

DOCUMENTS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION

**AS REQUIRED BY THE LOCAL GOVERNMENT ACT 1989, LOCAL
GOVERNMENT ACT 2020 OR ANY OTHER ACT AND THE LOCAL
GOVERNMENT (GENERAL) REGULATIONS 2015, NO 119**

AS AT 30 JUNE 2023

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Council documents and registers are available for public viewing in accordance with the Local Government Act 1989, the Local Government Act 2020 and Council's Public Transparency Policy.

You can also arrange to view these documents and registers at Council offices by contacting the Governance Coordinator on (03) 5471 1720.

Documents available for inspection, but not limited to:

1. Meeting Agendas, Minutes and recordings – Available on Council's website.
2. Audit and Risk Committee Charter – Available on Council's website.
3. Delegations for Delegated Committees – Available on Council's website.
4. Gift Registers for Councillors and Council Staff – Available on Council's website.
- 5. Travel Registers for Councillors and Council Staff**
6. Registers of Conflicts of Interest disclosed by Councillors and Council Staff – Available on Council's website.
- 7. Registers of Leases entered into by Council**
- 8. Register of Delegations**
- 9. Register of Authorised Officers**
10. Public notices – Available on Council's website.
11. Policies, plans and strategies – Available on Council's website.
12. Council Budget – Available on Council's website.
13. Annual Report – Available on Council's website.
14. Proposed and made Local Laws and any matter incorporated in a Local Law (sections 73, 74, 75 & 76 of the Local Government Act 2020) – Available on Council's website.
15. Election Campaign Returns (section 307 of the Local Government Act 2020) - Available on Request.
16. Register of Election Campaign Donations (section 308 of the Local Government Act 2020). – Available on Council's website.
17. Summary of Personal Interests (section 135 of the Local Government Act 2020 and regulation 10 of the Local Government (Governance and Integrity) Regulations 2020) – Available on Council's website.
18. Information about Differential Rates (section 161 of the Local Government Act 1989) - Available on Request.

(a) Overseas and interstate travel

Details of overseas or interstate travel (with the exception of interstate travel by land for less than 3 days) undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months, including the names of the Councillors or members of Council staff and the date, destination, purpose and total cost of the overseas or interstate travel.

Interstate travel was undertaken by one Councillor during the period 1 July 2022 to 30 June 2023.

Name of Councillor	Rosie Annear
Title	Mayor
Date	12 June 2023 to 16 June 2023
Destination	Canberra
Purpose	Advocacy on behalf of MASC and attendance at various conferences/forums
Total Cost to Council incl. GST	\$2509.06

Interstate travel was undertaken by one Officer during the period the period 1 July 2022 to 30 June 2023

Name of Officer	Darren Fuzzard
Title	Chief Executive Officer
Date	12 June 2023 to 16 June 2023
Destination	Canberra
Purpose	Advocacy on behalf of MASC and attendance at various conferences/forums
Total Cost to Council incl. GST	\$2,711.82

(b) Agendas and Minutes of Council Meetings

Agendas for and Minutes of Scheduled and Unscheduled Meetings of Council held in the previous 12 months except where such Minutes relate to parts of meetings which have been closed to members of the public under Section 66 (2)(a) of the Act.

Agendas for and Minutes of Ordinary Meetings of Council are available for Council's website and hard copies are available upon request at the Civic Centre.

(c) Community Asset Committee Meeting Minutes

Minutes of meetings of Community Asset Committees established under Section 65 of the Act and held in the previous 12 months except if the Minutes relate to parts of meetings which have been closed to members of the public under Section 66 (2)(a) of the Act.

Minutes of Community Asset Committee meetings are available on request at the Civic Centre.

Council manages all records in a records management system, the table below shows the folder reference for each committee, which will be used by staff to access the relevant minutes.

