Committee of Council, the Internal Audit Process or through the management of a Compliance Programme of work.

- d) It is important to note that whilst certain powers are delegated, Council must accept responsibility for the exercise of its powers, even when exercised by delegates.

3. Membership and Office Bearers

3.1. Committee membership

- a) The membership of a Community Asset Committee is appointed by Council with consideration of the relevant stakeholders at the facility.
- b) Councillors and/or Council officers may only be appointed as non-voting advisors only.
- c) Only those who reside or work within the municipality may be appointed to a Committee, except where Council has granted approval of a particular person.
- d) There is no restriction on the number of terms a Committee member may serve.
- e) If a Committee member is elected as a Councillor during their term on a Committee, that individual must resign their membership immediately.
- f) Committee members must hold a valid Working with Children Check, complete the New Member Nomination Form and complete an online induction module as volunteers of Council.

3.2. Appointing members

- a) Where Council is appointing community members to a Community Asset Committee for a recreation reserve, public hall or other public facility with tenant sporting clubs or community organisations, those clubs or organisations will be encouraged to nominate representatives to serve on the Committee.
- b) Council remains responsible for making the formal appointment at a Council Meeting.
- c) Where there are multiple user groups, no single user group is to maintain a representative majority on the Committee.
- d) Committees are required to submit nominations through the Member Nomination Form.
- e) Each nominee for Committee membership will be required to confirm that they:
 - Have not been convicted of any indictable offence;
 - Have not been convicted of fraud;
 - Have not been disqualified from acting as a director or acting in the management of a company;
 - Are not facing court proceedings for any criminal proceedings, including bankruptcy; and
 - Are not an undischarged bankrupt.
- f) No person nominated shall take office until appointed by Council.

3.3. Filling a vacancy

If a Committee requires to fill a vacant committee position, the following process must be followed:

- Proposed Committee member to complete a Member Nomination Form;
- The form is to be provided to the Committee Secretary for inclusion in the agenda of the next Committee meeting;
- The Committee is to consider the nomination and make a recommendation for the appointment of the nominee to Council in the minutes of the Committee meeting;
- Forward the Member Nomination Form and Committee minutes to Council for consideration;
- New Committee members will be appointed until the next term of the Committee's appointment.

3.4. Resignations

- a) If a Committee member decides to resign, reasonable notice is required (unless a personal emergency has arisen) with resignations being submitted to the Committee in writing as soon as possible. All records and equipment must be handed back to the Committee immediately. The Committee must notify Council of any resignations immediately via the committees@moorabool.vic.gov.au email.
- b) The Committee at its next meeting shall accept and record the resignation in its minutes.

3.5. Revoking individual membership

- a) The Council may at any time remove an individual member from a Community Asset Committee, if it is deemed the member is acting outside the best interests of the Committee or Council, and/or outside the powers that have been delegated to the Committee.
- b) Further, a Committee member who is absent from four consecutive Committee meetings without approval by the Community Asset Committee shall cease to be a member of the Committee.

3.6. Officer bearers

a) Chairperson

The Chairperson is the elected presiding officer of the Committee. Committee members elect the Chairperson to preside over Committee meetings including the administration and facilitation of effective management through prioritisation of goals and achieving objectives.

The Chairperson is responsible for ensuring each meeting is planned effectively, conducted according to the requirements of Council and matters are dealt with in an orderly, efficient manner.

The Chairperson will:

- Communicate effectively with Council, Committee, user groups and the community;
- Have demonstrable leadership skills;
- Represent the Committee to the general public and Council;
- Have sound knowledge and understanding of the Instrument of Delegation, rules and duties of all office bearers;
- Be well informed of Committee issues and activities;
- Manage Committee meetings (including Annual General Meetings), ensuring discussions are conducted fairly and not dominated by any members and/or exclude others;
- Ensure that all planning and budgeting for the future is carried out in accordance with the Committee and in the interests of the community;
- Give a casting vote when necessary.

b) **Secretary**

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Committee.

The Secretary will communicate effectively with all parties and is responsible for:

- Ensuring meetings are effectively organised and minuted:
 - Liaising with the Chair to plan meetings;
 - Receiving agenda items from Committee members;
 - Circulating agendas and reports;
 - Taking minutes;
 - Circulating approved minutes;
 - Checking that agreed actions are carried out.
- Maintaining effective records and administration including the management of:
 - Correspondence (received and sent);
 - Official documents;
 - Arrange archiving and storage of all Committee documentation;
 - Insurance policies;
 - Audit insurance details of each club/user group on an annual basis and provide a copy to Council.

- Upholding the legal requirements of governing documents, local laws and Council guidelines (where relevant). Communicating any potential breach to Council as soon as reasonably practicable.

c) **Treasurer**

The Treasurer's prime responsibility is to manage all financial aspects of the Committee including:

- General financial oversight:
 - Comply with the financial administration rules outlined in the Committee's Instrument of Delegation;
 - Keep accurate and up-to-date records of all income and expenditure including, keeping a record of all GST paid and received;
 - Invoice user groups and hirers promptly (e.g. seasonal and casual hire);
 - Issue invoices for seasonal fees to all user groups six (6) weeks before the start of the season to allow a reasonable time for payment;
 - Be accountable for the Committee's petty cash;
 - Be fully informed about the financial position of the Committee at all times;
 - Adhere to finance policies and procedures as set out in the finance section of this guide.
- Funding, fundraising and sales;
- Financial planning and budgeting;
- Financial reporting:
 - Prepare and deliver the annual financial return for Council's financial reporting responsibilities under the Local Government Act;
 - Prepare and return the GST return form annually with the operational funding application.
- Banking, book-keeping and record keeping:
 - Ensure that adequate accounts and records are maintained regarding the Committee's financial transactions and promptly deposit all monies received in the Committee's bank account;
 - Prepare monthly bank account reconciliation statements for presentation at all Committee meetings.

4. Additional Responsibilities

In addition to acting in accordance with the Community Asset Committee Instrument of Delegation, Committees are also required to adhere to the following:

4.1. Statutory limitations

Any laws that limit the powers of Council, also apply equally to the Community Asset Committee.

4.2. No improper purpose or misuse

The provisions of the Act, which relate to misuse of position by Councillors apply equally to Committee members (section 123 of the Act, see below).

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

Penalty: 600 penalty units or imprisonment for 5 years.

Circumstances involving the misuse of a position include:

- a) making improper use of information acquired as a result of the position he or she held or holds; or
- b) disclosing information that is confidential information; or
- c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
- d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
- e) using public funds or resources in a manner that is improper or unauthorised; or
- f) participating in a decision on a matter in which the person has a conflict of interest.

4.3. Confidentiality

Pursuant to section 125 of the Act, a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff, must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information. 'Confidential Information' as defined by section 3 of the Act means:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;

- c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- g) private commercial information, being information provided by a business, commercial or financial undertaking that:
 - i. relates to trade secrets; or
 - ii. if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);
- i) internal arbitration information, being information specified in section 145;
- j) Councillor Conduct Panel confidential information, being information specified in section 169;
- k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- l) information that was confidential information for the purposes of section 125 of the Local Government Act 2020;

4.4. Conflict of Interest

Under section 130 of the Act, where a matter is being considered at a meeting of the Community Asset Committee, any member who has a conflict of interest in respect of a matter must disclose the conflict of interest in the manner required by the Council's Governance Rules; and exclude themselves from the decision-making process in relation to that matter, including any discussion or vote on the matter and any action in relation to the matter.

4.5. Disclosure of Potential or Verified Breaches

If a potential or verified breach of any statutory requirements have been identified, these must be reported to governance@moorabool.vic.gov.au as soon as reasonably practicable. Certain breaches are required to be reported to statutory authorities within specified timeframes and therefore, all information pertaining to the potential breach must be sent to Governance. A Governance Officer will follow up the potential breach with the reporting officer from the Committee.

4.6. Disputes

Where any dispute arises, either in general or at a Committee meeting, the matter shall be referred to Council in writing and any decision made by the Council shall be final. If you require guidance on conflict resolution, please contact Council via committees@moorabool.vic.gov.au

5. Revoking Delegation/End of Term

5.1. Revoking delegation

Council may determine at any time to remove an existing Committee.

Reasons for revoking a Community Asset Committee delegation may include:

- The function previously undertaken by the Committee is no longer required;
- Council deeming that it would be more beneficial to the community to have Council staff manage the asset;
- Council is unable to manage the risks associated with the activity being undertaken by the Committee;
- The Committee has acted inappropriately or in a manner which poses reputational damage or financial loss to Council;
- There is evidence of support for disbandment of the Committee at a local level;
- The Committee is not performing the required function or adhering to the reporting requirements;
- The Committee has operated outside the limitations of its Instrument of Delegation

5.2. End of Term/Cessation of Committee

The outgoing Committee will:

- Balance the accounts;
- Arrange the transfer of existing funds back to Council which requires approval from the Committee's existing account signatories;
- Advise the incoming Committee/Council of any issues, ongoing projects and committed funds;
- Make all financial, administrative and operational records available to the incoming Committee or Council.

In the event of cessation, transfer all committee funds and assets which remain Council property to Moorabool Shire Council.

6. Meeting protocols

6.1. Appointing a Chairperson

The members of the Community Asset Committee must appoint a Chairperson in accordance with 3.6 Officer Bearers. In the absence of the Chairperson at any meeting, the members present must appoint a temporary Chairperson. Councillors (or any other advisory member) are not eligible to act as a temporary Chairperson.

6.2. Meeting types

- a) Conduct of meetings must comply with the Act, any adopted local law, Council Governance Rules and any relevant Council resolutions.

Annual General Meeting

- a) Committees will hold an annual general meeting for the purposes of:
 - i) Appointing committee office bearers
 - ii) Receiving and adopting the annual financial statement;
 - iii) Receiving and endorsing the annual report;
 - iv) Confirming the casual fees and charges, to be recommended to Council, for the next financial year;
 - v) Proposing the Committee meeting dates for the coming year (these can be amended but require a minimum of two weeks advertised public notice);
 - vi) Reviewing facility occupancy agreements (if required); and
- b) The annual meeting must be advertised to the community at least two (2) weeks prior to the meeting date.

General Meetings

- a) The Committee shall hold at least four additional meetings during the year on such dates as determined at the Annual General Meeting.
- b) Committee meetings must be advertised to the public at least two (2) weeks prior to the meeting (including on the facility's webpage and/or noticeboard). The secretary must submit copies of confirmed meeting minutes to Council at committees@moorabool.vic.gov.au.
- c) Committee meetings must be open to the public, unless relating to confidential matters.
- d) General items that must be included on a Committee agenda are as follows:
 - i) Acknowledgment of Country
 - ii) Open the meeting and welcome members
 - iii) Apologies

- iv) Conflicts of Interest declaration
- v) Minutes of previous meeting
- vi) Business arising from the minutes
- vii) Accounts for payment and treasurer's report
- viii) Reports from delegates
- ix) Correspondence
- x) Business arising from correspondence
- xi) General business
- xii) Date of next meeting
- xiii) Closure of meeting

6.3. Quorum

A quorum for the Committee is a majority of the members who comprise the Community Asset Committee. If a quorum is not achieved at a meeting, a Committee cannot make any decisions (i.e. move/resolve a motion).

6.4. Addressing the Meeting

- a) Any member or person who addresses the meeting must direct all remarks through the Chairperson.
- b) The Chairperson may address a meeting, however if the Chairperson wishes to debate a particular motion or move any motion or amendment, or address any matter under discussion, the Chairperson must advise the Committee of that intention and vacate the Chair on such occasions for the duration of the item under discussion.
- c) If the Chairperson vacates the Chair, members will appoint a member to act as temporary Chairperson until the item has been voted on.

6.5. Making Decisions/ Motions

- a) A member of a Committee can put forward an issue (move a motion) for the decision of the Committee. The Chairperson will call for another Committee member to agree (or second) the motion. The motion should be voted on by the Committee, even if everyone is in agreement.
- b) A Committee can only make decisions (i.e. move/resolve a motion) if a quorum is present.

