



Ararat Rural City

AGENDA

COUNCIL MEETING

Tuesday 25 January 2022

To be held in the Alexandra Oval Community Centre
1 Waratah Avenue, Ararat
(Livestreamed)

Commencing at 6.00pm

Council:

Cr Jo Armstrong (Mayor)

Cr Gwenda Allgood

Cr Rob Armstrong

Cr Peter Beales

Cr Henry Burridge

Cr Bob Sanders

Cr Bill Waterston

A recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the Council Meeting.

The recording is being streamed live via Facebook, to improve transparency between council and the community and give more people the opportunity to view what decisions are being made. You do not require a Facebook account to watch the live broadcast, simply enter www.facebook.com/araratruralcitycouncil into your address bar.

Recordings of Council Meetings (excluding closed sessions) are made available on Council's website.

SECTION 1 – PROCEDURAL MATTERS	2
1.1 LIVE STREAMING	2
1.2 TRADITIONAL ACKNOWLEDGEMENT/OPENING PRAYER/COUNCILLORS PLEDGE	2
1.3 APOLOGIES	2
1.4 CONFIRMATION OF MINUTES	2
1.5 DECLARATION OF CONFLICT OF INTEREST	3
SECTION 2 – PUBLIC PARTICIPATION	4
2.1 PETITIONS AND JOINT LETTERS	4
SECTION 3 – REPORTS REQUIRING COUNCIL DECISION	6
3.1 COUNCIL POLICY REVIEW – PROCUREMENT POLICY	6
3.2 CHANGES TO MEETING DATES 2022	14
SECTION 4 – INFORMATION REPORTS	16
4.1 BUILDING APPROVALS	16
4.2 PLANNING MATTERS APPROVED UNDER DELEGATION	19
4.3 COMMUNITY ASSET COMMITTEES HALF YEAR REPORT	22
4.4 COUNCIL PLAN 2021-2025 YEAR 1 ACTION PLAN UPDATE	28
SECTION 5- COMMITTEE MINUTES/REPORTS	36
5.1 AUDIT AND RISK COMMITTEE MEETING	36
SECTION 6 – INFORMAL MEETINGS	38
6.1 INFORMAL MEETINGS	38
SECTION 7 – NOTICES OF MOTION	40
SECTION 8– URGENT BUSINESS	41
SECTION 9 – CLOSE SESSION (CONFIDENTIAL)	42
CLOSURE OF COUNCIL MEETING TO THE PUBLIC	42
OPEN COUNCIL MEETING RECOMMENCEMENT	42
LIFTING OF CONFIDENTIALITY OF CLOSED SESSION RESOLUTIONS	42

SECTION 1 – PROCEDURAL MATTERS

1.1 LIVE STREAMING

Council is keen to engage with members of the community and live streams the formal Council Meetings to make them accessible. The stream is available to view on Council's Facebook page from 6pm and on Council's website following the Council Meeting.

1.2 TRADITIONAL ACKNOWLEDGEMENT/OPENING PRAYER/COUNCILLORS PLEDGE

Traditional acknowledgement

We acknowledge the traditional owners of the land on which we meet today, and pay our respects to their elders, past, present and emerging.

Opening Prayer

Almighty God, we humbly ask you to help us, as elected Councillors of the Ararat Rural City Council. Guide our deliberations. Prosper what is your will for us, to your honour and glory and for the welfare and benefit of the people whom we serve in the Ararat Rural City.

Councillors Pledge

We will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions invested in us under the *Local Government Act 2020* and any other Act to the best of our skill and judgement.

1.3 APOLOGIES

RECOMMENDATION (if required)

That the apology of Cr be accepted.

1.4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the;

- 1 Council Meeting held on 30 November 2021; and
 - 2 Unscheduled Council Meeting held on 11 January 2022,
- be confirmed.

1.5 DECLARATION OF CONFLICT OF INTEREST

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which he or she:

- 1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or
- 2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
 - (a) advising of the conflict of interest;
 - (b) explaining the nature of the conflict of interest; and
 - (c) detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:
 - name of the other person;
 - nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - nature of that other person's interest in the matter,and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

SECTION 2 – PUBLIC PARTICIPATION

2.1 PETITIONS AND JOINT LETTERS

- 1 Unless *Council* determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial or other like application until the next *Council meeting* after that at which it has been presented.
- 2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint himself or herself with the contents of that petition or joint letter, and to ascertain that it does not contain language disrespectful to *Council*.
- 3 Every Councillor presenting a petition or joint letter to *Council* must:
 - write or otherwise record his or her name at the beginning of the petition or joint letter; and
 - confine himself or herself to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the prayer or request.
- 4 Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), typing or printing, contain the request of the petitioners or signatories and be signed by at least 12 people.
- 5 Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.
- 6 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- 7 Every page of a petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- 8 If a petition, joint letter, memorial or other like application relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration.

2.1.1 JOINT LETTER FROM WESTERN HIGHWAY RESIDENTS

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 4465

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

A joint letter has been received from the residents along the Western Highway, in particular the eastern side of the Western Highway between Kennel Road and Pollard Lane and the western side between Morella Road and McLoughlin Road, requesting that these areas in particular be considered to include service roads. The residents have stated that the inclusion of service roads would allow a safe place for walkers, cyclists and in particular children riding to school.

DISCUSSION

The joint letter, which lists 12 signatures, includes comments:

"We are very concerned about our safety when performing a right hand turn to enter our properties or exiting the western side.

Both Council and VicRoads have done some work, but it is starting to degrade once again.

If we had access to a service road, we could also use it as a walking track and bike path for children riding to school in safety."

Clause 55.1 of Council's Governance Rules, states:

Unless *Council* determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial, or other like application until the next *Council meeting* after that at which it has been presented.

RECOMMENDATION

That the joint letter requesting Council to consider the inclusion of service roads in areas: eastern side of the Western Highway between Kennel Road and Pollard Lane and the western side between Morella Road and McLoughlin Road, Ararat be received and lay on the table for consideration at the 22 February 2022 Council Meeting.

ATTACHMENTS

There are no attachments relating to this item.

SECTION 3 – REPORTS REQUIRING COUNCIL DECISION

3.1 COUNCIL POLICY REVIEW – PROCUREMENT POLICY

RESPONSIBLE OFFICER: CONTRACTS AND PROCUREMENT COORDINATOR
DEPARTMENT: CORPORATE SERVICES
REFERENCE: 1480

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

Council policies are updated as part of an ongoing policy and procedure review process.

The Procurement Policy has been updated as part of the review process.

DISCUSSION

The review of the Procurement Policy has been conducted to ensure that Council meets its legislative requirements and to ensure that the policy is current.

The main additions/changes to the policy are as follows:

Under Definitions and Abbreviations

Change Act/The Act to Local Government Act 2020

Update to meaning of Collaborative Tendering to:

Opportunities for tendering with other councils or public bodies or through a collaborative procurement arrangement to purchase goods, service and works to take advantage of economies of scale.

Addition of definition of Cumulative Spend

The total value of goods, services or works procured from a single supplier is associated with an approach to market via quotation or tender. Cumulative spending should not exceed the tender threshold without a formal procurement process.

Addition of Panel Arrangements

A contract that sets out rates for goods, services or works available for the agreement term. No commitment is made to purchase a specified value or quantity of goods or services.

Under the heading "2.5 Fair and Honest Dealing", include wording:

Council is committed to providing equal opportunity for all businesses, irrespective of their size and location, to bid for work through open and transparent market processes.

Impartiality is to be maintained through the procurement process to eliminate the prospect of any bias in decisions and withstand public scrutiny.

New heading "2.9 Borrowings", include wording:

Borrowings (often referred to as loans) are not within the scope of the Procurement Policy. Borrowings are considered contracts for borrowings and not contracts for goods, services or works. The process undertaken in sourcing borrowings will seek to get the best financial outcome transparently.

Under 2.10.4 Responsible Financial Management – updated wording

Council shall apply responsible financial management to all procurement activities. Funding for any procurement must be from an existing approved budget or have documented grant funding before commencing any procurement action to supply goods, services or works. No procurement can begin without approved funding unless in an emergency.