Committee	Reference
Barfold Hall Community Asset Committee	FOL/14/767
Baringhup Community Association Community Asset Committee	FOL/12/457
Bill Woodfull Recreation Reserve Community Asset Committee	FOL/15/1481-06
Camp Reserve Community Asset Committee	FOL/15/2354-06
Campbells Creek Community Centre Community Asset Committee	FOL/12/371-08
Campbells Creek Recreation Reserve Community Asset Committee	FOL/12/76203-09
Castlemaine War Memorial Stadium Community Asset Committee	FOL/12/374-09
Elphinstone Community Association Community Asset Committee	FOL/12/377-09
Guildford Hall Community Asset Committee	FOL/12/76779-09
Guildford Recreation Reserve Community Asset Committee	FOL/13/3300-08
John Powell Reserve Community Asset Committee	FOL/12/379-09
Maldon Community Centre Community Asset Committee	FOL/12/77555-09

Committee	Reference
Metcalf Hall Community Asset Committee	FOL/12/76834-09
Muckleford Community Centre Community Asset Committee	FOL/12/78665-09
Newstead Community Centre Community Asset Committee	FOL/12/77995-09
Sutton Grange Hall Community Asset Committee	FOL/12/76595-09
Taradale Hall Community Asset Committee	FOL/12/77495
Taradale Recreation Reserve Community Asset Committee	FOL/12/382-09
Wattle Flat Reserve Community Asset Committee	FOL/12/383-07
Wesley Hill Facility Community Asset Committee	FOL/12/392-09

(d) Register of Delegations

Register of Delegations kept under Sections 11 and 47 of the Act.

Council's Register of Officer Delegations is managed in the system RelianSys®.

All Instruments of Delegation to individual Community Asset Committees are available on Council's website.

Delegation Name	Date
Delegations to Community Asset Committees	1 September 2020
Instrument of Delegation from Council to Chief Executive Officer (Schedule 5)	19 October 2021
Instrument of Delegation from Council to Members of Staff (Schedule 6)	19 October 2021
Sub-Delegation by Chief Executive Officer to Members of Staff (Schedule 7)	Reviewed and updated on a six monthly basis
Instrument of delegation of CEO Powers, Duties and Functions (Schedule 13)	Reviewed and updated on a six monthly basis
Instrument of Delegation by Chief Executive Officer for VicSmart Applications under the Planning and Environment Act 1987 (Schedule 14)	20 August 2019
Instrument of Sub Delegation and Appointment and Authorisation - Environmental Protection Act 2017 (Schedule 18)	19 October 2021

(e) Lessor/lessee details

Details of all property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the Council as lessor, including the name of the other party to the lease and the terms and value of the lease.

Plant or Vehicle Leases

Description of Equipment	Lessee	Term	Current Annual Rental (GST exc.) \$
Forklift IMOW ICE251B FORK-15	Delecca's	36 months split as 1 + 1 + 1 Hire Commencement Date 15/01/2023 Hire Expiry Date 15/01/2026	\$916.07 per month
Wheeled Loader Doosan DL200-7M	Delecca's	60 months Hire commenced 06/02/2023	\$5,697.23 per month
Excavator	Delecca's	60 months Hire commenced 02/02/2023	\$3,424.48 per month

Computer and Office Equipment

Description of Equipment	Lessee	Term	Current Annual Rental (GST exc.) \$
Photocopiers - Konica Minolta Lease 012-0677602-000 Refer Rental Agreement TRIM DOC/21/10065	BOQ Finance	60 months Expires 03/03/2026	\$1,188.00 per month

