



Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 25 January 2022

Held in the Alexandra Oval Community Centre
1 Waratah Avenue, Ararat
(Livestreamed)

Commenced at 6.01pm

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.

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PRESENT:

Cr Bob Sanders (Deputy Mayor), Cr Gwenda Allgood, Cr Peter Beales, Cr Henry Burridge, Cr Bill Waterston, Dr Tim Harrison, Chief Executive Officer, and Josie Frawley, Executive Assistant.

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- CR BURRIDGE

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- CR BEALES

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- CR WATERSTON

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.

MOVED CR BEALES

SECONDED CR R ARMSTRONG

That the apology of Cr Jo Armstrong be accepted.

CARRIED 4550/22

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.*



MOVED CR BURRIDGE
SECONDED CR BEALES

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.

CARRIED 4551/22

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.

There were no Declaration of Conflict of Interests received.

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.

MOVED CR BEALES

SECONDED CR BURRIDGE

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.

CARRIED 4552/22



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:

<p><i>Under Definitions and Abbreviations</i></p> <p><i>Change Act/The Act to Local Government Act 2020</i> <i>Update to meaning of Collaborative Tendering to:</i> <i>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.</i> <i>Addition of definition of Cumulative Spend</i> <i>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.</i> <i>Addition of Panel Arrangements</i> <i>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.</i></p>
<p><i>Under the heading "2.5 Fair and Honest Dealing", include wording:</i></p> <p><i>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.</i></p> <p><i>Impartiality is to be maintained through the procurement process to eliminate the prospect of any bias in decisions and withstand public scrutiny.</i></p>
<p><i>New heading "2.9 Borrowings", include wording:</i></p> <p><i>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.</i></p>
<p><i>Under 2.10.4 Responsible Financial Management – updated wording</i></p>

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.

MOVED CR R ARMSTRONG
SECONDED CR ALLGOOD

That Council adopt the Procurement Policy.

CARRIED 4553/22

ATTACHMENTS

The Procurement Policy is provided as Attachment 3.1.



Procurement Policy

DOCUMENT CONTROL

Category Type: Policy
Type: Council
Responsible Officer: Contracts and Procurement Coordinator

Last Review Date: 16 March 2021
Date Approved:
Next Review Date: June 2023

Revision No: 14

Stakeholder Engagement:
Audit and Risk Committee
Councillors
Chief Executive Officer
Contracts and Procurement Officer

Procurement Policy



Ararat Rural City

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Procurement Policy



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1. SUMMARY

1.1 Background

Ararat Rural City Council (Council) recognises the importance of having a procurement framework based on integrated policy, strategy, service delivery plans and associated procedures for the procurement of all goods, services and works. This framework will assist Council to achieve its objectives such as sustainable and social procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.

The elements of best practice applicable to local government procurement incorporate:

- broad principles covering ethics, value for money, responsibilities and accountabilities;
- guidelines giving effect to those principles;
- a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process);
- procurement processes, with appropriate procedures covering minor procurement to high value, complex procurement.

In addition to these elements, Council's contracting, purchasing and contract management activities endeavour to:

- support Council's corporate strategies, aims and objectives including, but not limited to those related to service delivery in support of the community's needs and aspirations, protection of the environment, and corporate social responsibility;
- take a long-term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
- provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that meets the needs of end users;
- be conducted, and are seen to be undertaken, in an impartial, fair and ethical manner;
- achieve value for money and quality in the acquisition of goods, services and works by the Council;
- ensure that risk is identified, assessed and managed at all stages of the procurement process;
- use strategic procurement practices and innovative procurement solutions to promote sustainability and best value, in particular making use of collaboration and partnership opportunities;
- use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the broader social objectives of the Council;
- comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practices.

The Victorian Local Government *Best Practice Procurement Guidelines 2013* detail of how the Council can achieve its procurement objectives.

This Policy endeavours to promote best practice in procurement.

1.2 Scope

This Procurement Policy is made under Section 108 of the *Local Government Act 2020* (the Act). The Act is the crucial legislative framework that regulates the process of all local government procurement in Victoria. Section 108 of the Act requires Council to prepare, approve and comply with a procurement

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policy encompassing the principles, processes and procedures applied to purchasing goods, services and works.

This policy is to apply in addition to applicable sections of the Act.

1.3 Purpose

The purpose of this Policy is to:

- Provide the governance framework for Council's procurement.
- Ensure goods, services and works meet the requirements and expectations of the community.
- Ensure procurement is undertaken based on best value for money.
- Ensure procurement is undertaken fairly for existing and prospective suppliers and service providers.
- Ensure procurement complies with due probity, accountability, and transparency.

1.4 Treatment of GST

All monetary values stated in this policy exclude GST except where expressly stated otherwise.