Where the quotation or tender sum exceeds the budget allocation, the Responsible Officer will review the project's scope or obtain an expenditure variation to the budget before committing.

Council offices shall not authorise the expenditure of funds above their financial delegations or split funds to fit within their financial delegation. Council officers that breach their delegated authority may face action under the Performance Management Employee Discipline Policy.

Financial Management entails:

Efficient and effective use of Council funds to procure goods, services, and works.

Every purchase attempt must use the procurement process, and not compromise any of the procurement principles set out in this policy.

Under 2.11.1 Market Engagement Methods – updated wording to comply with new Local Government Act 2020.

Section 108 of the Act details that each Council will set the public tender threshold above which tenders or expressions of interest must be publicly invited.

A public tender process must be used for all procurements valued at above \$150,000 (ex GST) for goods and services and \$200,000 (ex GST) for works.

For all procurements valued under \$150,000 (ex GST), the procurement methodology and thresholds are detailed in Appendix 3 of this Policy.

The procurement thresholds for different procurement methods shall not exceed thresholds defined by this Policy.

Use of procurement methods below their thresholds is recommended where the following may occur or be achieved:

Improved competitiveness,

Better management of risk;

Fairer opportunity for prospective suppliers; or

Variations to supply may take total expenditure above the applicable threshold.

If an approved budget for the procurement process is within 5% of the tendering threshold listed in Appendix 3, then the procurement requirements must be followed.

Where a procurement process has been undertaken, and the tendered cost of supply (including contingency for variations) by the preferred supplier exceeds the limit for the procurement method, the process shall be declared void and a new approach to market undertaken.

The supply shall not be intentionally divided to avoid exceeding a procurement limit.

Under 2.11.2 Exemptions from Market Engagement – updated wording to comply with new Local Government Act 2020

An exemption to the Market Engagement methods and procedures may be requested under the following circumstances:

In emergency matters, including public health, security or safety due to an unforeseen event or occurrence.

A change in supplier would necessitate the procurement of goods and services that do not meet the requirements for interoperability or interchangeability.

Absence of competition for technical reasons.

The goods, services or works are required as part of a grant, funding agreement, lease or similar arrangement explicitly stating how the goods, services or works are to be provided or undertaken. Research and development matters for specialist input for the Council's future development, operations, projects, and services.

The purchase relates to unique objects such as works of art, artefacts, live shows and other items for which there is no alternative or equivalent supply option. Delegations as defined in Appendix 1 apply. Section 2.11.1 does not apply in respect of a contract if:

The contract becomes novated (terminated), and

The original contract was entered into in accordance with section 2.11.1, and

The Council has undertaken due diligence in respect of the new party.

Where the procurement is on Council's procurement exemptions list (refer to Appendix 4).

Where a competitive procurement process cannot be undertaken, due to the nature of the goods being acquired, the Responsible Officer must ensure that the procurement has addressed issues of risk, best or fair value, and is in accordance with other applicable policies, strategies and plans of Council.

Under 2.11.7 – Cumulative Spend – updated wording from Aggregated Spend to Cumulative Spend.

Under 2.13 Evaluation of Tenders and Quotations updated wording:

*Tenders and quotations shall be evaluated based on either:
lowest price; or
value weighted assessment.*

Where value weighted assessment is applied, the assessment shall be undertaken by a panel in accordance with Appendix 2.

Evaluation of higher value tenders must have key evaluation criteria clearly outlined in the specification/brief. There are two types of criteria:

Mandatory Criteria (Pass/Fail)

Occupational Health and Safety

Business Insurances as nominated by Council

Any regulatory/legislative requirements/licences

Any other as specified in the tender documentation

Project qualitative/comparative criteria (scored)

Areas such as experience, capability, methodology and timeframe can be considered in this criteria.

Under 2.14 Non-conforming Tenders updated wording

Upon receipt, the Procurement department will review all tender submissions to ensure that required schedules have been submitted.

A tender submission will be deemed non-conforming if:

Required schedules have not been included or are incomplete.

Submission has not met specification requirements

Tendered price is 30% or greater than the allocated budget and all other tender prices.

A tender submission may be identified as non-conforming during the evaluation process. In this case, the evaluation panel should quarantine the submission and refer to the procurement department for further review/confirmation of non-conformance.

Council may sometimes receive tenders which offer alternatives that were not sought in the tender documentation. Council should always be open to innovative proposals as they may provide opportunities to achieve continual improvement. Tender documentation where alternative solutions are sought should specifically invite non-conforming bids to be submitted and considered with other tenders.

A tenderer submitting a non-conforming tender shall fully detail the extent of any variance from the tender documents in the tender schedule headed "Statement of Conformance". If the "Statement of Conformance" is not correctly completed the tender may not be further considered at the discretion of the evaluation panel.

2.15 Exemption from Tendering – new clause

Council may exempt a procurement process from a formal tender process when there are extenuating circumstances. A report must be presented to Council clearly outlining the reasons why a formal tender process should not be completed. No engagement for services or works can commence until Council formally approves the exemption.

Under 2.16 Panels Arrangements – Approved Suppliers updated wording

An approved supplier is a contractor/company that has been appointed following an open tender process. New suppliers can only be added to these panels via approval at a Council meeting. Unless specified during a tender process no minimum quantity of sales or turnover is guaranteed to an approved supplier.

The use of established panels should be transparent as suppliers appointed to the panel will have a reasonable expectation that Council will provide panel members with an equal opportunity to quote for goods, services or works. Before establishing a panel there should be documented methodology on how works/services are to be determined for allocation to companies appointed to the panel. Consideration should be given to the number of companies to be appointed to maintain a workable panel.

When accessing established panels arrangements quotations should be sought consistent with the guidelines set out in 2.11.1 to ensure that any procurement through panels demonstrates value for money and a competitive process.

An exception is that an Approved Supplier may be appointed directly for works up to \$10,000 where a Schedule of Rates has been provided under the panel's terms. For procurements greater than \$10,000 the quotation requirement outlined in Appendix 3 must be followed.

Council officers responsible for the contract management of panel arrangements should be mindful of day to day practicalities and acknowledge that a competitive process and value for money assessment has already been undertaken to establish the panel in the first instance. Accordingly, there may be situations where no further benefit is obtained from seeking quotations from the panel. For example:

Small, every day, low risk, low value works such as those from trade services providers like electricians, plumbers, or

Where the contract with each panel supplier includes a comprehensive schedule of rates covering all expected work items the costs for packages of work can be accurately determined beforehand by the Council officer without the need for further quotations.

In the above examples, it may be appropriate for the Council officer to allocate work across the individual panel suppliers based on their respective skill sets and capacity at the time to meet Council's required timeframes. This allocation methodology should be determined prior to the establishment of the panel.

2.16.1 Panel Arrangements – Approved Suppliers – Administration updated wording

Approved suppliers will be appointed following a formal tender process and will be contracted for the period as outlined in the tender specification, including any options for extension.

Approved suppliers should be monitored periodically to determine if suppliers should remain on the panel. Approved suppliers who fail to meet expectations may be removed from the panel without notification.

Council may choose to run a tender process to add suppliers to a panel during its term, if it determines that the panel may benefit from having additional suppliers incorporated before the end of the contract term.

Under 2.19 Risk Management – updated wording

Council will manage all aspects of its procurement processes in accordance with its adopted Risk Management Policy and Risk Management Framework.

and

Risk assessments are to be in accordance with the standard required by law and in accordance with Australian Standards.

Under 3.1 Integration with Council Plans and Strategies updated wording

Council's procurement strategy shall support its corporate strategy as outlined in the Council Plan 2021-2025.

This will be achieved by:

Developing, implementing and managing procurement strategies that support the coordination and streamlining of activities.

Effective use of competition.

Using centralised contracts and standing offer arrangements where applicable.

Implementing continual improvement efficiencies in procurement processes.

Developing cost-efficient tender process including use of e-solutions.

Council officers responsible for providing procurement services or assistance give competent advice in terms of available products and agreements.

Working with suppliers to create relationships that are professional and productive.

Under 3.3 Role of Specifications updated wording

Where practical promotes Social Procurement including the use of Aboriginal and Torres Strait Islander owned and operated companies along with social enterprises or other social benefit suppliers.