6.6. Voting

- a) A motion before a Committee must be determined by majority vote of members present.
 - i) Should a majority not be achieved, the motion is lost;
 - ii) If the motion is not seconded, the motion will lapse for want of a seconder.
- b) All members (with the exception of advisors) of the Committee have voting rights, and each member has the right to one vote. The Chairperson shall have a casting vote, as well as a vote as a member of the Committee.

6.7. Minutes

- a) Unless otherwise resolved or required by law, minutes of Committee meetings and meetings requiring acceptance by Council, must not be available to the public until accepted by Council.
- b) Minutes of meetings must be kept as per the following requirements:
 - The Chairperson of a Community Asset Committee must arrange for minutes of each meeting of the Committee to be kept;
 - The Chairperson must submit the minutes of a committee meeting to the next meeting of the Committee for confirmation;
 - The minutes of a meeting of the Community Asset Committee must:
 - Contain details of the proceedings and resolutions made;
 - Be clearly expressed;
 - Be self-explanatory;
 - In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process.
- c) The reason for closing a meeting to the public must be recorded in the minutes of the meeting
- d) The following are required to be captured in the minutes are as follows:
 - The time the meeting started and finished;
 - The location of the meeting;
 - The names of the Committee members present;
 - The names of the Committee members not present/apologies;
 - The time of any arrivals and departures of members during the meeting;
 - Disclosure of any conflict of interest of any member;
 - A list of all items of business considered;
 - The exact wording of any motions moved, including the name of the mover and seconder;

- A record of any or all members who supported or opposed the motion if requested by any member (division);
 - The results of consideration of any motions – carried, lost, withdrawn, lapsed, amended;
 - Details of any questions taken on notice;
 - Details of any deputations made to the Committee, or any guest speakers;
- e) Minutes do not need to include discussion prior to a decision. The purpose of minutes is to capture decisions and key information, they are not a transcript of the meeting.

7. Reporting obligations and document management

Committees are required to report all financial aspects of their operation to Council. All Council Community Asset Committees are agents of the Moorabool Shire and are required to use Council's ABN for GST purposes.

7.1. Annual GST Return

All Committees are to record and report on GST each financial year. GST is to be charged on all services provided by the Committee such as hire of facilities or equipment. GST can be claimed back on most of the goods and services that a Committee acquires during their business.

GST paid and received on all invoices is to be recorded and reported annually, a GST Return Form must be submitted to Council annually as part of the Committee's Annual Report.

7.2. Annual Report

Annual Reports are to be completed and forwarded to Council no later than 15 August for the period ending 30 June.

A copy of the 30 June bank statement/s is to be attached to the Annual Report.

Committees are required to submit their annual report to Council in order to receive operational funding for the following financial year.

7.3. Keeping of receipts

Receipts can fade, so it is a requirement to scan, take a photocopy or take photos as you receive and record them. Receipts are to be kept in accordance with requirements of the *Public Records Act 1973* for financial and data retention.

7.4. Storing corporate records

Council stores Community Asset Committee meeting documents and other forms submitted as per Council's internal document management processes.

Where a Committee ceases to exist, and management of the Council facility is not assigned to another Committee, all records must be transferred to Council within one month of cessation of the committee.

7.5. Summary of reporting obligations

Requirement	Frequency	Template
Conduct Committee Meetings and forward Minutes to Council	At least four times per year	Agenda and Minute Template
Conduct a Committee AGM and forward Minutes to Council	Annually	Agenda and Minute Template
Complete Annual Report and forward to Council	Annually	Annual Report Form
Complete Annual GST Return and forward to Council	Annually	Annual GST Return Form

8. Collection and use of personal information

Committees are required to ensure that any personal information it collects is managed in accordance with the 10 Information Privacy Principles (IPPs) as stipulated in Schedule 1 of the *Privacy and Data Protection Act 2014*. Committees are encouraged to contact Council regarding collection, storage and use of personal information to receive guidance via committees@moorabool.vic.gov.au.

8.1. Collection

Committees will only collect personal information necessary for the functions or activities of the committee. If a committee is required to collect personal information, it will only be collected by lawful and fair means and not in an unreasonably intrusive way. If it is reasonable and practicable to do so, personal information will be collected directly from an individual.

8.2. Use and Disclosure

Committees cannot use or disclose an individual's personal information other than for the primary purpose for which it was collected unless one of the following apply:

- For a secondary purpose that the individual would reasonably expect.
- Where we have the individual's consent; or
- Law enforcement purposes and to protect safety.

8.3. Data Security

Committees will take all necessary steps to ensure that personal information is stored safely and securely to protect from misuse, loss, and unauthorised modification and disclosure.

8.4. Sensitive Information

Subject to exclusions contained within the *Privacy and Data Protection Act 2014*, a committee will not collect sensitive information about an individual unless:

- the individual has consented; or
- the collection is required under law; or
- the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns
 - is physically or legally incapable of giving consent to the collection; or
 - physically cannot communicate consent to the collection; or
- the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

Day-to-day Facility Management

9. Hire Agreements and Usage Fees

9.1. Seasonal Agreements at Recreation Reserves

A seasonal agreement provides a sports club and/or association with a permit to use a sports facility for an agreed purpose for an agreed period of time providing certainty of tenancy. Seasonal agreements do not provide user groups with exclusive occupancy rights to a facility except on dates and times specified in the licence, therefore encouraging multi use of facilities.

To be eligible to enter into a seasonal agreement for use of Council's recreation reserve facilities, user groups must be a registered business or incorporated identity, as per the Associations Incorporation Act 2014 and have Public Liability Insurance to the value of \$10,000,000 or as otherwise determined by Council's insurers. The user groups must also not be in arrears with fees and charges or payments stipulated in an agreed repayment plan, in order to be eligible for a seasonal agreement. User agreement requests are to be submitted to and processed by the Committee.

Seasonal sports ground allocations will be made on a six (6) monthly or sport season basis for both training and match play purposes.

Seasonal Allocation applies to the following dates in each year.

Winter Season: 1 April – 30 September

Summer Season: 1 October – 31 March

An example of typical use might be Tuesday and Thursday evenings for training and Saturday/Sunday afternoons for competition. This allocation also includes club events and representative matches.

Unless a longer term is agreed under a Licence Agreement with Council, Seasonal Allocation of sportsgrounds is not guaranteed from year to year and will be subject to the Seasonal Application process or terms of the Licence Agreement. Seasonal Allocations are subject to sportsground

fees and charges as scheduled, utility charges and costs relating to supporting infrastructure specific to their sport i.e. floodlighting, turf wickets and maintenance fees where appropriate.

9.2. Seasonal Use Agreement

Seasonal Use Agreements (SUA) are formal agreements designed to facilitate the conditions for managing expectations between the Community Asset Committee and a user who has consistent usage of a facility over a specified time period, such as a sporting club or dance group. SUA's can also apply to a user who uses a facility on an annual basis and are not restricted to seasonal groups.

9.3. Casual Use Agreement (CUA)

A CUA is generally issued to a school, casual user, an event or Community groups, to confirm a particular facility for specified activities and times. These agreements are normally best for one off usage or a sequence of one off uses that are not permanent in nature. CUA requests are to be submitted to the Committee and assessed on a case by case basis.

Casual or one-off use will be managed via a Casual Use Agreement. Commercial, incorporated or school use applicants must hold current public liability insurance to the value of \$10,000,000 or as otherwise determined by Council's insurer.

When allocating casual usage of Council's sports fields and halls the following criteria will be considered:

- Applicant's history within the municipality;
- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

9.4. Fees and Charges

Council sets the fees and charges for hiring in conjunction with the Community Asset Committee. The Committee recommends a hire fee structure to Council for consideration and endorsement.

10. Council's Insurance Cover

All activities shall be undertaken in a manner which reduces the risk of harm or material loss occurring to the facility, users and visitors.

Requests for compensation for loss/damage/injury, arising from the authorised use of a Council facility, are to be made using the Incident Report Form, providing as much detail as possible. Details should include the date, time and cause of the incident, plus any details of witnesses. This information is to be forwarded to committees@moorabool.vic.gov.au.

10.1. Public Liability Insurance

Council has public liability insurance that covers the Committee in its role of managing the facility/venue in accordance with its Instrument of Delegation. This insurance covers the

Committee in the event of an injury to, or damage to the property of a third party whilst using a facility managed by the Committee.

Additional volunteers (who are not appointed Committee members) undertaking an approved task as outlined by the Committee in line with the Instrument of Delegation, are covered by Council's public liability insurance.

Community Asset Committees, are unable to comment on the aspect of, or determination of, liability with respect to any loss/damage/injury. Under no circumstances should the Committee or its members admit liability with respect to any loss, injury or damage. The Committee must obtain and record as much information as possible, including statements and photographs, relating to the circumstances of the incident to enable a fair and equitable assessment of the event.

10.2. Building/ Property Insurance

All public halls, shared pavilions, club rooms and building structures at Recreation Reserves used by seasonal tenants, and some associated structures including any coaches' box, scoreboards, playgrounds, and storage sheds, are covered under Council's insurance policy. Council owned buildings and structures are listed on Council's Corporate Asset Register and are covered by Council's insurance. The asset register will be reviewed annually to reflect the assets identified by the Committee in their Annual Report.

Committees are to notify Council via committees@moorabool.vic.gov.au immediately, of any damage to buildings or property. In the event of malicious damage, including forcible entry or theft, the Committee is required to obtain a Police report as soon as possible, after the incident.

10.3. Personal Accident Insurance

Committee members are covered by Council's insurance policy for personal accident insurance whilst acting in their capacity as a Committee member. The policy covers the Committee members performing tasks and activities relating to the management of the facility in accordance with the Instrument of Delegation, and is consistent with Council's standard levels of insurance coverage.

Volunteers are covered only if the Committee has a register of names, dates and nature of the activity prior to the undertaking of said activity on behalf of the Committee (including working bees, fund raising). The Committee must use the volunteer registration form to capture volunteer information. This should be retained for insurance purposes and provided to Council via committees@moorabool.vic.gov.au.

10.4. Contents Insurance

Council owned contents are covered by Council's insurance policies, however there are thresholds in place which specifies the minimum value of each claim. Council will provide information on relevant thresholds from time to time when policies change. Therefore, individual items that are lost or damaged, which fall below the value of these thresholds may not be eligible to be claimed.

Contents owned by user groups or casual hirers and not forming a fitting or fixture of the facility will not be covered under Council's insurance policy. User groups are to insure and take responsibility for their own property. For example; sporting equipment, trophies, artwork, bar and canteen stock, bar equipment etc.

Personal belongings, money and private property brought onto the premises remain the property of the user group, and are not insured by Council.

The Committee is not permitted to enter insurance policies on behalf of individual user groups.

10.5. Insurance Cover Requirements for Hirers

All commercial or incorporated hirers of Council buildings are required to have public liability insurance and provide a Certificate of Currency to the Committee or booking officer prior to the booking being accepted. The Committee or the booking officer will retain copies of Certificates of Currency on file. A copy of an invoice issued by an insurance broker or underwriter is not sufficient evidence that an insurance cover exists and cannot be used to secure a booking.

Council has a blanket public liability insurance cover to indemnify unincorporated or non-commercial casual hirers of its halls, and pavilions, with exclusions. Non-commercial hirers of Council owned, and controlled facilities are covered by Council's one-off public liability insurance cover. The hirer shall bear the first \$500 of each and every claim or series of claims arising out of any one Occurrence.

Please see the table below for a summary.