1.5 Definitions and Abbreviations

TERM	DEFINITION
Act / The Act	Local Government Act 2020
Authorised Officer	A Council staff member is authorised to approve the release of a purchase order or the entry into an agreement or contract.
Best Value	Best value in procurement requires selecting a suitable supply of goods, services and works based on both cost and non-cost factors. These include: <ul style="list-style-type: none">• Quality, time and cost standards defined by the Council for the delivery of services.• Services that are accessible to those members of the community for whom it is intended.• Services that meet the community's expectations and values; and• Services that provide value for money.
CEO	Chief Executive Officer
Collaborative Tendering	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.
Commercial in Confidence	If released, information may prejudice the business dealings of a party e.g., prices, discounts, rebates, profits, methodologies, and process information.
Contract Management	The process ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible to deliver the business and operational objectives required from the contract and provide value for money.
Council Staff	Includes full-time and part-time Council officers, and temporary employees, contractors and consultants while engaged by the Council.
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.

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e-Procurement	The use of online tendering and electronic systems to purchase and pay for supply.
EOI	Expression of Interest
Expression of Interest	An invitation for persons to submit an EOI for the provision of the goods, services or works. This Invitation is not an offer or a contract.
Officer	Any member of Council staff.
Outsourced Council Works	Works undertaken by request, purchase order or contract to Council by an independent entity.
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.
Probity	Uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equally.
Procurement	Procurement is the whole process of acquisition of external goods, services or works. This process spans the whole life cycle from concept to the end of the useful life of an asset (including disposal) or the end of a service contract.
Public Tender	A formal written request for the provision of goods, services or works, open to any prospective supplier. A public notice or advertisement must be issued.
Request for Quotation	A formal written request to selected prospective suppliers for the provision of goods, services or works. A request for quotation will allow the supplier to define some or all the terms and the specification of the supply.
Responsible Officer	Any Council staff member who is responsible for a service or project for which procurement is being undertaken.
Select Tender	A formal written request to selected prospective suppliers for the provision of goods, services or works. A tender will define the terms and specification of supply. A select tender is equivalent to a request for quotation.
Standing Offer Arrangements	A contract that sets out rates for goods, services or works which are available for the agreement term. No commitment is made under the agreement to purchase a specified value or quantity of goods or services
Supply	Goods, services or works that have been procured from another entity.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender Process	The process of inviting parties to submit a quotation or tender, followed by evaluation of submissions and selection of a successful bidder or tenderer.

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2. EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE CONTROL

2.1 Ethics and Probity

The Council must perform procurement activities with unquestionable integrity and in a manner that can withstand the closest possible scrutiny.

2.2 Conduct of Councillors and Council Officers

2.2.1 General

Councillors and Council officers shall undertake procurement activities in ways that are ethical and of the highest integrity. In accordance with sections 126-131 of the Act, Councillors and Council Officers have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest.

Councillors and Council officers will:

- Treat potential and existing suppliers with equality and fairness.
- Not seek or receive personal gain and adhere to the Councillor Gifts Policy and Staff Gift Policy in all matters of procurement.
- Maintain confidentiality of Commercial in Confidence information.
- Present the highest standards of professionalism and probity.
- Deal with suppliers honestly and impartially.
- Provide all suppliers and bidders with the same information to ensure equal opportunity.
- Be accountable for all decisions made.
- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or community members regarding Council's procurement activities.
- Act in accordance with the Staff Code of Conduct or the Councillor Code of Conduct policies.
- Must disclose any conflict of interest.
- Not perform any outsourced Council services and works.

2.2.2 Members of Professional Bodies

Councillors and Council officers belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

2.3 Tender and Quotation Processes

The Council shall undertake all tender and quotation processes in accordance with the Act, the requirements of this Policy and any associated procedures, relevant legislation, and relevant Australian Standards.

2.4 Conflict of Interest

Councillors and Council officers shall not participate in procurement activities where they have a conflict of interest. Further, Councillors and officers shall avoid situations in which private interests have a potential to or might be thought to conflict with their Council duties.

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Councillors and Council officers involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- **Avoid** conflicts of interest, whether actual, potential, or perceived, arising between their official duties and private interests. Private interests include the financial and other interests of Councillors and Council officers, plus their relatives and close associates.
- **Declare** any conflict of interest that exists or that they have no conflict of interest.
- **Observe** prevailing Council, and Victorian Government Purchasing Board guidelines on how to prevent or deal with conflict-of-interest situations; and not take advantage of any tender related information whether or not for personal gain.

2.5 Fair and Honest Dealing

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.