Ensure that relevant legislation is complied with when required:

Gender Equality Act 2020

Child Wellbeing and Safety Act 2005

Labour Hire Licencing 2018

Modern Slavery Act 2018

Others as relevant to works/services

Under 3.1 Social Procurement update of clause

Social procurement involves using procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works. Social Procurement generates positive outcomes by building on initiatives already undertaken by the Council in enhancing sustainable and strategic procurement practice, enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives of the Council.

Social Procurement includes:

Employment of groups with entrenched disadvantage.

Use of Aboriginal and Torres Strait Islander owned and operated companies.

Social Enterprises.

Disability Enterprises.

*Employment of Apprentices.
Employment of recognised Youth Traineeships.
Employment of Youth Labour.
Benefits to the Local Community.*

The Council is supporting social procurement when engaging local suppliers, contractors or service providers. Council may engage with any of the groups below when:

*Advantageous to a specific procurement.
Is within specific procurement thresholds.
The works or services required provide best value for money.*

3.2 Diversity – new clause to comply Local Government Act 2020

Promoting equality through procurement can improve competition, best value and the quality of public services, user satisfaction and community relationships. It should be a consideration in procurement activities and reflect corporate commitment to diversity and equal opportunity where possible.

Council recognises the importance of having a diverse supplier base that reflects the extent of Council's clients and community.

Diversity and inclusion in procurement can refer to diverse suppliers, for example indigenous, culturally diverse, disability or gender diverse suppliers or generic suppliers considering the needs of various groups.

A wide range of suppliers should be encouraged to compete for Council work. The focus for new work should encourage business diversity including:

*Local suppliers
Green suppliers
Small to medium sized enterprises (SME's)
Social enterprises
Aboriginal and Torres Strait Islander owned and operated
Voluntary and community organisations.*

3.4 Sustainable Procurement updated clause

The Council is committed to adopting a sustainable approach to procurement by conducting business to benefit society in the long term and purchasing of environmentally preferred products should they achieve and equivalent operational function.

The assessment shall ensure real and long-term value for money from procurement decisions and procurement processes, including whole of life cost to society, environment and the economy, through attention to the following:

*Efficient resource use;
Appropriate waste management;
Reduce, reuse, recycle and renew;
Minimise habitat destruction
Minimise or eliminate use of materials that release toxic substances through their life cycle
Green the supply chain;
Energy management;
Emission and pollution management;
Water conservation; and
Energy-efficient building design.*

Under 3.5 Collaboration between Councils – updated wording for compliance with Local Government Act 2020

In accordance with section 108(3)(c) of the Act, Council will consider collaborating with other Councils and public bodies or utilising Collaborative Procurement Arrangements, when procuring goods, services and works to take advantage of economies of scale. Council officers should consider any opportunities for collaborative procurement concerning a procurement process undertaken by Council.

In accordance with section 109(2) of the Act, the Chief Executive Officer must ensure that any report to the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available.

Where procurement planning is being undertaken, due diligence should be undertaken to evaluate if Best Value for Money can be achieved by using an agent or a collaborative tender.

Under 8. References additional sources provided

*Local Government Act 2020
Gender Equality Act 2020
Child Wellbeing and Safety Act 2005
Labour Hire Licencing 2018
Modern Slavery Act 2018
Privacy and Data Protection Act 2014
Competition of Consumer Act 2010 (Cwth)
Freedom of Information Act 1982
Public Records Act 1973
Security of Payments Act 2002
Charter of Human Rights Compliance (Vic) 2006
Australian Consumer Law and Fair Trading Act 2012 (Vic)
Environmental Protection Act 2017 (Vic).*

Under 9 Associated Documents additional details provided:

*Staff Code of Conduct
Councillor Code of Conduct
Performance Management Employee Discipline Policy
Risk Management Policy
Risk Management Framework
OHS Policy
Privacy Policy
Councillor Gifts Policy
Staff Gifts Policy
Social Procurement: A Guide for Victorian Local Government
Victorian Local Government Best Practice Procurement Guidelines 2013
Victorian Government Gazette, Order in Council 7 August 2008*

10 Charter of Human Rights Compliance – new clause relevant to Local Government Act 2020

Council will ensure that all its procurement operations are fully consistent with the prescribed rights and responsibilities and that they respect fundamental rights within the Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic).

APPENDIX 3: PROCUREMENT METHODS

Addition of direct purchase - \$0 - \$100, noting the requirement for purchase order to be obtained when invoice is received.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

6 Strong and Effective Governance

We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices.

Budget Implications

Ensuring good financial controls around expenditure of Council funds.

Policy/Relevant Law

The review of the Procurement Policy is prescribed within the Local Government Act 2020 and must be completed once in every four-year council term.

Sustainability Implications

Environmental, social and economic impacts have been considered in the development of the Procurement Policy.

Risk Assessment

Clarity and transparency of Council Policies and Procedures is enhanced.

Innovation and Continuous Improvement

As part of Council's commitment to continuous improvement, the Procurement Policy will be reviewed as required by legislation.

Stakeholder Collaboration and Community Engagement

Internal consultation has been undertaken with Councillors (Briefing 18 January 2022) and relevant staff in relation to the alterations to the Procurement Policy.

The Procurement Policy was presented to the Audit and Risk Committee on 7 December 2021, with several changes incorporated into the policy following this meeting.

RECOMMENDATION

That Council adopt the Procurement Policy.

ATTACHMENTS

The Procurement Policy is provided as Attachment 3.1.

3.2 CHANGES TO MEETING DATES 2022

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 3699

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

At the Statutory Meeting held on 9 November 2021, Council resolved that the Council Meetings be held on the fourth Tuesday of each month.

This report outlines the proposed changes to meeting dates from February to October 2022 to the last Tuesday of the month.

DISCUSSION

In line with the change in scheduling from the third Tuesday to the fourth Tuesday of the month, it is now proposed to change the dates of all meetings to the last Tuesday of the month.

Proposed changes to the current schedule are as follows:

- March 2022 Council Meeting will be set one week later to 29 March 2022;
- May 2022 Council Meeting will be set one week later to 31 May 2022; and
- August 2022 Council Meeting will be set one week later to 30 August 2022.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:
6 Strong and effective governance

Budget Implications

Advertising of Council Meeting dates is allocated in the Annual Budget 2021/2022.

Policy/Relevant Law

Schedule set for Council Meetings, meetings advertised and placed on Council website as required under the Governance Rules.

Risk Assessment

None identified.

Stakeholder Collaboration and Community Engagement

The change of Council Meeting dates was discussed at the Council briefing held on Tuesday 18 January 2022.

Following adoption of this report an advertisement will be placed in a local newspaper and on Council's website advising the community of the changes to Council Meeting schedule for 2022.

RECOMMENDATION

That Council:

- 1 Adopts the revised Council Meeting dates for 2022 as follows:
6.00pm - Tuesday 29 March 2022;
6.00pm - Tuesday 31 May 2022;
6.00pm - Tuesday 30 August 2022;
- 2 Advertises the dates and times of the Council Meeting dates for 2022 in a local newspaper and on Council's website.

ATTACHMENTS

There are no attachments in relation to this item.

SECTION 4 – INFORMATION REPORTS

4.1 BUILDING APPROVALS

RESPONSIBLE OFFICER: MANAGER PLANNING, COMMUNITY & COMPLIANCE
DEPARTMENT: PLANNING, COMMUNITY & COMPLIANCE
REFERENCE: 3243

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

DISCUSSION

This report outlines the monthly building permit approvals issued by Ararat Rural City Council and by private building surveyors for building works within Ararat Rural City for December 2021.