Property Leases

Description of property	Address	Lessee	Start date	Term	Annual rent + GST
Castlemaine Gardens Caravan Park	1 Doran Avenue Castlemaine	Trailer Park Pty Ltd (ACN 132769754)	1/07/2018	21 years	\$108,282
Maldon Caravan Park	11 Hospital Street	Darren Kemp and Filomena	1/07/2015	21 years	\$20,000
Pienwa building	65-67 Templeton Street Castlemaine	Bendigo Regional Institute of TAFE	1/06/2022	2 + 2 years	\$54,198
Maldon Pharmacy	33 Main Street, Maldon	Strathdale Maldon Services Pty Ltd	1/12/2019	5 years	\$18,773
Wheel and Loom Building	34 – 36 Main Street Maldon	Rebecca Haack	19/10/2018	4 years + COVID extension	\$20,453
Former Castlemaine Secondary School	Etty Street Castlemaine	Workspace Australia	1/11/2019	5 + 5 + 5 years	\$120
Former Castlemaine Secondary School	Etty Street Castlemaine	Castlemaine Hot Rod Centre	1/11/2019	5 + 5 + 5 years	\$120
Castlemaine Railway land	Lots 77, 7 Kennedy Street	Castlemaine Lions Club	1/11/2016	5 years (in overholding)	\$759
Former Newstead Railway Station	8A Tivey Street	Newstead 2021	1/06/2020	5 years	\$632
Former Harcourt Railway Station	23 Station Street	Harcourt Progress Association	1/07/2022	10 + 10 years	\$1248

Description of property	Address	Lessee	Start date	Term	Annual rent + GST
Castlemaine Child Care Centre	15 Templeton Street Castlemaine	Castlemaine Childcare Cooperative Limited (Carinya Child Care)	25/05/1995	30 years	\$1.00
Castlemaine Rifle Range	74 Tomkies Road Castlemaine	Castlemaine Rifle Club	12/03/1981	99 years	-
Maldon Pre-school	Camp St Maldon Crown Allotment 1&2 & part of 20 Section 2 Township of Maldon	Maldon Preschool Centre Association Incorporated	1/01/1995	30 years	\$1.00
Former Maldon Shire Hall	Reserve No. RS3677 Township of Maldon	Maldon Museum & Archives Association Incorporated	1/01/1995	30 years	\$1.00
Former Fire Station and Public Gardens Maldon	Reserve No. RS 3677 Crown Land ID 607328	The Lions Club of Maldon	1/01/1995	30 years	\$1.00
Muckleford Recreation Reserve	Pt CA 25 Sec 1 Parish of Muckleford (Muckleford-Walmer Rd Muckleford)	Muckleford Recreation Reserve Association Incorporated	31/12/1994	30 years	\$1.00
Former Shire Offices	45 Lyons Street	Newstead RTC	1/08/2020	10 years	\$168

Description of property	Address	Lessee	Start date	Term	Annual rent + GST
Newstead Pre-school	2 Panmure Street Newstead	Newstead Preschool Incorporated	1/10/1994	30 years	\$100
Newstead Bowling Club	6 Hilliers Street Parts of Allotments 5, 6 & 7 of Section 3, Township of Newstead Parish of Strangways	The Newstead Bowling Club Incorporated	1/10/1994	30 years	\$100
Taradale Mechanics Institute	129 High Street	Taradale Historical Group Inc	1/07/2023	3 years	\$143.96
Castlemaine Kindergarten	9 – 11 Berkeley Street	YMCA Ballarat Y Kindergarten Cluster Management	1/07/2023	3 years	\$143.96
South Castlemaine Kindergarten	9 ETTY Street Castlemaine	YMCA Ballarat Y Kindergarten Cluster Management	1/07/2023	3 years	\$143.96
Chewton Soldiers Memorial Park	Main Rd & Fryers Rod Chewton	Castlemaine Goldfields Football Club Inc	1/07/2023	3 years	\$143.96
ANA Hall	7 High Street Harcourt	The Harcourt Valley Heritage and Tourist Centre Incorporated	1/07/2023	3 years	\$143.96