Hire Type	Insurance Requirements
Permanent and casual commercial*	<ul style="list-style-type: none"> Hirers are required to provide a valid current copy of their Public Liability insurance cover <p><i>*A hire is made commercial when it is advertised that anyone may attend for the price of a compulsory admission fee rather than a gold coin donation which is encouraged and optional.</i></p>
Permanent and casual incorporated	<ul style="list-style-type: none"> Hirers are required to provide a valid current copy of their Public Liability insurance cover
Unincorporated or Non-commercial	<ul style="list-style-type: none"> Hirers are covered by Council's one-off public liability insurance cover*. The hirer shall bear the first \$500 of each and every claim or series of claims arising out of any one occurrence <p><i>*Cover exclusions apply, please read below.</i></p>

10.6. Casual Hire Cover Exclusions

The following activities are not covered by Council's blanket public liability insurance.

- Any activities which are of a physical nature that involve the risk of injury e.g. martial arts and contact sports;
- Paid performances by all types of entertainers e.g. musical acts, magicians, public speakers or any person being hired to entertain guests at a private function. This also applies to educational public speakers who charge an entry fee;
- Amusement rides of any kind and inflatable recreation equipment, e.g. jumping castles;
- Animal Rides
- Commercial activities of any type (an activity becomes commercial when it is advertised that anyone may attend for the price of a compulsory admission/ participation fee);
- Any claims arising from, contributed to by or in connection with sexual and/or child assault, abuse, molestation or attempt.
- Security Personnel
- Child Minding/Child Care Services
- Stall Holder Sporting Activities- Personal injury or Property Damage arising out of sporting activities and/or demonstrations conducted by stallholders.
- Fireworks;
- Music concerts;
- Festivals.

11. Risk Management

11.1. Risk Management Practice

Committees are required to review risks which may prevent the achievement of goals or objectives. Risk management involves identifying hazards, analysing their potential impact and consequence and applying suitable control measures. Conducting monthly risk assessments means potential hazards can be identified in a timely manner and effective controls put in place to reduce the likelihood of risk realisation. The benefits of ongoing risk management includes:

- Improved ability to anticipate and respond to risks;
- Identification of potential ineffective controls which may result in regulatory/statutory breaches or risk realisation;
- Minimising loss or damage to community assets and injury to the public;
- Improved safety of facilities and a reduction in insurance premiums.

All injuries to persons and/or damage to property should be immediately recorded and reported to Council as soon as practical by submitting an incident report. Serious injuries, deaths or criminal behaviour need to be reported to the Police immediately.

Council conducts periodic assessments of facilities, including buildings and grounds. Hazards and risks may develop between the Council assessments and the Committee should undertake regular risk assessments themselves and report any potential concerns to Council. Committees and Clubs are responsible to minimise or eliminate risks through their available resources.

11.2. Occupational Health and Safety Risk Checklist

The risk checklist should be used on a regular basis to assess any potential hazards at Council facilities. If the Committee or Club/s is not satisfied with one or more elements of safety at the facility, they must document their concerns via committees@moorabool.vic.gov.au and the matter will be escalated to Council's Occupational Health and Safety Team.

11.3. Security

Committees of Management should employ reasonable measures to protect the assets under their management and comply with Council policy as it relates to security of assets. Reasonable measures include:

- Removal of cash and valuables from the premises when the building is to be unoccupied for any period;
- Any cash kept on site is stored in a manner it is not accessible by the public and is reconciled at the end of the day.
- Regular inspections of the premises to identify any attempts to gain entry or evidence of vandalism and report any suspicious activity in the vicinity of the premises to the police;
- Detecting any doors and windows that have not been secured;
- Report any broken locks, doors, windows and other parts of the building that may allow unauthorised entry into the premises;
- Use the available Key Register template to record all allocated keys and establish a procedure to deal with lost keys;
- Emphasise to all user groups that the facility must be secure at all times during hire/use.
- Advise clubs to store any Liquor responsibly – Locked away and kept out of sight.

11.4. Essential Safety Measures

Essential Safety measures include, but are not limited to, firefighting extinguishers, emergency lighting, exit signs, clear paths of travel to exits, emergency exit doors etc. These measures are to be maintained in a manner that will ensure that they operate as intended to provide a safe means of egress from the building in an emergency.

Committees are to ensure all buildings have an Emergency Evacuation Site Plan prominently on display. These plans are provided by Council.

Council maintains these measures in accordance with relevant standards and regulations; however, due to unforeseeable instances they can occasionally fail to operate between maintenance inspections. These defects must be reported to Council immediately to ensure the defect is rectified, and the essential safety measure remains operational.

11.5. Pre-Hire Inspections

Clubs/users are expected to complete pre-match inspections in line with their league requirements to keep risk exposure to a minimum and help reduce injuries and potential loss.

Facility users must provide the Committee with a copy of an inspection form that documents any identified defects or issues with playing facilities.

If defects are identified during a pre-match inspection, they must be communicated to all match participants by the user and, if possible rectified prior to the commencement of the match. In the event that a defect cannot be rectified prior to the commencement of a match, the participating team managers are to assess the risk presented by the defect and determine if the defect presents a threat to the health and safety of the participants. If this is the case the match should be postponed or cancelled until the defect is rectified. The user group or hirer must notify the Committee of any defects or safety issues identified.

11.6. Unsafe Activities

The Committee can:

- Refuse to allow activities that present a threat to the health and safety of the users or, the integrity of the asset to be carried out on the premises;
- Establish the requirements, under which, such activities shall be carried out safely.

This means that the Committee needs to ensure that the activities proposed to be carried out by a user group are complementary to the premises.

12. Facility Maintenance and Improvements

Any capital works projects at Council facilities will require approval from Council. The Project Proposal Form can be completed and submitted to Council for approval of any capital works. The Maintenance Responsibilities document provides direction on Committee and Council responsibilities regarding maintenance.

12.1. Operational Funding

Council provides an annual operational funding allocation to assist halls and reserves with everyday expenses and basic maintenance. The operational funding amount is determined annually by Council and distributed to Committees in September/October. Committees must complete an application to receive the funds.

12.2. Reporting Maintenance Issues

Committees must refer to the Maintenance Responsibilities schedule to determine whether the maintenance issue is the responsibility of the Committee with its operational funding or Council. If the issue is Council's responsibility to rectify, the Committee must submit a request via email to committees@moorabool.vic.gov.au and the matter will be investigated by Council.

When submitting maintenance requests via email, please include the below information to ensure adequate detail is captured and the request can be processed promptly:

- Name of the facility
- Detailed description of the issue (supplying photos preferred)

- Exact location of the issue
- Urgency of the issue (not urgent, neutral, urgent)

12.3. Project Proposals and Improvements

Committees or clubs wanting to undertake a project at a Council owned or managed facility will need to complete a project proposal form. For clubs this will first need to be submitted to the Committee for endorsement then from the Committee to Council for final approval. Any proposed works must be submitted via the Project Proposal Form. This will ensure the appropriate planning and building permits and contractor requirements are obtained where necessary. No works can commence prior to Council approval. The majority of Council's Recreation Facilities have Council adopted master plans in place that outline capital works. These are reviewed based on the conditions and timeframe for each individual master plan.

In the absence of a Council adopted facility master plan the Committee can develop an agreed priority list of capital works in consultation with Council.

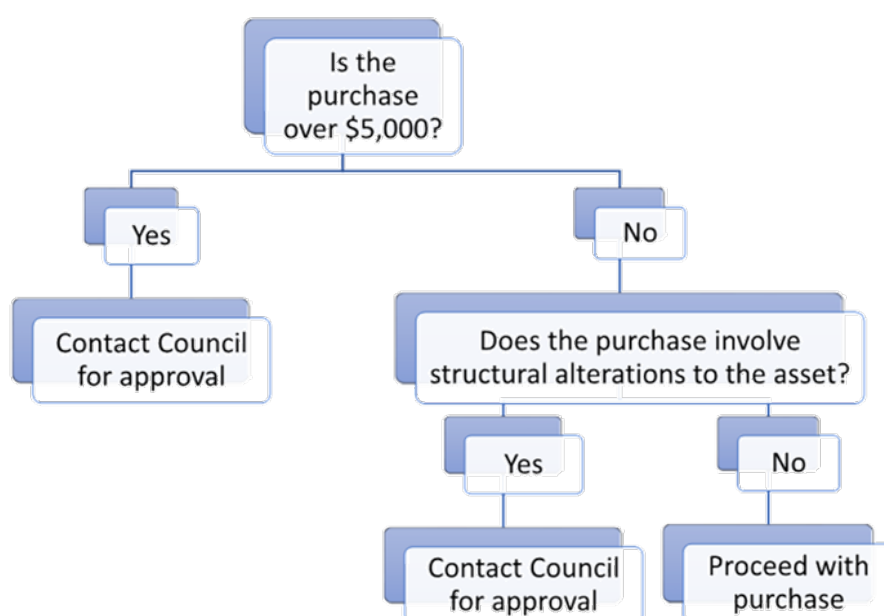
It should be noted that all capital improvements undertaken by a Committee, Club or User group become the property of Council as the landowner. Therefore, Council is to be party to all aspects of any improvements.

13. Procurement (Purchasing)

Committees cannot acquire external goods, services or works over \$5,000 without approval from Council. For all approved purchases over \$5,000, Council's Procurement Policy is to be followed, including obtaining the required number of quotes from suppliers.

To assist the Council in ensuring assets within the facility are adequately insured and maintained, it is necessary for the Committee to notify Council of any additional assets or in the instance where assets are disposed of (i.e. removal of broken or damaged furniture).

The following flowchart outlines the procurement decision making model.



14. Volunteers

All volunteer work is to be authorised by the Committee and volunteers are required to be registered on every occasion using the Volunteer Registration Form. This includes any person volunteering their time to undertake work at or on the facility. This does not include Committee members fulfilling their duties.

Committees must also assess the context of volunteer work to determine whether any direct contact with children is involved. In this instance, the volunteer will be required to obtain a Working with Children Check. Committees are encouraged to obtain support from Council in determining whether direct contact is likely to occur as a result of a volunteer's work.

Committees have a duty of care to all volunteers to provide a safe working environment. At the same time, it is the volunteer's obligation to be responsible for their own personal safety and the safety of others. Volunteers are covered under Council's public liability (not professional indemnity insurance) providing they are undertaking work with the knowledge and approval of the Committee. Volunteers also need to make a declaration that they do not have any medical condition that may affect their volunteer work.

It is essential that Committees ensure all volunteers complete and sign the Volunteer Registration Form and that original copies are kept. Keeping original copies makes it clear who the Committee-approved volunteers are, the date and time the volunteers worked, and the work undertaken.

Under some circumstances volunteers may perform payment for contracted services which need not be financial. Payment can be considered as receipt of product, services or other privileges in lieu of monetary rewards. All Committees need to be mindful that "payment in kind" can be considered to be engagement of a Contractor and therefore usual workplace safety arrangements have to be considered.

14.1. Honorariums

Committees are not permitted to offer or pay honorariums (pay someone for providing a service) at any time without prior written approval from Council. Honorariums can be misused as a means to make regular payments to members or contractors.

15. Regulations and Permits

15.1. Food Registration

All groups that sell food and beverages are to be registered with Council. Council requires that all food premises, temporary or permanent, be registered. It is the operator's responsibility to ensure that the preparation, storage and service of food at each venue is in accordance with the Food Act 1984 and the Food Standards Code Australia New Zealand.

The public is entitled to expect the same diligence and regard for food safety and hygiene from all businesses selling food regardless of whether they are community or commercial operations.

The facility must comply with Sections 3.2.3 of the Food Standards Code Australia New Zealand (FSANZ). The types of events and food provided in the facility may be limited by existing equipment.

A food handler should have a clear understanding of what can cause food contamination and food poisoning and be able to demonstrate the methods taken to minimize these risks. This information is available from the Food Standards Code Australia New Zealand (FSANZ).

If any food businesses or community groups are found not to be complying with regulations under the Food Act 1984 and FSANZ then they may face prosecution or infringement notices.

All food is to be displayed, served and stored in a manner that will protect it from contamination and spoilage. If these requirements are not complied with, groups will be directed to do so, and if there is a significant breach you may be asked to discontinue service.