Approvals by Ararat Rural City Municipal Building Surveyor – December 2021

Permit No.	Application Date	Approval Date	Building Address	Description of Building Works or Use of Building
9221834152509	17/11/2020	10/12/2021	68 Walker Street, Wickliffe	Shed

TOTAL VALUE \$9,900

Approvals by private surveyors – December 2021

Permit No.	Date Approved	Notification Received by Council	Building Address	Description of Building Works or Use of Building	Surveyor
3670767852700	01/12/2021	11/11/2021	61 George Road, Ararat	Shed	Swift Approvals
3521615616146	06/12/2021	01/09/2021	91 Blink Creek Road, Elmhurst	Construction of shed	Axedale Building Consultants
1144895005343	06/12/2021	11/08/2021	49 High Street, Elmhurst	Stage 1: Footings for dwelling & construction of garage only	CodeHQ Building Consultancy
4528996616422	29/11/2021	19/11/2021	10 Ford Street, Ararat	Construction of an Above Ground Spa & Safety Barrier	CodeHQ Building Consultancy
1441698262009	10/12/2021	08/12/2021	CA26, SEC 11 Rhymney Road, Norval	Telecommunications Pole	Coast to Country Building Approvals
4874292526596	10/12/2021	25/10/2021	59 Reid Road, Cathcart	Dwelling	Coast to Country Building Approvals
7535809908075	09/12/2021	08/12/2021	1 Kneebone Street, Ararat	Proposed Star Structure	Certis (WA&VIC) Pty Ltd
8979158300210	10/12/2021	30/11/2021	72 Queen Street, Ararat	Detached Shed	Daville Building Surveying
2582584831456	13/12/2021	18/11/2021	2406 Ararat-Halls Gap Road, Moyston	Construction of a farm storage shed	Tekon Group Building Surveying
9500206147524	13/12/2021	31/10/2021	117 Burke Road Ararat	Construction of Dwelling, Garage and Verandah	PROVIC Building Approvals
7222917561099	14/12/2021	15/12/2021	6A George Road, Ararat	Construction of a Verandah	CodeHQ Building Consultancy
7689777157882	16/12/2021	19/11/2021	8 Maclean Street, Ararat	Garage	Coast to Country Building Approvals
1463868733678	16/12/2021	14/09/2021	11A Coad Street, Ararat	Proposed dwelling with attached porches at front & rear	Widdison Building Services
4335881621056	20/12/2021	03/12/2021	4 Domain Circuit, Ararat	Construction of a dwelling, detached garage	Lighthouse Building Permits
1497955470603	23/12/2021	23/12/2021	254 Tunnel Road, Pomonal	Additions & Alterations to Dwelling (1a(a))	PROVIC Building Approvals

TOTAL VALUE \$2,456,811.92

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

2 Building Robust Local Economies -

We will develop strong relationships to build and strengthen a diverse local economy, focused on creating jobs and wealth through adding value to existing strengths in agriculture, manufacturing, tourism and hospitality.

RECOMMENDATION

That the Building Approvals Report be received.

ATTACHMENTS

There are no attachments relating to this item.

4.2 PLANNING MATTERS APPROVED UNDER DELEGATION PLANNING PERMITS AND CERTIFICATION OF SUBDIVISION PLANS

RESPONSIBLE OFFICER: MANAGER PLANNING, COMMUNITY & COMPLIANCE
DEPARTMENT: PLANNING, COMMUNITY & COMPLIANCE
REFERENCE: 3243

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

DISCUSSION

Planning permits, certification of subdivision plans and Statement of Compliances are approved under delegated authority by relevant Council officers each month, where possible. This report outlines the various approvals for Council's information.

Planning permit approvals under delegated authority – December 2021

Application No.	Date Lodged	Date of Delegated Approval / Refusal	Applicant	Location	Proposed Use of Development
2284/1	06/12/2021	06/12/2021	Sarah Hendry for GJ Gardner Homes	34 Princes Street, Ararat	Extension of time Granted for 3 Dwellings & 3 Lot Subdivision
2819	23/11/2021	08/12/2021	Katherine Gibson	1939 Astons Road, Narrapumelap South	Extension of time Granted for Use and Development: Construction of a Dwelling
2662	14/12/2021	15/12/2021	J and A Eastick	80 Dodd Drive, Ararat	Secondary consent to widen verandah
3002-1	5/11/21	31/12/21	K Kirkpatrick	360 Pomonal East Road, Pomonal	Amendment to planning permit to cover revised dwelling design, additional pool and outbuildings
3062	23/09/2021	13/12/2021	Steele Surveying for Heinrich	Pietsch Road, Pomonal	2 lot subdivision
3065	01/10/2021	06/12/2021	Ashu Goel, E2e Growth Consultants Pty Ltd	6 Wilson Street, Ararat	Use and Development of two additional Dwellings and Subdivision into 3 Lots
3066	8/10/2021	31/12/2021	Danny Drake	61 Banfield Street, Ararat	Notice of decision - Construction of 2 dwelling and 3 lot subdivision

3067	13/10/2021	01/12/2021	Tract Consulting for Olaf Ciolek	McLeod Road, Moyston	Construction of a dwelling and bushfire shelter within the Bushfire Management Overlay
3070	11/10/2021	31/12/2021	Ashu Goel, E2E Growth Consultants	65 Banfield Street, Ararat	Notice of decision - Construction of 5 dwelling and 5 lot subdivision
3071	15/10/2021	23/12/2021	Clinton Smith	3236 Ararat-Halls Gap Road, Pomonal	Buildings and works for a garage and additional access to Road Zone 1
3073	31/10/2021	07/12/2021	Rachael Stacpoole	244 Western Highway, Ararat	Buildings and works for a dwelling and shed
3076	5/11/2021	22/12/2021	Stephen Gray	51 Blind Creek Elmhurst	Construction of a shed
3079	09/11/2021	11/12/2021	Sarah Hendry	1469 Ararat-Halls Gap Road, Moyston	Building and works for a shed and extension to dwelling for verandah
3080	17/11/2021	23/12/2021	Hotondo Homes for Walit	17 Banksia Street, Ararat	Use and development of a dwelling and waiver of 1 car parking space
3081	24/11/2021	30/12/2021	Ararat Survey for Cowling	4 Lowe Street, Ararat	2 lot subdivision
3082	25/11/2021	23/12/2021	Sarah Deacon	42 Jackson Creek Road, Ararat	Keeping of a horse and construction of a shed
3083	1/12/2021	21/12/2021	Leon Nash, Gasons	29-31 Blake Street, Ararat	Buildings and works for industry and waiver of car parking
VS2021024	29/11/2021	06/12/2021	Jason Nicholson, Ararat Homemakers	80 Barkly Street, Ararat	Signage in a Heritage Overlay
VS2021025	15/12/2021	21/12/2021	Ty Kobolt	106 Picnic Road, Ararat	Development of a shed and 3 shipping containers
VS2021026	14/12/2021	22/12/2021	Brayley and Hayes for Penak	5 Queens Avenue, Ararat	2 lot subdivision

Application No.	Applicant	Location	Proposed Use or Development	Status
3048	A Lacey for Peatt	Government Road, Warrak	Use and development of a dwelling	Lodged 20 December 2021

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

2 Building Robust Local Economies -

We will develop strong relationships to build and strengthen a diverse local economy, focused on creating jobs and wealth through adding value to existing strengths in agriculture, manufacturing, tourism and hospitality.

RECOMMENDATION

That the report on Planning Matters Approved under Delegation – Planning Permits and Certification of Subdivision Plans and Statement of Compliances be received.

ATTACHMENTS

There are no attachments in relation to this item.

4.3 COMMUNITY ASSET COMMITTEES HALF YEAR REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 4103

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

A Community Asset Committee is a committee with powers of the Council, established and with members appointed by Council. Powers are delegated by the Chief Executive Officer, subject to the terms and conditions specified by the Chief Executive Officer, for the purpose of managing a community asset in the municipal district

Section 47(6) of the Local Government Act 2020 states that a Chief Executive Officer must submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section.

This report outlines the activities of the Community Asset Committees since their establishment in August 2020.

DISCUSSION

Chief Executive Officer Update

I have attended a variety of different meetings of Council's Community Asset Committees of the past seven months, these include but are not limited to:

- Ordinary Committee and Annual General Meetings;
- Meetings to discuss the future of the Community Asset Committees and the way forward; and
- Discussion relating to the redevelopment or develop of current facilities.

I will continue to work with Committees to ensure that the standard of facilities are maintained for future generations. Council has a project management budget to upgrade these facilities as required.

The contribution to maintaining these facilities by Community Asset Committee members is a credit to them and I congratulate all involved and thank them for their contribution.