Description of property	Address	Lessee	Start date	Term	Annual rent + GST
Maldon Croquet Club	Part of Reserve No. RS3677	The Maldon Croquet Club Incorporated	1/07/2023	3 years	\$143.96
Maldon Neighbourhood House	1 Church Street	Maldon Neighbourhood Centre Inc	1/07/2023	3 years	\$143.96
Former Maldon Information Centre	42 High Street	Maldon Folk Festival Incorporated	1/07/2023	3 years	\$143.96
Metcalf Tennis Courts	Bath Lane	Metcalf Tennis Club Inc	1/07/2023	3 years	\$143.96
Former Newstead Fire Station	4 Lyons Street	Newstead Men's Shed	1/07/2022	3 years	\$143.96
Former Newstead Court House	2 Canrobert Street	Newstead and District Historical Society Inc	1/07/2023	3 years	\$143.96
Wesley Hill Industrial Estate	South West Cnr Wesley Hill Industrial Estate	Kevin & Laurel Dyson	1/01/2009	monthly	\$100

(f) Register of Authorised Officers appointed under Section 224 of the Act.

List of authorised officers appointed under Section 224 of the Act, where a Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

Position	Officer's Name
Asset Protection Officer	Rose Lavery
Building Inspector	Rory Thompson
Building Surveyor Limited	Rory Thompson
Building Surveyor Authorised	Vacant
Municipal Building Surveyor	Ian Watson
Building Technical Officer	Tiffany Day
Coordinator Community Safety and Amenity	Ron Medler
Coordinator Public and Environmental Health	Melissa Wilson
Environmental Health Officer	Sandra Boyd
Environmental Health Officer	Glenice Gronow
Environmental Health Officer	Stephen Lagerway
Deputy Municipal Recovery Manager / Deputy Municipal Emergency Management Officer	Zachary Abbott
Municipal Emergency Management Officer	Brett Quarrier
Municipal Resource Manager	Paul Frye
Deputy Municipal Resource Manager	Karen Evennett
Deputy Municipal Emergency Management Officer / Municipal Fire Prevention Officer	Glenn Brown
Deputy Municipal Emergency Management Officer	Glenn Deaker
Deputy Municipal Emergency Management Officer	Shane Scoble
Deputy Municipal Emergency Management Officer	Carolyn Ross

Position	Officer's Name
Deputy Municipal Resource Manager	Sharna Cropley
Local Laws Officer	Scott Houlahan
Local Laws Officer	Brooke Pannett
Local Laws Officer	Rodney Harris
Manager Development Services	Georgina Hope
Planning Compliance Officer	Brooke Pannett

(g) List of donations and grants

List of donations and grants made by the Council during the financial year, including the names of persons or bodies which have received a donation or grant and the amount of each donation or grant.

A list of funded projects / community grants is available on Council's website, under the Community Grants page.

Organisation	Project Title	Funded Amount
Barfold Hall Community Asset Committee	Annual Contribution	\$1,110
Baringhup Community Association Community Asset Committee	Annual Contribution	\$1,040
Bill Woodfull Recreation Reserve Community Asset Committee	Annual Contribution	\$10,520
Camp Reserve Community Asset Committee	Annual Contribution	\$9,630
Campbells Creek Community Centre Community Asset Committee	Annual Contribution	\$3,990
Campbells Creek Recreation Reserve Community Asset Committee	Annual Contribution	\$7,840
Castlemaine - Maryborough Rail Trail Inc.	Building community information sharing for Mt Alexander's cycling community	\$800
Castlemaine Art Museum	Funding Agreement	\$33,638
Castlemaine Art Museum	Quick Response events Grant – Paddock to Paper drawing workshop	\$485
Castlemaine District Radio Inc.	Able Radio - Special Programming	\$3,000
Castlemaine Farmers Market	Castlemaine Farmers Market	\$3,000