2.6 Gifts and Hospitality

No Councillor or Council officer shall either directly or indirectly solicit or accept gifts or presents from any supplier, provider or contractor, or any other member of the public, involved with any matter connected with the procurement of goods, services or works. The Councillor Gifts Policy and Staff Gift Policy also apply.

2.7 Confidentiality

Information received by the Council concerning requests for quotation or tenders must not be disclosed to other parties and securely stored.

Councillors and Council officers are to prevent information disclosure by refusing to release or discuss the following:

- Pre-contract information includes, but is not limited to, information provided in quotations and tenders or subsequently provided in pre-contract negotiations.
- Information disclosed by organisations in tenders, quotations or during tender negotiations.
- All information that is Commercial in Confidence.
- Agency employment services where initial contracts need to be extended (subject to appropriate approvals).

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications before the contract approval process is finalised.

2.8 Disclosure of Information

Information related to procurement shall be disclosed where required by the Act or in accordance with [Appendix 3](#) of this Policy.

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2.9 Borrowings

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.

2.10 Governance

2.10.1 Structure

The Council shall maintain a procurement framework and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased.

The framework shall comprise:

- This Policy.
- A Procurement Strategy.
- A Procurement Service Delivery Plan; and
- Other forms, templates, and business systems.

Council will also ensure that the procurement framework:

- Is flexible enough to promptly enable the purchase of the diverse range of goods, services and works required by Council.
- Ensures that prospective contractors and suppliers are allowed to tender/quote on equal terms.
- Encourages competition; and
- Ensures that changes to this policy and associated procedures are communicated and implemented.

2.10.2 Standards

Council's procurement activities shall be carried out in compliance with:

- The Act.
- Other Council policies.
- Council Staff Code of Conduct and Councillor Code of Conduct.
- Other relevant legislative requirements such as, but are not limited to, the *Competition and Consumer Act 2010* (Cwth), *Australian Consumer Law and Fair Trading Act 2012* (Vic) and the *Environmental Protection Act 2017* (Vic).

Officers can obtain guidance on procurement matters from:

- Victorian Local Government Best Practice Procurement Guidelines 2013.

2.10.3 Methods

Council's standard methods for procuring goods, services and works shall be by one or more of the following methods:

- Purchase card (i.e. fuel card);
- Credit card;
- Purchase order;

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- Under contract following quotation or select tender process;
- Under contract following a public tender process; or
- Using collaborative purchasing arrangements with other Councils, MAV Procurement, Victorian Government, Procurement Australia or other bodies where procurement processes meet the requirements of the Act and this policy.
- Other arrangements authorised by the Council or the CEO on a needs basis as required by abnormal circumstances such as emergencies.

2.10.4 Responsible Financial Management

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.

2.11 Procurement Processes and Thresholds

Council procurement processes are based on several principles:

2.11.1 Market Engagement Methods

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.

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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.

2.11.2 Exemptions from Market Engagement

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.

2.11.3 Fair Value

Where procurement is undertaken through direct purchase or single quotation, or where an approach to market through a request for quote or a request for tender results in less than three (3) responses, the decision to enter into a supply arrangement shall be based on an assessment of fair value.

Fair value can be assessed based on one or more of the following:

- price;
- quality;
- time;
- fit for purpose; or
- other applicable criteria.

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2.11.4 Best Value

Best value procurement requires that the selecting of a suitable supply of goods, services and works based on cost and non-cost factors. These include:

- Quality and cost standards are defined by the Council for the delivery of services.
- Services that are accessible to those members of the community for whom the service is intended.
- Services that meet the community's expectations and values; and
- Services that provide value for money.

2.11.5 Open and Fair Competition

All suppliers are to be treated fairly and have access to the same information and opportunity.

2.11.6 Accountability

The Council shall maintain consistency in procurement across the whole organisation through established frameworks, policies and procedures. Accountability in procurement means being able to explain and provide evidence on the process followed. The test of responsibility is that an independent third party must clearly see that a process has been followed and that the process is fair and reasonable.

Additionally, all Council officers must be able to:

- account for all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and provide feedback on them; and
- all procurement activities are to provide an audit trail for monitoring and reporting purposes.

2.11.7 Cumulative Spend

Cumulative spend with a supplier shall not exceed the Value of Procurement limit for the procurement method (refer [Appendix 3](#)). Cumulation of expenditure shall conclude at each subsequent approach to market.

Cumulative spend limits shall not apply to:

- suppliers of utility/essential services (electricity, gas, water, telecommunications, medical services)
- suppliers of other services where no competitive market exists (e.g. Workcover, Superannuation).