I provide the following report in relation to the activities of Council's Community Asset Committees.

1 COVID-19 Update

With the lifting of some restrictions the Committees had started to meet again following strict COVID- 19 protocols. Council staff worked with our Community Asset Committees to ensure that they had the necessary COVID-19 protocols in place. The Committees were supplied with COVID-19 kits, which include signage/posters, gloves, masks, hand sanitiser, alcohol wipes and sign in sheets.

When requested Council officers assisted Committees with the activation of QR codes and assistance with density limits.

Unfortunately, due to recent cases being identified in the municipality, some meetings have been postponed. Also, the harvest season over the Christmas and New Year period has meant that some Committee members are unable to attend meetings and some meetings have been postponed. Meetings will be rescheduled for February/March 2022.

2 Community Asset Committee - Meetings Minutes

The following table outlines the recent meetings held by the Community Asset Committees.

Minutes provided show that the Committee members have been very busy over the past seven months, with general maintenance requirements, event preparation and future planning for their facilities.

Minutes received are provided as an attachment to this report.

Community Asset Committee	Meetings held during the report period	Meetings scheduled advised
Alexandra Hall	11 August 2021 (Ordinary & AGM); and 11 November 2021.	10 February 2022, 12 May 2022, and 14 July 2022 Ordinary and AGM.
Buangor Community Sports Centre	15 June 2021, 18 August 2021, (AGM & Ordinary) 5 October 2021, 9 November 2021, and	No meetings scheduled.
Elmhurst Public Hall	26 May 2021, 24 November 2021, and 15 December 2021 (AGM & Ordinary).	9 February 2022, 11 May 2022, 10 August 2022; and 9 November 2022.
<i>Lake Bolac Complex</i>	<i>29 September 2021 Final Meeting minutes presented</i>	
Lake Bolac Memorial Hall	No meetings held.	No meetings scheduled.
Maroona Recreation Reserve	2 August 2021	No meetings scheduled.
Mininera Recreation Reserve	16 November 2021 (AGM & Ordinary)	No meetings scheduled.
Moyston Public Hall	9 November 2021 (AGM & Ordinary)	1 February 2022
Pomonal Hall and Recreation Reserve	4 August 2021, and 13 October 2021 <i>1 December 2021 (minutes to be presented with June 2022 report)</i>	No meetings scheduled.
Streatham Memorial Hall	No meetings held.	Meeting to be scheduled early in the new year following harvest.
Tatyoorn Hall and Recreation Reserve	12 July 2021, 27 September 2021, and 25 October 2021.	Meeting to be held in early February 2022.
Warrak Public Hall	No meetings held Financial report.	Meeting to be arranged in the new year.
Westmere Hall	No meetings held. Financial report.	Meeting to be arranged in the new year.
Wickliffe Recreation Reserve	No meetings held.	AGM to be scheduled in February 2022.
<i>Willaura Golf Club</i>	<i>Now with a lease arrangement</i>	
Willaura Memorial Hall	19 August 2021; 21 October 2021 (Ordinary & AGM); and	3 February 2022

	2 December 2021.	
Willaura Recreation Reserve	20 September 2021; and 21 October 2021 (Ordinary & AGM)	No meetings scheduled.
Yalla-Y-Poorra Community Centre	22 November 2021	March 2022 (at completion of tennis year)

A copy of minutes of Community Asset Committees are included as an attachment to this report.

Governance

A review of the Community Asset Committee Governance Manual is currently being conducted. This will be completed and forwarded to all Community Asset Committees in March 2022 and includes all the information and forms to assist Committee members. Council officers will continue to work with Committee members to support them in their Committee roles.

3 Review of Community Asset Committees

Over the past six months I have worked with several Committees to transition to leases. Details of the Committees and lease arrangements are listed below:

Lake Bolac Complex

As noted in my previous report to Council, I have had meetings with the Lake Bolac Complex Committee, the associated Clubs and the community regarding the future use of the Complex precinct.

I met with the Lake Bolac Complex Committee executive on 26 May 2021 to discuss the transition to the proposed lease arrangements. The Complex Committee requested I hold a further meeting to update the community groups using the precinct on the proposed lease arrangements including the distribution of Complex Committee funds following the dissolution of the Lake Bolac Complex Committee.

On 29 September 2021, I attended the Lake Bolac Complex Committee meeting, where the Committee was formally dissolved. The minutes of this meeting are provided in the attachment to this report.

Following the meeting, I also met with the three main clubs who utilise the Lake Bolac Complex area. The Lake Bolac Golf Club, Lake Bolac Bowling Club and Wickliffe/Lake Bolac Football Netball Club were keen to ensure that their respective areas were run by the relevant club. The Lake Bolac Golf Club noted their interest in running the Complex building.

Further meetings were held with each Club to discuss formal lease arrangements between them and Council. A formal lease has now been finalised for each Club and made under delegation by the Chief Executive Officer. Along with the formal lease with each Club.

A Memorandum of Understanding between Council and the three Clubs has been established, which outlines arrangements for use of the paddock adjacent to the Golf Club (known as the cropping paddock by the community).

The pool area of the complex will remain under the management of Council.

Westmere Recreation Reserve

In my Community Asset Committee report presented to the June 2021 Council Meeting I reported that we were preparing a lease for the Westmere Motorsports Club Inc to utilise the Westmere Recreation Reserve for meetings and events. This lease has now been finalised with the Westmere Motorsports Club Inc.

The Westmere Hall Community Asset Committee will continue to manage the hall on behalf of Council.

Willaura Golf Club

Council officers have worked with the Willaura Golf Club to transition from a Community Asset Committee to a formal Lease. The Willaura Golf Club is situated on Department of Environment, Land, Water and Planning (DELWP) land, and I can advise that DELWP have approved and signed the Lease on 9 December 2021.

4 Capital Works Update

The capital works program includes provisions for the upgrade of halls and recreation reserves in the municipality.

These projects have been developed in consultation with the hall and recreation reserve Community Asset Committees. I have attended various site meetings with Community Members of both the Mininera Recreation Reserve and the Willaura Recreation Reserve Community Asset Committees.

The following highlights the works recently completed or under development.

Mininera Recreation Reserve \$173,030

Funding was provided for the Mininera Recreation Reserve to install an automatic irrigation system and to resurface the oval.

The project involved the installation of a water tank, electrical upgrade and the resurfacing of the oval with a climatically resilient couch-rye mix grass surface. Work has now been completed with installation of the irrigation system and resurfacing of the oval.

The funding for this project comes from State Governments Local Sport Infrastructure 2020-21 – Community Facilities Fund, Council, SMW Rovers Football Netball Club and community support.

Parliamentary Secretary for Sport, Danielle Green MP visited the site on 14 December 2021 to celebrate the upgrade of the facility.

Willaura Recreation Reserve \$590,000

Funding was provided for the construction of new female-friendly change rooms and amenities and an upgrade to existing football (AFL) facilities to support future women and girls' participation.

The new female-friendly amenities gives netball and AFL participants access to safe, modern and compliant facilities to further enhance participation and create an inclusive environment for women and girls. It also provides participation opportunities for women returning to sport through social netball and "mums and bubs" activities.

The funding for this project comes from State Governments Local Sport Infrastructure 2020-21 – Female Friendly Facilities Fund and Council.

Parliamentary Secretary for Sport, Danielle Green MP visited the site on 14 December 2021 to celebrate the development of female-friendly changerooms and the re-fit of the existing facilities.

5 Capital Works Program 2021/2022

The following projects have been identified for the 2021/2022 financial year:

- **Buangor Community Sports Centre \$270,000**
Undertake renovation and extension of the Buangor Recreation Reserve kitchen
- **Lake Bolac Complex \$218,000**
Undertake renovation of the Lake Bolac Complex kitchen
- **Lake Bolac Hall \$20,000**
Work with the Lake Bolac Hall Committee to complete preliminary design for Lake Bolac Hall refurbishment

6 Other Projects

- **Tatyoan – New Social Facility**
The Tatyoan Recreation Reserve wish to upgrade their existing social room facilities from the existing hall to a more appropriate purpose-built facility, closer to the existing change rooms. The Committee have already put significant work into planning and development of the facility and are fundraising to ensure a significant community financial contribution. A more complete report will be considered by Council at the February 2022 Council Meeting.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objectives of the Council Plan 2021-2025:

4. **Developing and Maintaining Key Enabling Infrastructure**
 - 4.2 Work directly with asset users to manage and develop new and existing assets.
5. **Enhancing Community Life**

We will work with the communities of Ararat Rural City to maintain social cohesion, support community activity and cultural life, and enhance safety.