If you require further information, please contact Council's Environmental Health Team.

15.2. Smoking and Gambling

Smoking and Gambling are not permitted within any Council building. Smoking is not permitted within the building and the immediate vicinity of the building. Sponsorship or advertising signage displaying smoking or direct gambling at any Council facility is prohibited.

No Smoking signage should be prominently displayed.

15.3. Liquor Licences

Committees are to encourage the responsible management (safe, sensible, social) of alcohol and support sporting clubs that encourage safe, healthy and family friendly environments.

The Department of Justice issues licences in accordance with the Liquor Control Reform Act 1998. Under the provisions of this Act, a liquor licence may only be granted if the relevant planning permission (where required) has been obtained from the Moorabool Shire Council.

Typically, there are 3 categories:

1. Renewable Limited Licence: A Renewable Limited Licence authorises the supply of liquor to members and guests of members, for consumption on the licensed premises. The Licence may also authorise supply from booths or marquees outside the club rooms, social functions and non-member functions.
2. Club Licence – Restricted: A Restricted Club Licence authorises the supply of liquor to members and guests of members, for consumption on the licensed premises. Restricted Club Licences may only purchase liquor from the holders of a General or Packaged Liquor Licence. The trading hours of a Restricted Club Licence are determined by Moorabool Shire Council and the Director of Liquor Licensing Victoria.
3. BYO Club Permit: Authorise the consumption, possession and control of liquor in clubs that do not hold a liquor licence. The trading hours for a BYO permit are determined by Moorabool Shire Council and the Director of Liquor Licensing Victoria.

If Clubs or Casual Hirers wish to apply for or vary a Liquor Licence, an application is to be made to the [Victorian Gambling and Casino Control Commission](#).

16. Forms

The forms and templates referenced throughout this guide can be obtained from Council. They will be supplied to Committees upon official appointment and through the annual reporting process.

- Agenda and Minute Template
- Annual Financial Return Form
- Annual Report
- Casual Hire Form
- GST Claim Form
- Hall Hire Record Form
- Key Register Form
- Incident Report Form
- Maintenance Responsibilities Schedule
- New Committee Member Nomination Form
- Petty Cash Voucher
- Project Proposal Form
- Occupational Health and Safety Risk Checklist
- Volunteer Registration Form

17. Support for Committees

- A Council Liaison Officer will be appointed as the primary point of contact for the Committee to the Council.
- The committees@moorabool.vic.gov.au email address is monitored by Council staff and has been set up specifically for Committees to utilise. It acts as a central contact for any queries relating to the operation of the Committee or matters relating to the Council facility.
- Council will provide an induction for all newly appointed Committees in line with the Council term.

18. Review of the Community Asset Committee Guidelines

- The Guidelines will be reviewed annually and updated as required to ensure the document is providing practical support for Committees.

MOORABOOL SHIRE COUNCIL



2022/23 Quarterly Financial Report - September 2022

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1 Comprehensive Income Statement

	Year to Date				Annual Adopted Budget \$'000
	Adopted Budget \$'000	Actual \$'000	Variance		
			\$'000	%	
Income					
Rates and charges	41,573	41,598	25	0%	42,590
Statutory fees and fines	233	236	3	1%	1,351
User fees	442	477	35	8%	2,233
Grants - operating	975	1,098	123	13%	8,767
Grants - capital (recurrent)	0	0	0	0%	1,282
Other income	257	221	(36)	-14%	1,106
Interest received	71	177	106	150%	585
Total Income	43,551	43,807	256	1%	57,913
Expenses					
Employee costs	6,376	6,360	16	0%	24,319
Materials and services	5,344	4,995	349	7%	18,482
Depreciation	3,115	3,115	0	0%	12,461
Amortisation - right of use assets	0	0	0	0%	224
Borrowing costs	13	13	0	0%	238
Finance costs - leases	0	0	0	0%	18
Other expenses	141	104	37	26%	604
Net loss on asset disposal	(173)	(288)	115	-66%	1,500
Total Expenses	14,816	14,299	517	3%	57,846
Adj Underlying Surplus / (Deficit)	28,735	29,508	773	3%	67
Add Capital / Non-recurrent income					
Grants - capital (non-recurrent)	3,355	4,611	1,256	37%	13,119
Contributions - monetary	1,081	1,081	0	0%	1,918
Contributions - non-monetary assets	0	0	0	0%	7,500
Total Surplus / (Deficit)	33,171	35,201	2,030	6%	22,604

Key variances;

Grants - operating – Just a timing issue so far with the recognition of various operating grants. However, there have been minor increases identified in Maternal & Child Health, and School Crossings.

Other income – Minor timing issues relating to the invoicing of Communication Tower Leases, and Storm Recovery reimbursements.

Interest received – Favourable due to a significant increase in Investment Interest Income. Recent increases in the cash rate by the RBA has resulted in greater returns on cash investments.

Materials and services – Favourable by \$0.349m mainly due to timing issues with contract payments in Waste collection/disposal, and also Building Maintenance, and Sportsgrounds Maintenance.

Net loss on asset disposal – Funds received via 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.

2 Balance Sheet

	Year to Date			
	Last Year \$'000	Current \$'000	Variance	
			\$'000	%
Assets				
Current Assets				
Cash and cash equivalents	33,783	31,454	(2,329)	-7%
Trade and other receivables	38,024	41,638	3,614	10%
Other assets	245	578	333	136%
Total current assets	72,053	73,671	1,618	2%
Non-current assets				
Trade and other receivables	84	96	12	14%
Property, infrastructure, plant and equipment	633,819	688,274	54,455	9%
Right-of-use assets	616	392	(224)	-36%
Total non-current assets	634,518	688,762	54,244	9%
Total Assets	706,571	762,433	55,862	8%
Liabilities				
Current liabilities				
Trade and other payables	1,393	5,227	3,834	275%
Trust funds and deposits	1,436	4,787	3,351	233%
Unearned income/revenue	6,811	18,410	11,599	170%
Provisions	6,101	5,249	(852)	-14%
Interest-bearing loans and borrowings	5,406	610	(4,796)	-89%
Lease liabilities	223	235	12	5%
Total current liabilities	21,370	34,518	13,148	62%
Non-current liabilities				
Provisions	901	783	(118)	-13%
Interest-bearing loans and borrowings	11,889	11,279	(610)	-5%
Lease liabilities	481	246	(235)	-49%
Total non-current liabilities	13,270	12,308	(962)	-7%
Total Liabilities	34,641	46,826	12,185	35%
Net Assets	671,930	715,607	43,677	7%
Represented by:				
Accumulated surplus	245,623	257,745	12,122	5%
Asset revaluation reserve	411,692	446,978	35,286	9%
Other reserves	14,615	10,883	(3,732)	-26%
Total Equity	671,930	715,607	43,677	7%

Key variances;

Assets

Cash and cash equivalents – The year-to-date cash balance is \$2.329m less than the same time last year. This mainly relates to a higher level of expenditure incurred in the Capital Improvement Program than the same time last financial year.

Trade and other receivables – Favourable by \$3.614m primarily due to an increase in Rates debtors (\$2.612m). This is primarily due to growth in property numbers during 2021/22 increasing Council's rates base.

Other assets – The decrease from September 2021 is due to the accrual of other income/reimbursements for Wind Farms and Flood Recovery works last financial year.

Property, infrastructure, plant and equipment – The increase from September last year mainly relates to Asset Revaluations and the completion of the Capital Improvement Program in the 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 \$3.834m more than September last year mainly due to processing accruals for the value of works completed in the Capital Improvement Program.

Trust funds and deposits – The actual is \$3.351m more than September last year due to large deposits held for Queensbrook and Underbank Developments.

Unearned income/revenue – The actual is \$11.599m more than September 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.

Provisions – The actual is \$0.852m less than September 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 quarter of 2022/23.

The significant decrease in the current portion relates to the maturity of the Local Government Funding Vehicle loan. The principal on this interest only loan was repaid in November 2021.

Equity

Accumulated surplus – The increase of \$12.122m since September last year reflects Council's operating result during the 2021/22 financial year and the first three 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
			\$'000	%	
Property					
Land	0	0	0	0%	3,235
Buildings	1,753	1,608	(145)	-8%	27,625
Total Property	1,753	1,608	(145)	-8%	30,860
Plant and equipment					
Plant, machinery and equipment	262	307	45	17%	2,546
Computers and telecommunications	0	128	128	0%	1,035
Library books	0	0	0	0%	111
Total plant and equipment	262	435	173	66%	3,693
Infrastructure					
Roads	1,045	1,188	143	14%	8,697
Bridges	15	23	8	54%	762
Footpaths and cycleways	636	424	(212)	-33%	809
Drainage	77	58	(19)	-25%	787
Recreational, leisure and community facilities	7,816	6,426	(1,390)	-18%	16,109
Parks, open space and streetscapes	106	246	140	132%	1,459
Other infrastructure	215	139	(76)	-35%	590
Total infrastructure	9,909	8,505	(1,404)	-14%	29,214
Total capital works expenditure	11,924	10,548	(1,376)	-12%	63,766
Represented by:					
New	8,270	6,412	(1,858)	-22%	36,832
Renewal	1,890	1,981	91	5%	15,878
Upgrade	1,764	2,155	391	22%	11,056
Total Capital Works	11,924	10,548	(1,376)	-12%	63,766

Key variances;

Computers and telecommunications – Timing variance with the purchase on computers and servers and also systems improvements.

Footpaths and cycleways – Under budget at this stage due to the timing of contract payments for works done at Greendale-Myrniong Road, Aqualink Stage 2, and Peppertree Park.

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 Indoor Recreation Facility and Bacchus Marsh Racecourse and Recreation Reserve.

Parks, open space and streetscapes – Over budget at this stage due to the timing of expenditure for Gordon Public Park Upgrades (Local Roads and Community Infrastructure Program funded).

4 Statement of Cashflows

	Year to Date			
	Adopted Budget \$'000	Actual \$'000	Variance	
			\$'000	%
Cash flows from operating activities				
Receipts				
Rates and charges	8,232	8,264	32	0%
Statutory fees and charges	233	236	3	1%
User fees	442	477	35	8%
Grants - operating	1,975	2,411	436	22%
Grants - capital	3,855	4,611	756	20%
Contributions - monetary	1,081	1,081	0	0%
Interest received	71	177	106	150%
Other receipts	257	483	226	88%
Employee costs	(6,827)	(6,616)	211	-3%
Materials and services	(7,879)	(8,417)	(538)	7%
Other payments	(141)	(104)	37	-26%
Net cash provided by (used in) operating activities	1,298	2,605	1,307	101%
Cash flows from investing activities				
Proceeds from sale of property, plant and equipment, infrastructure	173	288	115	66%
Payments for property, plant and equipment, infrastructure	(12,635)	(9,077)	3,558	-28%
Net cash provided by (used in) investing activities	(12,462)	(8,789)	3,673	-29%
Cash flows from financing activities				
Finance costs	(13)	(13)	0	0%
Proceeds from borrowings	0	0	0	0%
Repayment of borrowings	(152)	(152)	0	0%
Interest paid - lease liability	0	0	0	0%
Repayment of lease liabilities	0	0	0	0%
Net cash provided by (used in) financing activities	(164)	(164)	0	0%
Net increase (decrease) in cash and cash equivalents	(11,328)	(6,348)	4,980	-44%
Cash and cash equivalents at the beginning of the financial year	37,802	37,802	0	0%
Cash and cash equivalents at the end of the financial year	26,474	31,454	4,980	19%

Key variances;

Grants - operating – Just a timing issue so far with the recognition of various operating grants. However, there have been minor increases identified in Maternal & Child Health, and School Crossings.

Grants - capital – The year-to-date variance is favourable mainly due to timing issues with grants relating Darley Park Pavilion, and West Maddingley Early Years Hub.

Interest received – Favourable due to a significant increase in Investment Interest Income.