2.12 Procurement Method

2.12.1 Direct Purchase

- a) Direct purchase may be used for minor purchases valued up to the procurement threshold for this procurement method as defined in [Appendix 3](#). The Officer must be able to demonstrate that fair value has been obtained.
- b) Direct purchase may be used up to the procurement threshold for single or multiple written quotation as defined in [Appendix 3](#) where goods, services or works are provided by

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suppliers who have been pre-approved or pre-qualified through an approach to market that meets the applicable procurement method. The Officer must be able to demonstrate that fair value has been obtained.

2.12.2 Single Written Quotation

- a) Purchase using a single written quotation may be used for goods, services and works up to the procurement threshold for this procurement method as defined in [Appendix 3](#). The Officer must be able to demonstrate that fair value has been obtained.
- b) All procurement over the price of \$10,000 must be registered with the Contracts and Procurement Coordinator.

2.12.3 Multiple Written Quotation

- a) Three or more written quotations are to be sought to procure goods, services and works up to the procurement threshold for this procurement method as defined in [Appendix 3](#). Lowest price or fair value (value based assessment) is to be demonstrated. Where value based evaluation is used, the procurement is approved by the Responsible Officer.
- b) Use of quotation (rather than tender) for procurement should only apply where risk associated with procurement has adequate protection under Australian Consumer Law.
- c) Where the allocated budget is above \$30,000, the Responsible Officer must formalise the quotation/tender through the procurement processes stipulated in [Appendix 3](#).

2.12.4 Select Tender or Request for Quotation

A tender process should be used to provide better management of procurement risk than is achieved through quotation.

Three or more suitable suppliers are to be sought for the procurement of goods, services and works up to the procurement limit for this procurement method as defined in [Appendix 3](#). Lowest price or value based assessment is to be demonstrated. Where value based evaluation is used, evaluation is to be in accordance with [Appendix 2](#).

Where a select tender is called Council shall either:

- Invite all respondents to an expression of interest for the service type who is, upon assessment, deemed to be suitable suppliers and who, upon assessment, can reasonably be expected to affect supply, the opportunity to tender, or;
- Invite three or more respondents to an expression of interest for the service type who is, upon assessment, deemed to be suitable suppliers and who, upon assessment, can reasonably be expected to affect supply, the opportunity to tender, or;
- Where no expression of interest has been called, invite three or more suitable suppliers who can reasonably be expected to undertake the opportunity to tender.

2.12.5 Public Tender

Public tenders shall be called where the cost of supply may or will exceed the minimum thresholds identified in [Appendix 3](#).

Public tenders may be called where the cost of supply is less than the threshold and such a tender may:

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- Improve competitiveness of supply
- Ensure fairer opportunity to supply
- Provide better quality of supply
- Result in better timeliness of supply

Public tenders shall be called by public notice and via Council's e-tendering Portal.

2.13 Evaluation of Tenders and Quotations

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.

2.14 Non-conforming Tenders

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:

- a) Required schedules have not been included or are incomplete.
- b) Submission has not met specification requirements
- c) 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

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Conformance" is not correctly completed the tender may not be further considered at the discretion of the evaluation panel.

2.15 Exemption from Tendering

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.

2.16 Panels Arrangements – Approved Suppliers

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

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.

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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.

2.17 Delegation of Authority

Delegation of authority for procurement allows specific Council officer to approve purchases, quotation, tenders and contractual processes without prior referral to the Council. Enabling Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

2.17.1 Chief Executive Officer

The Chief Executive Officer holds delegation to all aspects of procurement except those delegations reserved for the Council.

The Chief Executive Officer can establish, amend and revoke sub-delegations to staff concerning procurement.

The Chief Executive Officer can authorise procurement of goods, services and works to unlimited value in emergency circumstances.

2.17.2 Council Officers

Delegations for Council officers are defined in [Appendix 1](#). The delegations include:

- authority to enter into an arrangement to procure goods, services and works within an approved budget or procurement threshold;
- authority to approve payments for goods, services and works in part and in full against an approved budget;
- authority to use purchase cards (where applicable);
- authority to approve variations to contracts (as per Appendix 3); and
- authority to approve contract extensions.

These delegations are to be reviewed in conjunction with each review of this policy.

2.17.3 Delegations Reserved for Council

The following procurement values must be approved by the Council:

- \$50,000 and above for works of art and other unique purchases; or
- \$150,000 and above for agreements or contracts for the purchase of goods and services; or
- \$200,000 and above for entry into contract for works;
- Contract variations that require allocation of funds over Council approved budgets;
- Contract term extensions that require allocation of funds over Council approved budgets.
- Contracts, regardless of value, requiring execution under the common seal.

2.18 Internal Controls

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Council maintains a framework of internal controls over procurement processes that ensures:

- More than one person is involved in, and responsible for, end to end procurement transactions.
- Financial and audit control methods are applied to all procurement transactions.
- Transparency in the procurement process.
- Appropriate authorisations are obtained and documented.
- Systems exist for appropriate monitoring and performance measurement; and
- The administration of contracts will be undertaken to ensure variations and extensions are approved in accordance with officer delegations.