 - 5.2 Develop models of volunteering that recognise, support and properly utilise the skills that community volunteers bring to community life.

Budget Implications

All Community Asset Committee projects or maintenance are allocated in the current budget.

Community Asset Committees report on their finances at their meetings.

Policy/Relevant Law

The Local Government Act, section 47(6) states that a Chief Executive Officer must submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section.

Sustainability Implications

All economic, social and environmental implications were considered when writing this report.

Risk Assessment

Not reporting the Community Asset Committees activities and performance to Council would breach the legislative requirements of the Local Government Act 2020 in particular section 47(6).

Innovation and Continuous Improvement

Council has been proactive in ensuring the Community Asset Committee halls and recreation reserves are identified for infrastructure improvements. This has included significant building and reserve surface works being carried out through tender processes.

Stakeholder Collaboration and Community Engagement

The Chief Executive Officer has attended the majority of Community Asset Committees since the last report in June 2021.

The Community Asset Committees consist of Committee members who volunteer their time to manage the facilities on Council's behalf.

RECOMMENDATION

That the Community Asset Committee Half Year Report be received.

ATTACHMENTS

Community Asset Committee Meeting Minutes provided as Attachment 4.3

4.4 COUNCIL PLAN 2021-2025 YEAR 1 ACTION PLAN UPDATE

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S DEPARTMENT
REFERENCE: 4458

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

The Council Plan Action report is presented to Council updating the progress of actions identified against the strategic objectives in the Council Plan 2021-2025 for Year 1.

The Council Plan 2021-2025 contains actions to be undertaken during the 2021/2022 financial year under the strategic objectives:

1. Growing our place
We will create the settings to support growth across our municipality through an improved planning scheme, actively pursuing new housing options and exploring models for in-migration.
2. Building robust local economies
We will develop strong relationships to build and strengthen a diverse local economy, focussed on creating jobs and wealth through adding value to existing strengths in agriculture, manufacturing, tourism and hospitality.
3. Preserving the environment
We will take pragmatic approaches to ensuring that Ararat Rural City Council takes a regional lead in responsible environmental management and engagement with the circular economy.
4. Developing and maintaining key enabling infrastructure
We will ensure that we plan, fund and develop new infrastructure in ways that delivers strong public value. Existing infrastructure will be managed, renewed, and maintained to ensure that it continues to serve identified public needs.
5. Enhancing community life; and
We will work with the communities of Ararat Rural City to maintain social cohesion, support community activity and cultural life, and enhance safety.
6. Strong and effective governance
We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices.

DISCUSSION

This report outlines the progress of the actions listed in the Council Plan 2021-2025 for Year 1 (2021/2022) as at 20 January 2022.

The Council Plan for 2021-2025 contain 55 actions, which the following table outlines the results in relation to these actions:

Progress	Number
Ongoing	5
0-50% completed	23
51%-99 completed	10
Completed	11
Abandoned	6
TOTAL	55

Council Plan Objective	Action	Progress	Officer update
1.1 Develop a new planning scheme for Ararat Rural City that is clear in its intention, supports growth and builds confidence and certainty around land use.	Commence consultation and implementation of new Planning Scheme	In progress 0-50%	Review of current scheme is complete to be received at the February 2022 Council meeting.
1.2 Support innovative housing models that work to overcome market failure and create the capacity to increase the population of Ararat Rural City.	Development of a Transitional Worker Housing project	In progress 0-50%	Project partners identified and Heads of Agreement for a rental guarantee being negotiated.
	Develop a potential Public Private Partnership (PPP) model for development of affordable housing	In progress 51-99%	Model developed and a Heads of Agreement being negotiated with private investor.
	Explore feasibility of development of state-owned land with Development Victoria	In progress 51-99%	Discussions and planning well advanced. The project has stalled over complexities associated with transfer of state-owned land.
	Develop an alternate access to the Ararat East Development Zone based on successful State Government funding	In progress 51-99%	State funding secured through the Workforce Pilot Program. Design and preliminaries complete. In-house construction to commence in January 2022.
	Seek funding support from Victorian State Government for key trunk infrastructure to assist in de-risking private sector housing development	Complete	Trunk road and drainage infrastructure gained through the State Government Workforce Pilot Program (\$950,000). An additional fund was provided to support Transitional Worker Housing projects (\$300,000).
1.3 Work with other levels of government, business, and not-for-profits to develop programs to increase in-migration to Ararat Rural City to grow our population.	Seek funding from the Victorian State Government to support a significant in-migration project to support population growth.	Complete	Funding was received under the Workforce Pilot project to support a project with the Wyndham Community Education Centre to support in-migration to support population growth (\$650,000).
	Seek funding for a workforce pilot program to support employment attraction initiatives	Complete	Funding received under the Workforce Pilot project to support employment attraction (\$281,000). Carmel Goulding appointed as Workforce Pilot Lead.
2.1 Partner with Federation University Australia to deliver the Ararat Jobs and Technology Precinct.	Ararat Jobs and Technology Precinct established with 4 PhD scholars appointed in 2021/2022	In progress 51-99%	Ararat Jobs and Technology Precinct established. 3 PhD and 2 Masters by research Scholarships have been funded through the Destination Australia Scheme. An additional scholarship will be funded by Council to support the Municipal Public Health and Wellbeing Plan. A scholarship has been negotiated to support the development of Council's new planning scheme.
	Develop a community digital hub and co-working space	Complete	Project complete. Digital Hub and Coworking space opened by 30/11/2021.
2.2 Work with other levels of government, local business, and	Commence consultation with stakeholders to the	In progress 0-50%	Business Park identified as a key advocacy project by Council for the

Council Plan Objective	Action	Progress	Officer update
private investors to develop a business park within Ararat Rural City, focused on agricultural value adding and advanced manufacturing, potentially leveraging “behind the meter” power.	develop the concept of a Business Park in the municipality.		2022 Federal and State Elections. Collateral being developed.
	Continue to support the development of biomass power facility	In progress 0-50%	The biomass power facility is progressing well. It has successfully completed FEL1 design and is progressing to FEL2. Over 140,000 tonnes of straw have been committed to provide feedstock.
2.3 Engage with Grampians Tourism and local businesses to drive growth in high yield tourist outcomes.	Implement new funding model Grampians Tourism	Complete	A new MOU has been developed, including new funding model, and adopted by Council.
	Continuation of business facade program	Complete	2021/2022 Façade Grant program rolled out.
3.1 Position Ararat Rural City Council as a prime mover in driving circular economy policy in waste management, including local processing and management of recyclables, and in use of renewable energy for Council purposes.	Fully implemented new Waste Management Plan, aligned with circular economy outcomes by 30 June 2022.	In progress 0-50%	Council has agreed to Waste Management Plan. Implementation is progressing well. There will be a progress report to the February 2022 Council Meeting.
	Council adopts Waste Management Pathway Plan at the October 2021 Council Meeting	Complete	Plan adopted by Council at the October 2021 Council meeting.
3.2 Develop innovative energy solutions utilising locally produced waste.	Continue to support the development of biomass power facility	Ongoing	The biomass power facility is progressing well. It has successfully completed FEL1 design and is progressing to FEL2. over 140,000 tonnes of straw have been committed to provide feedstock.
	Work with Pomonal Power and BREAZE to undertake a feasibility study for an innovative local power solution	Ongoing	Working to assist Pomonal power and Breaze to conduct the feasibility study.
3.3 Partner with local organisations and scientific experts to develop an appropriate and pragmatic local government Environment Strategy, focussed on the circular economy, emission reduction through renewable energy and management of Council assets.	Establish Environment Working Group comprising scientific/technical and community membership	In progress 51-99%	Second Eol has gone out for community representatives. A number were received. The first meeting will occur before 28/02/2022.
	Environment Working Group, working with consultants, develops Environment Strategy 2021-2031.	Not started	This project will commence once the Environment Working Group forms and commences work.
	Implementation of Environment Strategy	Not started	Implementation of the ARCC Environment Strategy will commence once it is developed by the Environment Working Group.
4.1 Ensure that asset development and renewal during the planning period matches that identified in Council’s Asset Plan 2021-2031	Undertake complete review of assets management, including systems, physical asset management, valuation and financial models.	In progress 0-50%	Asset Project team established, comprising membership from engineering, operations, finance and executive to undertake full asset review in line with the Asset Management Schema adopted by Council at the November 2021 Council Meeting. A report on