Organisation	Project Title	Funded Amount
Castlemaine Folk Festival Pty Ltd	Castlemaine Folk Festival	\$3,000
Castlemaine Football Netball Club	Shelter for the netballers and supporters	\$3,000
Castlemaine Hot Rod Centre Limited	Coffee Cruise	\$2,000
Castlemaine Kindergarten Inc	Castlemaine Kindergarten Fete 2023	\$1,000
Castlemaine Safe Space Inc.	Community outreach for the Castlemaine Safe Space	\$3,000
Castlemaine War Memorial Stadium Community Asset Committee	Annual Contribution	\$2,380
Castlemaine Women's Rites of Passage	Teen to adulthood Rite of Passage 2023	\$1,000
C-Doc Ltd	Club CDoc Events	\$3,000
Celtic Piping Club Inc.	Goldfields Piping Weekend Headline Concert	\$1,000
Chewton Archers	Beginner Equipment Acquisition	\$3,000
Chewton Domain Society	2023 Commemoration of 1851 Monster Meeting of Diggers	\$1,000
Donna Fearne	Understanding Neurodiversity' Information Evening	\$1,000
Fionna Allan	Community Record Boxes: Sounds of the Shire	\$2,550
Growing Abundance	Community Harvest Program 2023	\$3,000

Organisation	Project Title	Funded Amount
Guildford Hall Community Asset Committee	Annual Contribution	\$1,040
Guildford Recreation Reserve Community Asset Committee	Annual Contribution	\$620
Harcourt Bowling Club	Infrared Radiant Outdoor Heaters	\$3,000
Harcourt Valley Landcare Group	Online Community Engagement	\$3,000
Hot Moves. No Pressure.	Hot Moves. No Pressure.	\$1,000
John Powell Reserve Community Asset Committee	Annual Contribution	\$2,030
lot19 Creations	lot19 Summer Party: Youth Edition	\$1,000
Maldon Athenaeum Library	Developing a child-friendly and welcoming space for families in the Maldon Community	\$2,695
Maldon Community Centre Community Asset Committee	Annual Contribution	\$3,990
Maldon Goldfields Gothic Inc	Goldfields Gothic Festival	\$2,000
Maldon Inc	Maldon In Winter	\$3,000
Metcalf Hall Community Asset Committee	Annual Contribution	\$1,350
Mirawara Outdoor Experiences Inc.	Youth for Future	\$3,000
Mount Alexander Animal Welfare Inc. (MAAW Inc.)	Training for MAAW Inc. employees - Interacting with Challenging Situations with Individuals.	\$3,000

Organisation	Project Title	Funded Amount
Mount Alexander Volunteer Network	Supporting your committee, strengthening your community group	\$2,800
Mt Alexander Ageing Disgracefully Project Group	Silver Rainbow Social Club Project (previously Ageing Disgracefully project)	\$3,000
Muckleford Community Centre Community Asset Committee	Annual Contribution	\$1,040
Newstead Community Centre Community Asset Committee	Annual Contribution	\$3,990
Penelope Gilbert	On Your Bike, Teens and Tweens Cycling Workshop	\$2,000
Queer Book Club	Queer Book Club Establishment Grant	\$3,000
Resonance String Orchestra	Annual Orchestral Concerts	\$2,000
Rotary Club of Castlemaine	Castlemaine Rotary Truck Show	\$3,000
Run The Maine	Run The Maine	\$2,000
Sarah Day	ADHD Parent/Carer Information Session	\$2,000
Sunstone InDidj'n'Us	Solomon Islander Castlemaine Community Choir Workshops	\$3,000
Taradale Hall Community Asset Committee	Annual Contribution	\$1,040
Taradale Recreation Reserve Community Asset Committee	Annual Contribution	\$1,170
The Good Op Shop	Reuse & repair workshops 2023	\$1,000

Organisation	Project Title	Funded Amount
The Village Festival of New Performance Inc	Maldon Fire Garden	\$3,000
Wattle Flat Reserve Community Asset Committee	Annual Contribution	\$640
Wesley Hill Facility Community Asset Committee	Annual Contribution	\$12,070