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

Materials and services – Unfavourable due to the accrual of expenditure at the end of last financial year.

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, Footpaths, and Buildings.



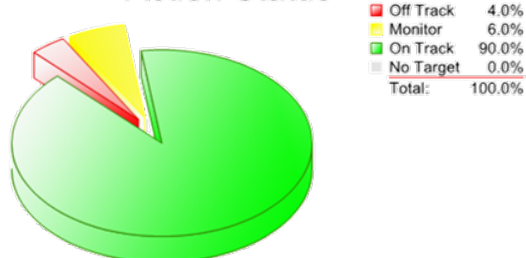
Moorabool Shire Council
PREMIUM Action and Task Progress Report
July 2022 - September 2022

Report Filters:
Date From :01-07-2022
Date To :30-09-2022
Display Task : No
Action Filter :Council Plan



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Action Status



Action Progress Against Targets



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

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

, work and play

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

Priority: 1.1.1 Improve the health and wellbeing of our community

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Review the Recreation and Leisure Strategy	Christopher Gardner - Manager Community Activation	In Progress	1/07/2021	30/06/2023	35%	35%	
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Recreation and Leisure		Recurrent					

Related action filters: Council Plan

on Progress Comments

This action was carried forward from 2021/22 financial year. Due to a number of conflicting priorities in the Sport & Active Living team this action has been deferred to commence in 2022/23. A RFQ and project brief has been developed and will be presented to the Executive Team for consideration by the end of December 2022.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Implement the annual actions of the Health and Wellbeing Plan	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2025	25%	25%	<div><div></div><div></div><div></div></div> <div>GREEN</div>


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

Related action filters: Council Plan

on Progress Comments

Health and Wellbeing Plan annual cycle runs annually through to October. Of the 62 actions for year one, 59 have been completed are three actions are to be carried forward for completion and a report was provided to the November 2022 Ordinary Meeting of Council. Notable actions to date include our partnership with the Central Highlands Primary Care Partnership to map and promote foodbanks and other food security initiatives, delivery of bystander training to staff to upskill in regards to prevention of violence against women, community information and education to improve recycling and waste reduction and increased uptake of training by Council staff and community groups to support mental health including mental health first aid. Planning for delivery of Year 2 actions is underway.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Implement the annual actions of the Age Well Live Well tegy	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2025	25%	25%	 GREEN

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

Related action filters: Council Plan

on Progress Comments

Very of year two actions is underway. Council was successful in obtaining State Government grant funding to deliver a Wiser Driver training course and mobility device awareness sessions in 2022/23. The Aged and Disability Community Liaison Officer is supporting the delivery of these actions and assist residents in navigating access to aged care services.

Updated - 03/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5 Implement the annual actions of the Disability, Accessibility and Inclusion Plan	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2025	20%	25%	<div><div></div><div></div><div></div><div>YELLOW</div></div>

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


Related action filters: Council Plan

on Progress Comments

Implementation of actions for Year two of the Disability, Access and Inclusion Plan 2021-25 has been delayed due to staff vacancy. The Community Connections and Inclusion Officer commenced in September 2022 and a review of action progress is underway.

Updated - 03/11/2022

1.1.2 Improve access and opportunities for integrated transport

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1 Complete Stage 1 construction of the Aqualink Cycle Corridor project in Bacchus Marsh	Leigh Ryall - Manager Major Projects	In Progress	1/07/2021	30/06/2023	94%	98%	 GREEN

	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
or Projects	Recurrent				

red action filters: Council Plan

on Progress Comments

action was carried forward from 2021/22 financial year. Construction of shared pathway and road crossings are complete. Upgrades to residential properties is in progress. Roads and low level fencing are scheduled for completion by December 2022. Tender for landscaping works is currently being evaluated with completion scheduled for early 2023.

Updated - 03/11/2022

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.12 Develop a set of guiding principles to facilitate remaking	Christopher Gardner - Manager Community Activation	In Progress	1/07/2022	30/06/2025	5%	5%	 GREEN


	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
conomic Development	Recurrent				

red action filters: Council Plan

on Progress Comments

al scoping of project has commenced but is currently on hold until the Economic Development and Visitor Economy Strategies have been completed.

Updated - 07/11/2022

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Construct Stage 2 of the Aqualink Cycle Corridor project in Bacchus Marsh	Leigh Ryall - Manager Major Projects	Not Started	1/07/2022	30/06/2023	0%	25%	 RED

	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
or Projects	Recurrent				

red action filters: Council Plan

on Progress Comments

project is in the design phase and will be issued for tender in late November / early December 2022. The construction phase will be completed by June 2023.

Updated - 02/09/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.3 Develop an Integrated Transport Plan for growth areas	Ewen Nevett - Manager Engineering Services	In Progress	1/07/2022	30/06/2023	50%	25%	<div><div></div><div></div><div></div><div>GREEN</div></div>

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

red action filters: Council Plan

on Progress Comments

sultants have been appointed with work underway for the first phase of the assignment to gather data and present a draft "Background Issues Report" including modeling

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4 Implement the annual actions from the Road Safety Strategy	John Miller - Manager Asset Management	In Progress	1/07/2021	30/06/2025	25%	10%	<div><div></div><div></div><div></div><div>GREEN</div></div>

ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
et Strategy	Recurrent				

red action filters: Council Plan

on Progress Comments

r 2 actions

ad safety audit for Old Melbourne Road Gordon completed July 2022

merous applications and approvals for speed reductions have been lodged and granted from the Department of Transport

endance and active participation with RoadSafe Central Highlands

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.5 Develop a Bike and Hike Strategy	Christopher Gardner - Manager Community Activation	In Progress	1/07/2022	30/06/2023	10%	10%	<div><div></div><div></div><div></div><div>GREEN</div></div>

ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
reation and Development	Recurrent				


red action filters: Council Plan

on Progress Comments

Hike and Bike Strategy is intended to be incorporated into the review of the Rec and Leisure Strategy and is being included in the project brief due to go to Executive in late 2022.

Updated - 07/11/2022

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

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2 Implement the annual actions of the Arts and Culture Strategy	Christopher Gardner - Manager Community Activation	In Progress	1/07/2022	30/06/2025	30%	25%	 GREEN
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Economic Development		Recurrent					


Red action filters: Council Plan

on Progress Comments

Council's Arts & Culture officer has been working on a number of deliverables included in the year one action plan. Examples of current works include Live Local music activations, the up art exhibition, creating an online/electronic data base of arts and cultural events and a number of public art pieces including the 1000+ steps sculpture. A review of the year actions has been completed by the Arts and Culture Officer and the key deliverables for year two identified. The year 2 actions include projects that have been carried forward from year one which were unable to be finalised by June 2022.

Updated - 07/11/2022

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

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1 Develop a Township Improvement plan for one small township annually	Adrian Murphy - Manager Environment & Waste	In Progress	1/07/2021	30/06/2025	69%	0%	 GREEN
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Environmental Planning		Recurrent					

Red action filters: Council Plan

on Progress Comments

Community consultation for the Blackwood Township Improvement Plan was completed in early 2022 and the plan is undergoing further refinement to reflect the community feedback opportunities on site. The improvement plan will be completed in the coming months with works proposed in the 22/23 financial year. The Lal Lal Township Improvement Plan will be prepared during the 22/23 year.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.2 Implement a Township Improvement plan in ordance with the annual budget	Ewen Nevett - Manager Engineering Services	In Progress	1/07/2021	30/06/2025	25%	10%	 GREEN


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

Red action filters: Council Plan

on Progress Comments

2022-2023 Progress: Finalisation of the Greendale Township Improvement works involves completion of the footpath and associated infrastructure along with further landscape treatments around the township. The footpath works are now scheduled for November 2022 due to ongoing wet weather. The remaining works in Greendale will occur in the first quarter of 2023. The other works in 2022-2023 will be in Blackwood. Final concepts are being developed with detailed design to follow. Implementation of on-ground works is anticipated to occur during the first half of 2023.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.3 Complete design for the development of the Ballan ary & Community Hub	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2023	50%	45%	 GREEN

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

Red action filters: Council Plan

on Progress Comments

Action was carried forward from 2021/22 financial year. Croxon Ramsay architects are developing concept designs for the new building. Community engagement was undertaken in Sep - Oct 2021 and May to Aug 22 to gain community input for the design. Further community Engagement will occur throughout the project.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.4 Complete design and commence construction for an Library and Community Hub	Leigh Ryall - Manager Major Projects	In Progress	1/07/2022	30/06/2023	51%	25%	<div><div></div><div></div><div></div><div>GREEN</div></div>

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


Red action filters: Council Plan

on Progress Comments

Croxon Ramsay architects are developing concept designs for the new building. Community engagement was undertaken from Sep - Oct 2021 and May to Aug 22 to gain community input for the design. Further community Engagement will occur throughout the project. The project is on track to be issued for select tender in Apr 2023, and for construction to commence in Jul 2023.

Updated - 07/11/2022

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

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.1 Commence construction of the West Maddingley Early Years & Community Hub (WMEYCH)	Leigh Ryall - Manager Major Projects	In Progress	1/07/2021	30/06/2023	71%	50%	


	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
or Projects	Recurrent				

red action filters: Council Plan

on Progress Comments

action was carried forward from 2021/22 financial year. The contract for the construction of the building will be presented at a Special Meeting of Council in December 2022. Pending approval from Council construction will commence in late January 2023 and is scheduled for completion in November 2023 ready for the commencement of the kindergarten in 2024.

Updated - 07/11/2022

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.11 Construct Moorabool Aquatic and Recreation Centre (RC) Stage 1 - Bacchus Marsh Indoor Sports Stadium	Leigh Ryall - Manager Major Projects	In Progress	1/07/2022	30/06/2023	65%	25%	


	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
or Projects	Recurrent				

red action filters: Council Plan

on Progress Comments

project has been in construction since March 2022, and the project is progressing primarily in accordance with the contractual date of June 2023. The provisional delay period of days for inclement weather and delays by service authorities has been exceeded and therefore the ability to achieve a completion date of June 2023, is under pressure.

Updated - 03/11/2022

		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.12 Implement the annual actions of the Female Friendly Sport and Recreation Participation and Facilities Strategy	Christopher Gardner - Manager Community Activation	In Progress	1/07/2021	30/06/2024	35%	25%	

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

red action filters: Council Plan

on Progress Comments

Following the adoption of the Female Friendly Strategy at the March 2022 Ordinary Meeting of Council, officers in the Sport & Active Living team have just completed their review of actions completed in Q3 and Q4 of 2021/22 and are currently working on the prioritisation of the 2022/23 actions for implementation. A report will be prepared for the Executive in early 2023.


Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.2 Complete the construction of the WMEYCH	Leigh Ryall - Manager Major Projects	Not Started	1/07/2022	31/12/2023	0%	0%	 GREEN

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

red action filters: Council Plan

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.4 Commence construction of the Regional Bowls Facility	Leigh Ryall - Manager Major Projects	In Progress	1/07/2021	30/06/2023	70%	50%	 GREEN


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

red action filters: Council Plan

on Progress Comments

action was carried forward from 2021/22 financial year. The project is currently on hold, while Council seek funding from the State Government and therefore the timing for the construction of this facility is subject to Council securing funding from the State Government. The best case scenario for the commencement of construction is June 2023, and the project completed by June 2024.

Updated - 03/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.5 Complete construction of the Regional Bowls Facility (external funding dependent)	Leigh Ryall - Manager Major Projects	Not Started	1/07/2022	30/06/2024	0%	0%	 GREEN

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

red action filters: Council Plan

on Progress Comments

timing for the delivery of this project and the commencement of construction is subject to Council securing funding from the State Government. The best case scenario for the commencement of construction is June 2023, and the project completed by June 2024.