Council Plan Objective	Action	Progress	Officer update
			outcomes will be made to the March 2022 Council Meeting.
	Commence planning and negotiation with Regional Roads Victoria to develop a north– south heavy vehicle route for the Pyrenees Hwy	In progress 0-50%	Initial discussions and route planning have commenced with Regional Roads Victoria.
	Complete 2020-2022 Roads Capital Works Plan	In progress 51-99%	The Capital works program is progressing well with most rural roads finished. Works on Dean St and Baird St have also been completed.
	Implement sealed road shoulder maintenance program	In progress 0-50%	Works have commenced and will be completed by 30 June 2022.
	Undertake the 2021/2022 footpath and cycleway maintenance program	In progress 0-50%	Planning has commenced and the program will be completed by 30 June 2022.
	Plan and undertake the drainage renewal program	In progress 0-50%	Planning has commenced and the program will be completed by 30 June 2022. Learning for the extreme weather events on the 6 & 7 January 2022 will form part of the planning piece.
4.2 Work directly with asset users to manage and develop new and existing assets.	Planning and funding models for rural roads "spine" developed and endorsed by Rural Roads Group	In progress 0-50%	Planning underway and funding models being explored and negotiated with government. Reconstruction of a significant length of Mt William Road near Lakaput Bulk Storage Facility is a key element of this work.
	Policy and framework developed for sealing urban gravel roads and significant urban laneways	In progress 51-99%	Policy development is well underway. A draft policy for consideration will be presented to the March 2022 Council Meeting.
	Undertake a feasibility study for redevelopment of McDonald Centre (jointly with Grampians Community Health)	In progress 0-50%	Discussions have commenced with Grampians Community Health. This project is a key element of Council's advocacy plan in the lead up to the 2022 State and Federal elections.
	Work with the Lake Bolac Hall Committee to complete preliminary design for Lake Bolac Hall refurbishment	Not started	Discussion with the Lake Bolac Hall Committee to commence in first half of 2022.
	Undertake the Ararat Fitness Centre Feasibility Study	In progress 0-50%	Work has commenced on the study with further community engagement to be undertaken in January 2022
4.3 Deliver infrastructure outcomes that support economic growth, promote community wellbeing and	Implementation of key infrastructure projects from the Asset Plan 2021-2031 during the planning period.	In progress 0-50%	Key infrastructure projects have been identified for the Asset Strategy. The majority of work in 2021/2022 will be in the planning and funding space.

Council Plan Objective	Action	Progress	Officer update
safety, and align with Council's financial sustainability.	Provide free public WiFi services Ararat	In progress 0-50%	This project has commenced and due for completion in 2022.
	Implement Pomonal Tunnel Track Linkage Plan	In progress 0-50%	Work has commenced on planning of the site requirements.
	Implement Gordon Street Recreation Reserve Redevelopment	In progress 0-50%	Work has commenced on site, milestone tender requirements have now been extended out to 31.03.2022 to obtain costings that adhere to the budget
	Undertake renovation and extension of the Buangor Recreation Reserve kitchen	In progress 0-50%	Three design proposals have been developed for community consideration.
	Undertake renovation of the Lake Bolac Complex kitchen	In progress 0-50%	The "complex" kitchen is now managed by the Lake Bolac Golf Club under a lease agreement with Council. Discussions have commenced around kitchen design to meet the Golf Club's needs.
5.1 Open up Council's arts and culture assets to greater community participation, ownership and engagement in decision-making.	Work with the Friends of Gum San to explore a model for improving the viability of Gum San.	Complete	An MoU has been negotiated with Friends of Gum San for management of the site. Final handover will occur in late January 2022.
	Develop the Ararat Regional Library Strategy	Complete	5 year Strategy complete and action plan currently being formed for implementation.
	Establish a Town Hall Users Group to provide advice on issues relating to the operations of the Town Hall	In progress 0-50%	Town Hall user group established, will hold first meeting in early 2022.
	Establish a TAMA Gallery Reference Group to provide advice on the operations of TAMA	Not started	Work on establishing the TAMA Gallery reference group will commence in late January 2022.
5.2 Develop models of volunteering that recognise, support and properly utilise the skills that community volunteers bring to community life.	Promote the benefits and achievements of volunteers to encourage participation.	In progress 0-50%	This project will be implemented in the first half of 2022.
	Facilitate networks/partnerships with community groups	Ongoing	Council will continue to increase its level of involvement with and support for community groups across the municipality. Council's Community grants need to be better publicised across ARCC.
5.3 Partner with community groups, not-for-profits, and traditional owner organisations to develop Ararat Rural City as a more inclusive and diverse community.	Review the Access and Inclusion Policy	Not started	This policy will be reviewed during the first half of 2022.
	Develop a Gender Equality Policy	In progress 51-99%	Extension by LG provided now due 31/03/2022. Have engaged WHG to assist in the development and implementation of the Gender Equality Action Plan. Gender Audit was due 01/12/21, submitted 09/11/2021.
	Commence a process of establishing respectful and productive relationships	Not started	Council will develop an engagement model in consultation with external experts and traditional owner groups in the first half of 2022.

Council Plan Objective	Action	Progress	Officer update
	with traditional owner organisations		
6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation and rating fairness.	Council budgets continue to deliver public value and return dividends where appropriate	Ongoing	Council budgets will continue to be framed to deliver public value across all services. Focus of core business and financial sustainability will underpin financial decision making. The 2022/2023 Budget will be framed to ensure that Council has the option to deliver a zero percent rate rise.
	Council develop and implement a performance dashboard providing reporting to the CEO, Council and Community	In progress 51-99%	Performance dashboard in place and currently being used for Budget management and monitoring. KPIs developed across services and being refined through sense checking activity and regular meetings with service leaders.
	Undertake key data quality improvement projects during 2021/2022	In progress 51-99%	Key data projects are being developed and delivered around KPI, financial and asset data.
6.2 Ensure appropriate risk management is applied to Council and organisational decisions. Council's internal function is applied to areas of perceived risk.	Council Review the Business Continuity Plan and Disaster Recovery Plan	In progress 0-50%	Emergency Management and Risk Management staff have commenced a review of BCP and DRP.
	Review Council's Risk Management Policy and Framework	Complete	Risk Management Policy and Risk Management Framework reviewed. Presented to Audit and Risk Committee on 7 September 2021, and adopted by Council at the Council meeting held on 21 September 2021.
	Develop a Risk Management training program	In progress 0-50%	Basic Risk Training Session to be conducted by Council's Risk Service Provider on 2 March 2022 for all Managers, Coordinators, Supervisors and Team Leaders.
	Implement a Risk Assessment Process and Building Inspection Program for all Council assets	Complete	Building Inspection Checklist developed and utilised by Depot and Asset staff.
6.3 Continuously improve Council's community engagement process and practices in line with deliberative engagement practices, while acknowledging the need for a range of different techniques to ensure effective engagement.	Implement the Community Engagement Policy to support and development Council's strategies and projects.	Ongoing	Council's Community Engagement Policy will be rolled out further during the first half of 2022. This will include utilising the Policy in development of Council's 2022/2023 Budget and Annual Plan.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