2.19 Risk Management

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

Where appropriate, procurement risks are to be assessed and mitigated through risk planning to address:

- Financial risks including cost management, insurances and securities.
- Social risks including community expectations, indigenous and cultural heritage, and public and workplace safety; and
- Environmental risks including threatened flora and fauna, contamination of water, air and soil.

Management of risk is to be undertaken through all stages of procurement and commensurate with the level of assessed risk and associated mitigation plans.

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

2.20 Occupational Health and Safety

To ensure the health and safety of our workers and visitors, procurement will be undertaken in accordance with requirements set out in the Occupational Health and Safety Policy.

2.21 Supply by Contract

Where procurement risk can be better managed through supply by contract, as an adjunct to the *Australian Consumer Law and Fair Trading Act 2012*, use of contract should be considered.

The Council will minimise its risk exposure by measures such as:

- Use of standard contracts that are appropriate to the specific supply.
- Use of securities including retentions, bank guarantees or cash deposits where applicable.
- Use of pre-qualification procedures to assess supplier capability.
- Use of post-contract evaluation to manage contractor performance.
- Use of controls such as liquidated damages to manage contractor performance.
- Use of specifications appropriate to the specific supply, including use of peer or professional review before approaching the market.
- Requiring contractual agreement before allowing the commencement of work.
- Use of, or reference to relevant, Australian Standards (or equivalent); and
- Accurate and effective administration of contracts including monitoring and enforcing performance.

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2.22 Contract Terms

All contractual relationships must be documented in writing and based on standard terms and conditions.

Terms and conditions must be defined before approaching the market and settled before making any commitment to the supplier.

Acceptance of a quote and or issue of a purchase order without a formal contract in place amounts to a contract and is subject to Australian Consumer Law.

2.23 Contract Management and Dispute Resolution

Contract management shall ensure goods, services or works are provided to the defined standards, quantities and timeframes.

Contracts shall be administered to:

- Reasonably and proactively manage the performance of responsibilities and obligations of both parties under the contract; and
- Provide a means for the early recognition of issues and performance problems and the identification of resolution methods; and
- Enable disputes to be resolved prior to and without recourse to litigation

2.24 e-Procurement

e-Procurement includes the use of online tendering and electronic systems to procure, purchase and pay for supply.

Council may use e-procurement to:

- Reduce transaction costs.
- Make administrative processes more efficient.
- Improve compliance and auditability.
- Increase control and consistency of processes; and
- Improve budget control.

3. DEMONSTRATE SUSTAINED VALUE

3.1 Integration with Council Plans and Strategies

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.

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- 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.

3.2 Achieving Best Value

Council's procurement activities will be carried out based on obtaining best value.

This will be facilitated by:

- Developing, implementing and managing procurement activities that support the coordination and streamlining of procedures.
- Identifying and rectifying inefficiencies in procurement processes.
- Promoting effective use of competition;
- Using contractual pricing or Standing Offer Arrangements where appropriate;
- Establishing panels of preferred suppliers for standing offer arrangements.
- Developing cost and time-efficient tender processes including appropriate use of e-procurement.
- Use of pre-qualified suppliers to minimise costs associated with tender completion and compliance.
- Providing staff training to ensure adequate understanding of policies and procedures.

3.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support Council's best value for money objectives and should be written to:

- Ensuring impartiality and objectivity.
- Identifying the procurement requirements.
- Encouraging the use of standard products.
- Promoting sustainability (Reduce, Reuse, Recycle and Renew).
- Eliminating unnecessarily stringent requirements.
- Supports local supply.
- 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

3.4 Asset Disposal

Council shall apply best value principles when undertaking disposal of assets.

The following principles shall apply to disposal:

- Where appropriate, sale of assets shall be through public process including tender, quotation or auction, or other 'arms-length' arrangement.
- Where appropriate, opportunities for local sale shall be facilitated.

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3.5 Sustainability

The Council is committed to Corporate Social Responsibility through taking positive social action to promote social, financial and environmental sustainability.

The Council is committed to sustainability and ensuring it monitors and reports on Council activities and programs that impact or contribute to these elements of sustainability.

3.1 Social Procurement

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:

- a) Advantageous to a specific procurement.
- b) Is within specific procurement thresholds.
- c) The works or services required provide best value for money.

3.2 Diversity

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

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- Voluntary and community organisations.

3.3 Sustainable Procurement

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.

3.4 Local Supply

Council is committed to supporting local suppliers where supply can be justified on best value grounds. Where procurement is based on price alone or a value weighted assessment process, a local benefit of 5% shall be applied to the weighted cost component of supply that is sourced within the municipality.