Updated - 02/09/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.6 Construct Stage 2 of the Bacchus Marsh Racecourse reation Reserve (BMRRR)	Leigh Ryall - Manager Major Projects	In Progress	1/07/2022	30/06/2023	62%	15%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

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

red action filters: Council Plan

on Progress Comments

ge 2 consists of the entry roads, car parks, multi-purpose courts, ovals, and regional play space. The ovals are on track to be ready for use in April 2023, and the contract for the struction of the play space is proposed to be presented at the OMC in December. following appointment of the contract the play space is scheduled to be completed in June/July 3.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.7 Seek funding for Stage 3 BMRRR (annually until successful)	Derek Madden - Chief Executive Officer	In Progress	1/07/2021	30/06/2025	33%	25%	<div><div></div><div></div><div></div><div>GREEN</div></div>


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

red action filters: Council Plan

on Progress Comments

ocacy is actively being undertaken for this project; funding of \$2.95M for Stage 2 has been secured; advocacy documentation has been updated to reflect the high priority of this ect in preparation for State and Federal elections.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.8 Review the Community Development Strategy	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2023	45%	40%	 GREEN


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

red action filters: Council Plan

on Progress Comments

: action was carried forward from the 2021/22 financial year. A review of the strategy is underway to determine if actions of the strategy have been achieved and to make mmentations for future strategic development.

Updated - 03/11/2022

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.9 Deliver Community Leadership Program	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2023	80%	50%	 GREEN
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Community Engagement		Recurrent					
Red action filters: Council Plan							
On Progress Comments							
2022 community leadership facilitated program was completed in September. Participants are working on identified projects through to December 2022 when the program will be complete.							
Updated - 03/11/2022							

Objective: 1.2 Objective 2 - Liveable and thriving environments**Priority: 1.2.1 Develop planning mechanisms to enhance liveability in the Shire**

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Develop a Development Contribution Policy	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2021	30/06/2023	30%	30%	<div><div></div><div></div><div></div><div>GREEN</div></div>

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

Related action filters: Council Plan

On Progress Comments

This action was carried forward from 2021/22 financial year. The policy is currently being scoped and has been discussed with the Development Contributions Project Control Group. An internal workshop was held to discuss the purpose of the policy. The Development Contributions Project Control Group will be used to provide input to the Policy. Additionally, Council has presence on the Regional Development Contributions Policy Toolkit project. Completion of policy is anticipated in early 2023.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.10 Review and update the draft Urban Design Guidelines for new development, including sustainable subdivision	Adrian Murphy - Manager Environment & Waste	In Progress	1/07/2021	31/03/2023	30%	40%	<div><div></div><div></div><div></div><div>YELLOW</div></div>


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

Related action filters: Council Plan

On Progress Comments

This action was carried forward from 2021/22 financial year. A review of the Urban Design Guidelines has commenced with internal stakeholders reviewing the current document to ascertain if it requires an update or if it is still valid. The review is expected to be complete at the end of the 2022/23 year.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2 Consult and complete Car Parking strategy & Car ing policy	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2021	30/06/2023	80%	75%	

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

Related action filters: Council Plan

On Progress Comments

This action was carried forward from 2021/22 financial year. Following the completion of the Parking Study to survey parking needs, further work is being undertaken on the draft strategy which establishes a framework for the supply and management of parking. An internal workshop was held with key officers on 27 June 2022. A Councillor briefing was held on September 2022, and a report went to the Ordinary meeting of Council on 5 October 2022. Consultation on the strategy and policy will be undertaken in November/December 2022.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4 Consult and complete Bacchus Marsh Town Centre cture plan	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2022	30/06/2024	10%	15%	<div><div></div><div></div><div></div><div>YELLOW</div></div>

ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
ategic Planning	Recurrent				

red action filters: Council Plan

on Progress Comments

ouncilor Briefing was held on 27 July 2022. Consultation has been postponed until February 2023.

Updated - 07/11/2022

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

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1 Implement the planting program as per the Street Tree legy	Daniel Smith - Manager Operations	In Progress	1/07/2021	30/06/2025	33%	10%	<div><div></div><div></div><div></div><div>GREEN</div></div>

ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
ks and Gardens	Recurrent				

red action filters: Council Plan

on Progress Comments

planting program for 2022/23 is in the planning stage and it is anticipated that a draft program will be presented for endorsement by end of December 2022, with actual tree
ting to occur over the months of April, May, and June 2023.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Develop the Gateway strategy	Adrian Murphy - Manager Environment & Waste	In Progress	1/07/2021	30/06/2023	96%	90%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
ironmental Planning	Recurrent				

red action filters: Council Plan

on Progress Comments

action was carried forward from 2021/22 financial year. At the September 2022 OMC, Council resolved to place the draft strategy on a period of public exhibition. A future report
be presented to Council seeking adoption of the final strategy once community consultation has concluded.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4 Develop the Open Space strategy	Adrian Murphy - Manager Environment & Waste	In Progress	1/07/2021	30/06/2023	88%	85%	<div><div></div><div></div><div></div><div>GREEN</div></div>

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

red action filters: Council Plan

on Progress Comments

action was carried forward from 2021/22 financial year. Open Space strategy is currently under development. Internal engagement has been undertaken. A draft strategy and utilities analysis has been provided. Technical reference group has reviewed and provided comment which has been passed on to the consultants to undertake further work on the documents.

Draft Strategy is being prepared and is currently progressing via an internal review. Two internal workshops were held in May and June to revise the strategy.

Internal feedback is now being reviewed by consultants with revised strategy to follow. Draft Strategy is scheduled for completion in 2022/23.

Updated - 29/09/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.6 Develop the Bacchus Marsh Avenue of Honour agement plan	Daniel Smith - Manager Operations	In Progress	1/07/2021	30/06/2023	55%	55%	 GREEN

ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
arks and Gardens	Recurrent				

red action filters: Council Plan

on Progress Comments

action was carried forward from 2021/22 financial year. A draft management plan has been developed, and a peer assessment of tree inspections has been completed. The finalisation of the plan and community consultation will occur in the second half of the 2022/23 financial year.

Updated - 07/11/2022

ivity: 1.2.3 Enhance our natural environments

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1 Commence the development of the Sustainable Environment strategy	Adrian Murphy - Manager Environment & Waste	In Progress	1/07/2022	30/06/2024	16%	15%	<div><div></div><div></div><div></div></div> <div>GREEN</div>


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

red action filters: Council Plan

on Progress Comments

Review and gap analysis of the current strategy is currently being undertaken by officers.

Updated - 29/09/2022

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

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

red action filters: Council Plan

on Progress Comments

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

Updated - 08/09/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5 Implement the Waste and Resource Recovery strategy	Adrian Murphy - Manager Environment & Waste	In Progress	1/07/2022	30/06/2025	31%	25%	<div><div></div><div></div><div></div><div>GREEN</div></div>

ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
ite	Recurrent				

red action filters: Council Plan

on Progress Comments

mplementation plan has been prepared by Council officers which is guiding the delivery of actions for the 2022/23 year.

Updated - 07/11/2022

riority: 1.2.4 Grow local employment and business investment

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.2 Review Economic Development strategy and develop on Plan	Christopher Gardner - Manager Community Activation	In Progress	1/07/2021	30/06/2023	80%	75%	<div><div></div><div></div><div></div><div>GREEN</div></div>


ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
conomic Development	Recurrent				

red action filters: Council Plan

on Progress Comments


Community Activation team recently met with the consultant who developed the draft strategy and have agreed on amendments that are being actioned before the strategy will be sent to Executive and Council prior to going to community exhibition in early 2023.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.3 Implement the annual action of the Economic elopment Strategy	Christopher Gardner - Manager Community Activation	Not Started	1/07/2022	30/06/2025	0%	0%	 GREEN

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

Related action filters: Council Plan
Updated - 15/09/2021

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.4 Develop an Investment Attraction Strategy	Christopher Gardner - Manager Community Activation	In Progress	1/07/2021	30/06/2023	20%	20%	 GREEN

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

Related action filters: Council Plan

on Progress Comments

The action was carried forward from 2021/22 financial year. The project structure and engagement plan are being developed. Whilst amendments are being made to the draft Economic Development Strategy the project is on hold until the Strategy had been completed. It is not likely that this action will not be completed in the 2022/23 Financial Year.
Updated - 07/11/2022

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

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.1 Develop a Visitor Strategy and Action Plan	Christopher Gardner - Manager Community Activation	In Progress	1/07/2021	30/06/2023	80%	75%	<div><div></div><div></div><div></div><div>GREEN</div></div>

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

Related action filters: Council Plan

on Progress Comments

Community Activation team recently met with the consultant who developed the draft strategy and have agreed on amendments that are being actioned before the strategy will be presented to Executive and Council prior to going to community exhibition in early 2023.
Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.2 Implement the Visitor Economy Action Plan	Christopher Gardner - Manager Community Activation	Not Started	1/07/2022	30/06/2025	0%	0%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

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


Related action filters: Council Plan
Updated - 17/09/2021

September 07, 2022



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Objective: 1.3 Objective 3 - A Council that listens and adapts to the needs of our evolving communities**Priority: 1.3.1 Listen, analyse and understand community needs**


Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2 Develop the ICT strategy	David Jackson - Chief Information Officer	In Progress	1/07/2021	30/06/2023	10%	20%	
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
		Recurrent					

Red action filters: Council Plan

On Progress Comments

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

Updated - 07/11/2022

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Review the Customer Experience strategy	Mike Whittaker - Manager Customer Experience and Innovation	In Progress	1/07/2022	31/01/2023	15%	10%	
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Customer Experience		Recurrent					


Red action filters: Council Plan

On Progress Comments

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

Updated - 06/10/2022

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

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2 Implement the Service Planning Framework per the agreed services	Caroline Buisson - General Manager Customer Care and Advocacy	In Progress	1/07/2022	30/06/2025	35%	30%	
Activity		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Customer Care and Advocacy		Recurrent					

Red action filters: Council Plan

On Progress Comments

Consultants have been appointed to develop the Service Planning Framework while the roll out of the 4 Year road map has commenced. A policy including an implementation process is underway with the final draft of the Framework and policy due for completion by Dec 2022.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.6 Master planning of Recreation Reserves	Christopher Gardner - Manager Community Activation	In Progress	1/07/2021	30/06/2025	10%	0%	 GREEN

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


Red action filters: Council Plan

on Progress Comments

draft Masons Lane Master Plan has been on exhibition and feedback provided is currently being incorporated into the final design. Once completed the Master Plan will be presented to Executive and Council for endorsement.

Maddingley Park Master Plan is due to go to Council seeking endorsement to commence the public exhibition phase.

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.7 Develop support mechanisms for Community Asset Committees	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2023	85%	85%	 GREEN


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

Red action filters: Council Plan

on Progress Comments

This action was carried forward from the 2021/22 financial year. A Community Asset Committee Guidelines document has been developed. It is expected that this action will be completed in late 2022.

Updated - 03/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.8 Review Community Infrastructure Framework	Troy Watson - Manager Community Development	In Progress	1/07/2021	30/06/2023	30%	30%	 GREEN

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


Red action filters: Council Plan

on Progress Comments

This action was carried forward from 2021/22 financial year. The review of this document has been put on hold due to a staff vacancy and it is expected that work will resume on this project in early 2023.

Updated - 03/11/2022

Priority: 1.3.3 Focus resources to deliver on our service promise in a sustainable way

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.24 Review and implement a Bacchus Marsh Avenue of our Management Plan.	Daniel Smith - Manager Operations	In Progress	1/07/2022	30/06/2023	55%	25%	 GREEN

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

Red action filters: Service Unit Action, Council Plan

on Progress Comments

A management plan has been developed, and a peer assessment of tree inspections has been completed. The finalisation of the plan and community consultation will occur in the second half of the 2022/23 financial year.