- 1.1 Develop a new planning scheme for Ararat Rural City that is clear in its intention, supports growth and builds confidence and certainty around land use.
- 1.2 Support innovative housing models that work to overcome market failure and create the capacity to increase the population of Ararat Rural City.
- 1.3 Work with other levels of government, business, and not-for-for profits to develop programs to increase immigration to Ararat Rural City to grow our population.
- 2.1 Partner with Federation University Australia to deliver the Ararat Jobs and Technology Precinct.
- 2.2 Work with other levels of government, local business, and private investors to develop a business park within Ararat Rural City, focused on agricultural value adding and advanced manufacturing, potentially leveraging “behind the meter” power.
- 2.3 Engage with Grampians Tourism and local businesses to drive growth in high yield tourist outcomes.
- 3.1 Position Ararat Rural City Council as a prime mover in driving circular economy policy in waste management, including local processing and management of recyclables, and in use of renewable energy for Council purposes.
- 3.2 Develop innovative energy solutions utilising locally produced waste.
- 3.3 Partner with local organisations and scientific experts to develop an appropriate and pragmatic local government Environment Strategy, focussed on the circular economy, emission reduction through renewable energy and management of Council assets.
- 4.1 Ensure that asset development and renewal during the planning period matches that identified in Council’s Asset Plan 2021-2031.
- 4.2 Work directly with asset users to manage and develop new and existing assets.
- 4.3 Deliver infrastructure outcomes that support economic growth, promote community wellbeing and safety, and align with Council’s financial sustainability.
- 5.1 Open up Council’s arts and culture assets to greater community participation, ownership and engagement in decision-making. 5.2 Develop models of volunteering that recognise, support and properly utilise the skills that community volunteers bring to community life.
- 5.3 Partner with community groups, not-for-profits, and traditional owner organisations to develop Ararat Rural City as a more inclusive and diverse community.
- 6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation and rating fairness.
- 6.2 Ensure appropriate risk management is applied to Council and organisational decisions. Council’s internal function is applied to areas of perceived risk.
- 6.3 Continuously improve Council’s community engagement process and practices in line with deliberative engagement practices, while acknowledging the need for a range of different techniques to ensure effective engagement.

Budget Implications

Initiatives and projects listed in the Council Plan Action Plan have an allocation in the 2021/2022 Budget.

Policy/Relevant Law

The Local Government Performance Reporting Framework – Governance and Management Checklist No 17 – Council Plan Reporting - Report reviewing the performance of the Council against the Council Plan including the results in relation to the strategic indicators for the first six months of the financial year.

Where Council has a report, it must also provide details of the report, where Council has no report it must provide a reason.

In relation to funding projects, all State Government funding milestone requirements have been met.

Sustainability Implications

None identified for this report.

Risk Assessment

Not meeting the requirements of the Local Government Performance Reporting Framework will result in negative feedback on the Know Your Council website.

Innovation and Continuous Improvement

The list presented to Council shows the innovation and continuous improvement that Council is providing both the organisation and the community.

Stakeholder Collaboration and Community Engagement

The Chief Executive Officer along with relevant officers have worked to ensure that Council Plan actions have met expected milestones and timeframes where possible.

The Chief Executive Officer has held meetings with Regional Development Victoria, Rural Councils Victoria, Major Roads Projects Victoria and GWM Water regarding projects listed in the Council Plan Actions for 2021/2022.

RECOMMENDATION

That the Council Plan 2021-2022 Year 1 Update Report be received.

ATTACHMENTS

There are no attachments relating to this item.

SECTION 5- COMMITTEE MINUTES/REPORTS

5.1 AUDIT AND RISK COMMITTEE MEETING

AUTHOR'S TITLE: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 4453

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

This report contains the minutes of the Audit and Risk Committee meeting held on 07 December 2021.

DISCUSSION

Minutes of Audit and Risk Committee meetings are provided to Council at the first available opportunity after clearance by the Audit and Risk Committee Chairperson. The report contains the Audit and Risk Committee Meeting held on 07 December 2021.

Council Committees	Councillor representative	Current meeting (as presented)	Next scheduled meeting/s
Audit and Risk Committee	Cr Jo Armstrong & Cr BurrIDGE	07 December 2021	01 March 2022

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

6 Strong and Effective Governance

Budget Implications

No budget impact for the receiving of minutes.

Policy/Legal/Statutory

Section 53 of the *Local Government Act 2020* states that Council must establish an Audit and Risk Committee.

Section 6.1 of the *Audit and Risk Committee Charter* states that minutes of Committee meetings will be provided to Council at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting.

Risk Assessment

Council needs to be aware of issues raised in the minutes.

Stakeholder Consultation and Communication

Audit and Risk Committee members.

Councillor representation on Council Committees.

Chief Executive Officer and relevant Council officers.

RECOMMENDATION

That the Audit and Risk Committee Meetings minutes of 7 December 2021 be received.

ATTACHMENTS

The Audit and Risk Committee minutes as listed above are provided as Attachment 5.1.

SECTION 6 – INFORMAL MEETINGS

6.1 INFORMAL MEETINGS

AUTHOR'S TITLE: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 13039074

OFFICER'S DECLARATION OF INTEREST

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

The Governance Rules state that if there is a meeting of Councillors that:

- 1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- 2 is attended by at least one member of Council staff; and
- 3 is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting, the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:
 - a) tabled at the next convenient *Council meeting*; and
 - b) recorded in the minutes of that *Council meeting*.

DISCUSSION

As a requirement of the Governance Rules, a summary of matters discussed at the Council Briefings held since the last Council Meeting are presented to Council and will be recorded in the minutes.

INFORMAL MEETINGS
Council Briefing held on 18 January 2022

Issues discussed at the briefing:

- Extreme flash flooding event
- Ararat Fitness Centre community consultation and implementation
- Waste Management update
- Provision of childcare
- HACC service update
- Procurement Policy review
- Dean St sealing project
- Economic Development update
- Skate Park mural
- Community Asset Committees
- Annual Plan implementation
- Workforce Pilot project update
- 2022/2023 Capital Works program

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

- 6.3 Continuously improve Council's community engagement process and practices in line with deliberative engagement practices, while acknowledging the need for a range of different techniques to ensure effective engagement.

Financial

There are no financial impacts for the receiving of Informal Meetings of Councillors.

Policy/Relevant Law

Reporting of Informal Meetings is in line with the requirements of the Governance Rules.

Risk Assessment

Following the requirements of the Governance Rules will ensure that Council meets its legislative requirements.

Stakeholder Collaboration and Community Engagement

A summary of matters discussed at the Council Briefings are presented for community information.

RECOMMENDATION

That the Informal Meetings of Councillors Report be received.

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 6.1.

SECTION 7 – NOTICES OF MOTION

A notice of motion must be in writing signed by a Councillor and be lodged with or sent to the *Chief Executive Officer* no later than 12.00pm (noon) and at least six (6) days prior to the Council Meeting to allow sufficient time for the *Chief Executive Officer* to include the *notice of motion* in agenda papers for a *Council meeting*.

No Notices of Motion were received.

SECTION 8– URGENT BUSINESS

Items cannot be admitted as urgent business other than by resolution of *Council* and only then if it:

- 1 relates to or arises out of a matter which has arisen since distribution of the *agenda*; and
- 2 cannot safely or conveniently be deferred until the next *Council meeting*.

SECTION 9 – CLOSE SESSION (CONFIDENTIAL)

In accordance with section 66(2)(a), 3(1) *Confidential Information* (a) of the Local Government Act 2020, the following agenda items are listed for consideration in the confidential section:

- Item 9.1- Contract No. 668- Supply & delivery of new mobile garbage bins

CLOSURE OF COUNCIL MEETING TO THE PUBLIC

The Open Council Meeting will now be closed, but members of the public are welcome to rejoin the Council Meeting following the recommencement of the meeting.

RECOMMENDATION

That the meeting be closed to members of the public pursuant to section 66(2)(a) of the Local Government Act 2020 to consider confidential reports.

OPEN COUNCIL MEETING RECOMMENCEMENT

RECOMMENDATION

That the Open Council Meeting recommence.

Gallery invited to return to Council Chamber.

LIFTING OF CONFIDENTIALITY OF CLOSED SESSION RESOLUTIONS

RECOMMENDATION

That the Confidentiality of the:

- Decision in relation to Confidential Agenda Item 9.1 be lifted;
- Report of Confidential Agenda Item 9.1 not be lifted.