A local supplier is defined as:

- Organisation that employs one or more people who currently reside in the municipality, and who have continually done so for at least 12 months; or
- Organisation that has their registered business premises located within the municipality (refer to the Australian Business Register – <http://abr.business.gov.au>)

3.5 Collaboration between Councils

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.

3.6 Third Party Privacy

Procurement Policy



Suppliers (including their sub-contractors) engaging in procurement with Council are bound by Council's Privacy Policy.

4. APPLY A CONSISTENT AND STANDARD APPROACH

Council will maintain standard operating procedures for all stages of procurement.

Standard operating procedures will be documented in a Service Delivery Plan.

The Service Delivery Plan shall be reviewed and revised following the principles of continuous improvement.

The Contracts and Procurement Coordinator manages and amends the Service Delivery Plan, including associated forms, templates, work instructions, and other business processes.

The Service Delivery Plan will address the following:

- Pre-procurement planning.
- Tender and quotation requests.
- Tender and quotation evaluation.
- Contract administration.
- Post-contract evaluation.
- Records Management.
- Reporting; and
- Roles and responsibilities.

4.1 Management of Information

The Council will capture procurement management information in a variety of areas, including:

- Maintaining a register of all quotations and contracts above \$10,000.
- Tender and contract status.
- Approved supplier lists.
- Pre-qualified supplier lists.
- Supplier performance; and
- Cumulative spend.

5. BUILD AND MAINTAIN SUPPLY RELATIONSHIPS

Council recognises that to achieve best value, a strategic assessment of the appropriate approach to market should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means. Council will consider which supply arrangement delivers best value outcomes in terms of time, cost, sustainability, value and outcome.

5.1 Developing and Managing Suppliers

Council recognises the importance of effective and fair working relationships with its suppliers. Council is committed to the following:

- Managing existing suppliers, via the appropriate development programs and performance measurements to ensure the best performance;
- Maintaining an up to date Approved Supplier Lists; and

Procurement Policy



- Developing new suppliers and improving the capability of existing suppliers where appropriate.

Broadening the base of suppliers benefits the competitiveness of procurement and provides opportunities for business development. Council is committed to supporting:

- Social enterprises;
- Voluntary and community organisations; and
- Small to medium sized businesses (SME's).

5.2 Communication

External communication is essential in ensuring a healthy interest from potential suppliers and partners to the Council. The Council website will be updated regularly and provide:

- Information about Council and how to become an approved supplier.
- Guidelines for doing business with Council.
- Standard documentation used in the procurement process; and
- Links to other relevant sites.

6. CONTINUAL IMPROVEMENT

Council is committed to the principles of continuous improvement. The Contracts and Procurement Coordinator will review the procurement policy on an annual basis to ensure it continues to meet Council's strategic objectives and the requirements of the Local Government Act 2020. Procurement performance measures will also be reviewed regularly to:

- Report on outcomes adopted following service audits.
- Highlight trends and exceptions where necessary to enhance performance and effectively manage risk.
- Improve the internal efficiency of procurement processes; and
- Monitor supplier performance.

7. POLICY RESPONSIBILITY

It is the responsibility of all officers to monitor and ensure compliance with the requirements of this Policy. Check points will be put in place within the Council's purchase order system to ensure compliance before orders can be completed.

It is the responsibility of all officers to ensure all purchases for goods, services or works are undertaken in compliance with the systems and procedures designated by this Policy and associated procedures.

The Contracts and Procurement Coordinator is responsible for staff inductions shall ensure all new staff are familiar with the requirements of this Policy and associated procedures.

Staff not complying with the requirements of this policy may be in breach of the Staff Code of Conduct and subject to disciplinary action.

8. REFERENCES

- Local Government Act 2020
- Gender Equality Act 2020
- Child Wellbeing and Safety Act 2005

Procurement Policy



- 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).

9. ASSOCIATED DOCUMENTS

- 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

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).

Procurement Policy



APPENDICES

Appendix 1: Financial Delegations

The following table defines financial delegations for the CEO, Officers and other positions based on identified tiers. Refer to Council's delegations by specific role or position.

POSITION	DELEGATION	COMMENT
Tier 1: Chief Executive Officer	goods / services: \$150,000 works: \$200,000	Within approved budget. Unlimited if approved by Council or in emergency circumstances.
Tier 2: Nominated Officers & Coordinators	\$50,000	Within approved budget under direct management, or budget as delegated by CEO.
Tier 3: Nominated Coordinators & Officers	\$30,000	Within approved budget under direct management, or budget as delegated by CEO.
Tier 4: Nominated Coordinators, Officers & Team Leaders	\$5,000	Within approved budget as delegated by CEO.