Updated - 07/11/2022

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

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1 Improve Council's external reporting for better sparency and accountability	Caroline Buisson - General Manager Customer Care and Advocacy	In Progress	1/07/2021	30/06/2023	15%	5%	<div><div></div><div></div><div></div><div>GREEN</div></div>


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

Red action filters: Council Plan

on Progress Comments

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

Updated - 07/11/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
5.5 Implement the actions of the Brand Strategy	Leanne Manton - Manager Brand & Advocacy	In Progress	1/07/2022	30/06/2023	30%	25%	 GREEN


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

Red action filters: Council Plan

on Progress Comments


Brand Strategy 2022-25 implementation plan actions underway, including development of a new Brand Style Guide for the organisation featuring the refreshed corporate logo, and development of a writing style guide.

Updated - 07/11/2022



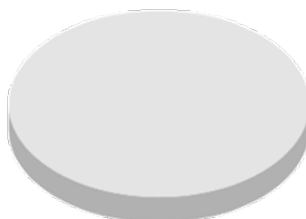
Moorabool Shire Council
PREMIUM Action and Task Progress Report
July 2017 - September 2022

Report Filters:
Date From :01-07-2017
Date To :30-09-2022
Display Task : No
Action Filter :Outstanding Council Plan Actions 2017/2021



interplan®
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Action Status



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

Action Progress Against Targets



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

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

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

Priority: 1.4.1 Carried over from Council Plan 2017-2021

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1 Undertake a Master Plan including concept and cost for a youth space at Rotary Park, including the Andy Old Facility	Jade Moerenhout - Early Years and Youth Services Coordinator	In Progress	14/02/2020	30/12/2022	90%	Not Set	
ivitv	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
th Services	Recurrent						

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

on Progress Comments

This is a multi year project that has been delayed due to COVID-19 lockdowns and restrictions. A draft Master Plan has been agreed on by the Project Control Group. Fourteen architects have prepared a recorded video presentation detailing each element of the proposed Master Plan and its inclusion and this is being used through the current community consultation. Face to Face and 'Have your Say' consultations are currently in progress and are due to be completed by mid July. The draft plan will be presented to Council for endorsement once Community Consultation is completed.

Updated - 07/09/2022

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

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

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

on Progress Comments

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

Updated - 25/10/2021

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

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

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

on Progress Comments

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

Updated - 21/12/2021

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3 Develop an Enforcement Policy	Andy Gaze - Coordinator Community Health & Safety	In Progress	1/07/2019	31/12/2022	80%	Not Set	

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

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

on Progress Comments

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

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

1/2022 Plan awaiting publication on the have your say site

1/22 The enforcement policy is currently out for public comment on our Have Your Say site

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

1/22 Report programmed for the October OMC

Updated - 22/08/2022

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

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

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

on Progress Comments

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

Updated - 25/02/2022

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5 Develop and implement a policy on allocation, use and ing of water for Council water assets	Adrian Murphy - Manager Environment & Waste	In Progress	1/07/2019	31/01/2023	90%	Not Set	

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

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

on Progress Comments

A draft water trading policy has been developed, the policy was provided to the consultants developing the Bacchus Marsh Integrated Water Management Strategy for inclusion in this document, however due to the scale of the Integrated Water Strategy it was not incorporated. As a result the policy is still in draft form - it is expected that the policy will be completed by 2022.

Updated - 23/12/2021

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.6 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017 - 2021)	Sarah Kernohan - Manager Growth & Development	In Progress	1/07/2019	30/06/2021	55%	Not Set	

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

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

on Progress Comments

Heritage citations have been completed and amendment documentation is being drafted. A briefing note is currently being prepared prior to taking the amendment to Council for authorisation of the amendment.

Updated - 03/10/2022

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

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

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

on Progress Comments

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

Updated - 21/12/2021

on		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.8 Adopt a revised Municipal Early Years Plan (MEYP) and th Strategy	Sharon McArthur - Manager Child, Youth & Family	In Progress	14/02/2020	30/12/2023	10%	Not Set	


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

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

on Progress Comments

This action was funded in the 2021-2022 budget and will be a multi year action with the bulk of the work to be completed in mid 2022 when the current Municipal Early Years Plan expires. Staff have commenced project scoping and the development of a project plan.

Updated - 07/09/2022

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

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

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

on Progress Comments

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

Updated - 21/12/2021

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

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status		
					<5%	<10%	>10%
endon-Egerton Road, Yendon (1115-5517) Reconstruction road rehabilitation from Lal Lal Creek to Spreadeagle Road	Capital Works	Project is scheduled to commence in February 2023 and be completed in April 2023	01-Apr-23	On Target	<div><div></div></div>		
avermer Street, Maddingley (0-800) Reconstruction rehabilitation between Grant Street and Boyes Close. Reconstruction between Boyes Close and Fiskin Street. Includes construction of parallel parking both sides between Grant Street and Fiskin Street.	Major Projects	Tender has been advertised. Project anticipated to commence in January 2023 with completion in June 2023.	30-Jun-23	On Target	<div><div></div></div>		
teiglitz Street, Ballan (938-1158) Reconstruction road rehabilitation and asphaltting of the parking bays between Cowie Street and Fiskin 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 April 2023	30-Mar-23	On Target	<div><div></div></div>	<div><div></div></div>	
Albert Street, Darley (0-600) Reconstruction asphalt overlay and reconstruction of Albert Street, Darley between Gisborne Road and Fitzroy Street	Capital Works	Project is scheduled for Construction in March / April 2023	30-Apr-23	On Target	<div><div></div></div>		
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.	30-Jun-24	On Hold	<div><div></div></div>		
ungeeltap 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-Mar-23	On Target	<div><div></div></div>		
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	<div><div></div></div>		
Armond Road, Springbank (5280-6380) Reconstruction road reconstruction from Kanes Ln to Ronans Rd	Capital Works	Project is scheduled for Construction in November / December 2022	10-Dec-22	On Target	<div><div></div></div>		
Fiskin 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	28-Mar-23	On Target	<div><div></div></div>		
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 scheduled for Construction in March / April 2023	31-Oct-22	Completed	<div><div></div></div>		
Simmons Street & McGrath Street, Bacchus Marsh (-) LATM: Threshold Treatments pedestrian connectivity improvements and threshold treatments on Simmons and McGrath Streets at the intersection of Fiskin Street	Capital Works	Project is Complete	31-Jul-22	Completed	<div><div></div></div>		
Wittick Street, Bacchus Marsh (-) LATM: Speed Humps construction of two raised humps on Wittick Street.	Capital Works	Project is Complete	31-Jul-22	Completed	<div><div></div></div>		
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	Completed	<div><div></div></div>		
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	Completed	<div><div></div></div>		
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.	Capital Works	Project is Complete	28-Oct-22	Completed	<div><div></div></div>		
Young Street, Bacchus Marsh (-) LATM: Raised Pedestrian Crossing construction of a raised pedestrian crossing and associated lighting upgrades on Young Street, immediately south of McFarland Street	Capital Works	Project is Complete	28-Oct-22	Completed	<div><div></div></div>		

Page 1 of 7

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

Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status
					<5% <10% >10%
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	Completed	<div><div></div></div>
Halletts Way, Darley (-) LATM: Wombat Crossing Construction of a raised pedestrian crossing and associated lighting upgrades on Halletts Way, north of Ramsay Crescent, on the alignment of the 1000+ Steps and Telford All Abilities Path.	Capital Works	Project is on hold awaiting result of TAC Grant application	28-Feb-23	On Hold	<div><div></div></div>
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	Project is on hold awaiting result of TAC Grant application	28-Feb-23	On Hold	<div><div></div></div>
Annual Reseal Program & Prep (inc Crack Sealing) Annual reseal, final seal and crack sealing program	Capital Works	Resealing will be completed in October / November 2022 with Final Sealing of 21/22 construction projects scheduled for March 2023	30-Jun-22	On Target	<div><div></div></div>
Forabool West Road, Gordon (2047-3910) Shoulder Resheet Shoulder reconstruction from Old Corbetts Road to Calway Lane.	Capital Works	Construction is scheduled for November 2022	29-Nov-22	On Target	<div><div></div></div>
Markstead Road, Springbank (8475-10975) Shoulder Resheet Shoulder reconstruction from Kanes Lane to Ronans Road.	Capital Works	Construction is scheduled for October 2022	28-Nov-22	On Target	<div><div></div></div>
Howells Road, Clarkes Hill (1985-3025) Shoulder Resheet Shoulder reconstruction from Clarkes Hill Road to Blackswamp Road.	Capital Works	Construction is scheduled for October 2022	24-Dec-22	On Target	<div><div></div></div>
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 November / December 2022	06-Dec-22	On Target	<div><div></div></div>
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 November / December 2022	22-Dec-22	On Target	<div><div></div></div>
Errs Road, Maddingley (250-2460) Gravel Resheet Gravel Resurfacing from East Maddingley Road to Bacchus Marsh Balliang Road.	Capital Works	Construction is underway and scheduled to be completed in October 2022	21-Oct-22	On Target	<div><div></div></div>
Outlers Road, Navigators (70-2335) Gravel Resheet Gravel Resurfacing from Yankee Flat Road to Pound Creek Road.	Capital Works	Construction is scheduled for December 2022	22-Dec-22	On Target	<div><div></div></div>
Callantyne Lane, Yendon (0-990) Gravel Resheet Gravel Resurfacing from Harbours Road to Triggs Road.	Capital Works	Construction is scheduled for November 2022	13-Dec-22	On Target	<div><div></div></div>
Ramsays Road, Yendon (20-770) Gravel Resheet Gravel Resurfacing from Yendon No.1 Road to Navigators Road.	Capital Works	Construction is scheduled for November 2022	20-Dec-22	On Target	<div><div></div></div>
Sheehys Road, Gordon (0-985) Gravel Resheet & Seal Road reconstruction from Corbetts Road for 0.85kms	Capital Works	Construction is scheduled for November 2022	22-Dec-22	On Target	<div><div></div></div>
Cartons Road South, Gordon - Gravel Resheet & Seal Gravel Resurfacing from Rosenow Road to Urquhart Road.	Capital Works	Construction is scheduled for November 2022	22-Dec-22	On Target	<div><div></div></div>
Albert Street, Darley - Kerb replacement Replacement of existing kerb from Gisborne Road to Cain Street	Capital Works	Construction is Complete	30-Aug-22	Completed	<div><div></div></div>
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 underway with completion scheduled for October 2022. Tree planting will be completed in March / April 2023	28-Apr-23	On Target	<div><div></div></div>
Isken Street, Ballan - Kerb 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-Mar-22	On Target	<div><div></div></div>

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Project	Category	Project Comments	Expected Completion Date	Project Status	Budget Status
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McCrae Street, Maddingley (25-225) Kerb Upgrade & Spray Seal Renewal of stormwater assets along McCrae Street, from Griffith Street to Labilliere Street	Capital Works	Construction contract has been awarded. The delayed commencement is attributed with delays in supply of concrete pits and pipe products. Project is scheduled to commence in February 2023 and be completed in April 2023	31-Mar-23	On Target	<div><div></div></div>
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 April / May 2023	30-Jun-23	On Target	<div><div></div></div>
DDA Upgrade Program Implementation of DDA priorities in Ballan and Bacchus Marsh.	Capital Works	DDA auditing in Ballan and Bacchus Marsh is currently being commissioned. Projects will then be reassessed and prioritised accordingly.	30-Apr-23	On Hold	<div><div></div></div>
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 have been completed with detailed designing scheduled to be completed by January 2023	01-Nov-22	Behind Target	<div><div></div></div>
Qualink Stage 1 - Strategic Cycle Corridor Bacchus Marsh Strategic Cycling Corridor (Shared User Path) Section 1 Holts Lane to Lerderberg River Section 2 Train Station to Main Street	Major Projects	Construction is underway with completion scheduled for December 2022.	30-Mar-23	Behind Target	<div><div></div></div>
Qualink Stage 2 - Strategic Cycle Corridor - Construction	Major Projects	Design is underway. Tender will be advertised in October 2022 with commencement anticipated for January 2023.	30-Jun-22	On Target	<div><div></div></div>
Qualink, Darley (Nelson St-) Landscape Works package Construction of Community Hub node at Nelson Street/Albert Street	Major Projects	Tender has been advertised with construction anticipated to commence in February 2023.	30-Jun-23	On Target	<div><div></div></div>
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	<div><div></div></div>
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 are being prepared with construction completion scheduled for December 2022.	30-Nov-22	Behind Target	<div><div></div></div>
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	Designing has been completed with procurement underway. Construction is scheduled for December 2022 / January 2023	30-Apr-23	On Target	<div><div></div></div>
Raglan Street, Darley (0-210) Upgrade to concrete shared path Construction of a concrete footpath on Raglan Street, Darley, between Fitzroy Street and Dundas Street	Capital Works	Construction is complete	30-Jul-22	Completed	<div><div></div></div>
Lerderberg 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 February / March 2023	30-May-23	On Target	<div><div></div></div>
Lerderberg 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 February / March 2023	30-May-23	On Target	<div><div></div></div>
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	Designing is scheduled for completion in October 2022. Procurement will commence with construction scheduled for March / April 2023 subject to material availabilities.	31-May-23	Behind Target	<div><div></div></div>