Note: All amounts exclude GST

Note: Tiers relate solely to the requirements of the Procurement Policy.

Procurement Policy



Appendix 2: Evaluation Panel

PROCUREMENT VALUE	METHOD	EVALUATION PANEL
< \$10,000	Quotation	<ul style="list-style-type: none"> Officer
\$10,000 ~ \$30,000 - lowest price	Quotation	<ul style="list-style-type: none"> Responsible Officer
\$10,000 ~ \$30,000 - value weighted	Quotation	<ul style="list-style-type: none"> Responsible Officer Tier 4 Coordinator, Tier 3 Officer, or Tier 2 Officer
\$30,000 ~ \$75,000 - lowest price	Tender or Quotation	<ul style="list-style-type: none"> Officer Tier 3 Officer or Tier 2 Officer
\$30,000 ~ \$75,000 - value weighted	Tender or Quotation	<ul style="list-style-type: none"> Responsible Officer Council Officer Procurement Officer (Chairperson non-voting)
\$75,000 ~ \$150,000 - goods or services \$75,000 ~ \$200,000 - works	Tender or Quotation	<ul style="list-style-type: none"> Responsible Officer Council Officer Procurement Officer (Chairperson non-voting)
> \$150,000 - goods or services > \$200,000 - works	Tender	<ul style="list-style-type: none"> Responsible Officer Council Officer Procurement Officer (Chairperson non-voting)

Note: All amounts exclude GST.

- 1 Consideration should be given to gender diversity in the makeup of a panel
- 2 The evaluation panel must have a minimum of three (3) members (minimum of two council staff) and may include external consultants who are specialists in the area.
- 3 The evaluation process must be documented, robust, systematic and unbiased.
- 4 Once a preferred tenderer is selected, negotiations may be conducted to obtain the optimal solution and commercial arrangements, providing they remain within the intent and scope of the tender. Such negotiations must be exhausted with one tenderer before beginning with another tenderer.
- 5 The tender evaluation panel will produce a written report using the prescribed template.

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Appendix 3: Procurement Methods