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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	Construction is complete	30-Sep-22	Completed			
Freendale-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.	20-Dec-22	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	On Target			
Endon-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 November / December 2022	25-Nov-22	Behind Target			
Seereys Track, Coimadai (From Russells Road towards Seereys Track -) Renewal of the existing concrete crossings on Seereys Track, Coimadai	Capital Works	Design is underway with construction scheduled for March to May 2023	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 March 2023, subject to material availability	31-Mar-23	Behind Target			
Donnor 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 Fitcham and Gaynor Streets	Capital Works	Design is underway with construction scheduled for January / February 2023	24-Feb-23	Behind Target			
McCrae Street, Maddingley - Drainage renewal Renewal of stormwater assets along McCrae Street, from Griffith Street to Labilliere Street	Capital Works	Design is complete with a construction contract awarded. Works will commence in November and be completed in December 2022	16-Dec-22	Behind Target			
Nelson Street, Darley - Drainage renewal Renewal of stormwater assets along Nelson Street, between Sheldon Avenue and David Court	Capital Works	Design is scheduled for completion in November 2022 with construction scheduled for March / April 2023	30-Jun-22	Behind Target			
Steele Court, Bacchus Marsh - Drainage upgrade Design and construction of drainage upgrades in Steele Court	Capital Works	Design is underway with completion scheduled for December 2023	27-Feb-22	Behind Target			
Verribee Vale Road - Design and Construction Design and construction of drainage improvements and outfall west of 360 Verribee Vale Road at unused road.	Capital Works	Design is underway with construction scheduled for February 2023	24-Feb-23	Behind Target			
Main Street, Gordon (70 Main St-72 Main St) Construction of drainage upgrades at 70 & 72 Main Street, Gordon	Capital Works	Design is complete. Procurement is underway with construction scheduled for January / February 2023 subject to material availabilities.	31-Jan-23	On Target			
Gordon Township, Gordon - Drainage Investigation Investigation of stormwater network in Gordon	Capital Works	Procurement of consulting services has commenced with investigation scheduled for the second half of the financial year.	30-Jun-22	On Target			
Shire 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	Works pending finalisation of various masterplans	30-Jun-24	On Hold			

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Mid Racecourse & Recreation Reserve Stage 2 - Construction Construction of access roads, car parks, services, hardcourts, 2 sports ovals and accessible playspace.	Major Projects	Tender Package 1 - Civil Works and Services awarded to Turf One Pty Ltd. Works commenced on site in February and scheduled for completion in December 2022. Tender Package 2 - Sports oval construction awarded to McMahon Pty Ltd. Construction commenced in June and is scheduled for completion in November 2022. Tender Package 3 - Playspace construction is scheduled for tender in October 2022.	30-Jun-23	On Target			
Ballan Lane - Western Pavilion Extension Construction of a new storage shed and refurbishments of the existing west pavilion	Capital Works	Construction and renovations are well underway with completion scheduled for late October 2022	31-Oct-22	On Target			
Blackwood Reserve - Tennis Court extension & Resurfacing Upgrades of the Blackwood Tennis courts including extensions and acrylic surfacing	Capital Works	Project is on hold awaiting confirmation from the club / user groups	24-Feb-23	On Hold			
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 with Stage 2B underway. Construction is scheduled to be completed in November 2022	30-Dec-22	On 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		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 February 2023	28-Feb-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	Construction is scheduled in two phases (pre and post season). November 2022 and March 2023	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 underway with construction scheduled for February / April 2023	23-Mar-23	On Target			
Darley Park - Pavilion Design & Construction Masterplan preparation, design and construction of new sports pavilion	Major Projects	Pavilion Construction awarded to Midson Construction Pty Ltd. Works commenced in January 2022 and are scheduled for completion in February 2023.	01-Mar-23	Behind Target			
Darley Park Rec Reserve - Playground New playground at Darley Park.	Major Projects	Masterplan was adopted in December 2021. Playground scope in development.	30-Jun-24	On Hold			
RV Cricket Facilities Grant Design and construction of Cricket Nets at Ballan Recreation Reserve	Capital Works	Construction contract has been awarded with construction scheduled for November 2022 to January 2023	10-Feb-23	On Target			
RV Female Friendly Facilities Grant - Dunnstown Rec Res Upgrade and extension of existing pavilion to incorporate female friendly elements	Major Projects	Grant application submitted with announcement expected in October 2022.	30-Jun-24	On Hold			
RV Female Friendly Facilities Grant - Netball Courts Netball court surfacing upgrades at Bungaree, Gordon and Wallace	Capital Works	Acrylic surfacing for Bunagree is scheduled for November 2023	20-Dec-22	On Target			
Mill Park Upgrades (inc Ped Connection & Road Widening) - Community Facilities Grant Construction of new skate park, pump track and half basketball court. Upgrades to existing picnic and playground facilities.	Major Projects	Roadworks complete. Pathway construction has commenced and is scheduled for completion in July 2022. Skate Park construction commenced in May 2022 with completion scheduled in August 2022. Basketball Court scheduled for completion in November 2022.	31-Dec-22	Behind Target			

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<p> Selby Court Reserve, Hopetoun Park - Reserve Improvements Upgrades at the Selby Court Reserve including park furniture, footpath and landscaping works Jonathan Drive, Darley - Playground renewal Upgrades at the Selby Court Reserve including park furniture, footpath and landscaping works Larry Vallence Drive Reserve, Maddingley Construction of park furniture, footpath and landscaping improvements TIP Works, Lal Lal - Township Improvement Engagement and design of the Lal Lal Township Improvements TIP Works, Greendale - Township Improvement Design and construction of the Greendale Township Improvements TIP Works, Blackwood - Township Improvement Engagement, design and construction of the Blackwood Township Improvements Splash Parks, Bacchus Marsh, Ballan (-) Preplanning/Design </p>	<p> Capital Works Capital Works Capital Works Capital Works Capital Works Capital Works Major Projects Major Projects Major Projects Capital Works Capital Works Major Projects Major Projects Capital Works Capital Works Major Projects Major Projects Capital Works Capital Works Major Projects Major Projects </p>	<p> Procurement for construction is scheduled to commence in October 2022 with construction scheduled for February / March 2023 Construction contract has been awarded with construction scheduled for February / March 2023 due to long lead times for playground equipment. Construction contract has been awarded with construction scheduled for November / December 2023. Preliminary investigations and designs are underway. Community engagement is scheduled to commence in November 2022. Construction will Final designing for outstanding elements is underway with construction scheduled for March / April 2023 Community engagement and designing is underway. Construction will be programmed following completion of the engagement process. Design underway. Construction scheduled for completion in June 2023 Skate Park Contract has been awarded to Convic Pty Ltd with completion in July 2022. Basketball Court scheduled for completion in October 2022. Design in progress Construction contract has been awarded with works to be completed in November / December 2022 Investigation and design is underway with construction scheduled for March / April 2023, subject to availability of materials. Project is complete Design brief is being prepared. Contract awarded to Simbuilt. Construction scheduled for commencement in October with completion in March 2023. Majority of works are complete with minor elements outstanding. Works are scheduled to be fully complete in November 2023 Works are well underway with completion scheduled for October 2023 Project is on hold until Masterplan is adopted Design awarded to Croxon Ramsay. Masterplan is in progress with design scheduled for completion in March 2023. </p>	<p> 30-Mar-23 31-Mar-23 31-Jan-23 30-Jun-23 01-Apr-23 30-Jun-23 30-Jun-22 30-Jun-23 31-Dec-22 30-Jun-23 14-Nov-22 31-Oct-23 01-Jul-22 30-Jun-25 28-Feb-23 11-Nov-22 31-Oct-22 30-Jun-24 30-Jun-24 </p>	<p> On Target On Target On Target On Hold On Target On Hold Progress Not Set On Target Behind Target On Target Behind Target On Target Completed On Target On Target Completed On Target On Hold On Target </p>	<p>                       </p>	<p>                       </p>	<p>                       </p>

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Ballan Library, Ballan (-) Construction	Major Projects	Design in progress. Construction tender scheduled for April 2023.	30-Jun-24	Progress Not Set	<div><div></div></div>		
Public Toilets & Ballan Civic Centre - Keyless Entry System Implementation of the keyless entry system into public toilets and Ballan Civic Centre	Capital Works	Installation is scheduled for January 2023	31-Jan-23	Progress Not Set	<div><div></div></div>		
Vest Maddingley Early Years Facility - Design/Transfer Land	Major Projects	Design awarded to Four18 Architects. Design is scheduled for completion in October 2022. Contractor EOI has been completed and tenders will be requested in November 2022.	31-Dec-24	On Target	<div><div></div></div>		
Vest Maddingley Early Years Facility - Construction	Major Projects	Select tender scheduled for November 2022 with construction anticipated to commence in January 2023.	31-Dec-24	Progress Not Set	<div><div></div></div>		
Macchus Marsh Bowls Club Pavilion and Bowling Green Construction of new bowls club in Taverner Street	Major Projects	Design awarded to Peddle Thorpe Architects	31-Dec-24	On Hold	<div><div></div></div>		
Ballan Depot, Ballan (-) Construction Construction of new facility in Ballan for Operations staff	Major Projects	Construction contract awarded to WP Contractors. Scheduled for completion in November 2022.	30-Nov-22	Behind Target	<div><div></div></div>		<div><div></div></div>
Transfer Station Upgrades - BM, Ballan, Mt Egerton	Capital Works	Construction has been readvertised as a design and construct. Construction is scheduled for January to March 2023	31-Mar-23	Behind Target	<div><div></div></div>		
Grant funding for new shelters							
Mill Park Toilet Replacement	Major Projects	Not commenced	30-Jun-23	On Target	<div><div></div></div>		
Replacement of existing toilet facility with new toilet to better service Mill Park.							
Mill Park Toilet Replacement	Major Projects	Removal is scheduled for November 2022 to March 2023	01-Apr-23	On Target	<div><div></div></div>		
Removal of asbestos identified in asbestos audits							
Wallace Kinder, Wallace (-) Removal of asbestos identified in 2020/21 asbestos audit	Major Projects	Not commenced	30-Jun-23	Progress Not Set	<div><div></div></div>		
Millbrook Community Centre, Millbrook (-) Replacement of roof sheets, downpipes and gutters	Major Projects	Not commenced	30-Jun-23	Progress Not Set	<div><div></div></div>		
Navigators Community Centre, Navigators (-) Renewal of existing facility	Major Projects	Design awarded to Peter Vernon Architects. Design is scheduled for completion in December 2022.	30-Jun-23	On Target	<div><div></div></div>		
Replacement of existing tennis club pavilion.							
EV Charging Stations, Ballan, Darley, Maddingley (-)	Capital Works	Installation is scheduled for March / April 2023	30-Apr-23	On Target	<div><div></div></div>		
Installation of EV charging stations at Darley Council Office, Maddingley Council Depot, Ballan Council Office and Ballan Council Depot							