Ararat Rural City

METHOD	DIRECT PURCHASE	DIRECT PURCHASE	SINGLE QUOTE	MULTIPLE QUOTES	REQUEST FOR QUOTATION OR SELECT TENDER	REQUEST FOR QUOTATION OR SELECT TENDER	PUBLIC TENDER
VALUE OF PROCUREMENT	\$0 - \$100	\$101 - \$1,000	\$1,000 - \$10,000 (OR GREATER AMOUNT IN ACCORDANCE WITH SUB-CLAUSE 2.3.4.2(B))	\$10,000 - \$30,000	\$30,000 - \$75,000	\$75,000 TO \$150,000 (GOODS AND SERVICES) \$75,000 TO \$200,000 (WORKS)	\$150,000+ (GOODS AND SERVICES) \$200,000+ (WORKS)
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> Use of any suitable supplier. Fair value applies Credit card invoice, or Cash sale invoice or Purchasing card invoice 	<ul style="list-style-type: none"> Use of any suitable supplier. Fair value applies Purchase order issued, or Credit card invoice, or Cash sale invoice or Purchasing card invoice. 	<ul style="list-style-type: none"> Minimum 1 written quote. Fair value applies Use of any suitable supplier. Purchase Order issued. Credit card invoice Procurement Summary between \$5,000 to \$10,000 	<ul style="list-style-type: none"> Minimum 3 written quotes. Lowest price, or Best value to be demonstrated. Use of any suitable supplier. Procurement summary to be completed. Use of preferred supplier without quotation subject to aggregated spend. Procurement summary may be used if assessment by lowest price, or Registration of all quotations over \$10,000 with Procurement department. 	<ul style="list-style-type: none"> Minimum 3 suitable suppliers approached. Written Scope / Specification Use of template proforma for procurement. Procurement evaluation criteria to be defined. Evaluation by officer or tender panel Procurement summary may be used if assessment by lowest price, or Tender evaluation report detailing assessment process if value weighted assessment used. 	<ul style="list-style-type: none"> Minimum 3 suitable suppliers approached. Written Scope / Specification Use of template proforma for procurement. Procurement & Risk plan prior to tender. Procurement evaluation criteria to be defined. Procurement evaluation criteria to be defined. Evaluation by tender panel. Tender evaluation report detailing assessment process Recommendation prepared for approval by CEO. 	<ul style="list-style-type: none"> Public Tender Written Scope / Specification Use of template proforma for procurement. Procurement & Risk plan prior to tender. Procurement evaluation criteria to be defined. Evaluation by tender panel. Evaluation criteria reviewed by tender panel – variance reported. Tender evaluation report detailing assessment process. Recommendation prepared to CEO for approval by Council.
OPTIONAL REQUIREMENTS	<ul style="list-style-type: none"> Purchase Order Must be created after purchase for invoice payment 	<ul style="list-style-type: none"> Written quotes. 	<ul style="list-style-type: none"> 1 written quote. Use of preferred supplier without quotation subject to aggregated spend. 	<ul style="list-style-type: none"> Use of preferred supplier without quotation subject to aggregated spend. Request for Quotation or Select Tender. Written Scope / Specification. 	<ul style="list-style-type: none"> Public Tender, or Expression of Interest and Select Tender to follow. Select Tender or RFQ to Pre-qualified suppliers. Aggregated purchasing arrangements that have met multiple quotation requirements 	<ul style="list-style-type: none"> Public Tender Expression of Interest and Select Tender to follow. Select Tender or RFQ to Pre-qualified suppliers. Aggregated purchasing arrangements that have met multiple quotation requirements 	<ul style="list-style-type: none"> Expression of Interest and Public Tender to follow. Aggregated purchasing arrangements that have met public tender requirements.
APPROVAL OF SCOPE / SPECIFICATION	Officer	Officer	Officer	T3 Coordinator / T3 Officer	T2 Coordinator / Officer	T2 Coordinator / Officer	T2 Coordinator / Officer
REPOSITORY FOR PROCUREMENT RECORDS	Not applicable	Not applicable	Service Network Directory	Contracts Network Directory	Contracts Network Directory	Contracts Network Directory	Contracts Network Directory
NOTIFICATION OF OUTCOME / PERIOD	NA	NA	NA	NA	Web site / 1 month	Web site / 3 months	Web site / 6 months
RESPONSIBILITY FOR EVALUATION	Officer	Officer	Officer	Responsible Officer or Responsible Officer and Coordinator / Officer if value assessment used	Responsible Officer or Responsible Officer and T4 Coordinator / Officer	Tender panel	Tender panel
APPROVAL OF PROCUREMENT PROCESS PRIOR TO EXECUTION	Authorised Officer	Authorised Officer	Authorised Officer	Procurement Officer	Deputy CEO	Deputy CEO	Deputy CEO
CONTRACT EXECUTION	Authorised Officer	Authorised Officer	Authorised Officer	Authorised Officer	T3 Coordinator / Officer	Chief Executive Officer	Council resolution Signed and sealed by Mayor & Chief Executive Officer
APPROVAL OF VARIATIONS (PERCENTAGE OF PRICE OR CONTRACT AMOUNT)	NA	NA	<ul style="list-style-type: none"> <10% Officer >10% Coordinator / Officer 	<ul style="list-style-type: none"> <5% T3 Coordinator / T3 Officer 5-15% T2 Coordinator / Officer >15% CEO 	<ul style="list-style-type: none"> <10% T2 Coordinator / Officer >10% CEO Council if budget variation 	<ul style="list-style-type: none"> <10% T2 Coordinator / Officer >10% CEO Council if budget variation 	<ul style="list-style-type: none"> <10% T2 Coordinator / Officer >10% CEO Council if budget variation

Note 1: All amounts exclude GST

Note 2: An Officer or Responsible Officer cannot be the Authorised Officer to the procurement task.

Note 3: T4 refers to Tier 4 etc. as per Appendix 1.

Procurement Policy



Appendix 4 – Exemptions

The following procurements are either exempt from market engagement and/or the requirement for a Purchase Order. With the Chief Executive's approval, exemptions can be added or removed from this list at any time.

Category	Description	Exempt from Market Engagement	Exempt from Purchase Order
Utilities	Electricity, gas, water and telephone services.	No	Yes
Insurance premiums and claims	WorkCover and other insurances.	No	Yes
Prescribed contracts	Legal services	Yes	No
Payroll expenses	Superannuation and PAYG.	Yes	Yes
GST	Goods and Services Tax payable.	Yes	Yes
Postage	Australia Post.	Yes	Yes
Vehicle registrations	VicRoads vehicle registrations.	Yes	Yes
Councillor expenses	Allowances and Reimbursements.	Yes	Yes
Refundable trust funds	Includes Security Bonds, Contract Retentions and other funds held in trust.	Yes	Yes
Levies	EPA Victoria Levy.	Yes	Yes
	Fire Services Property Levy.	Yes	Yes
Research & Development	Research and Development (R&D) includes activities that Council undertake to innovate and introduce new projects & services. Does not include inputs to the R&D – ie. Technology	Yes	No
Other	Acquisition of Land and Buildings.	Yes	Yes

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Category	Description	Exempt from Market Engagement	Exempt from Purchase Order
	Medical expenses.	Yes	Yes
	Venue hire.	Yes	Yes
	Memberships and subscriptions.	Yes	Yes
	External audit fees – Victorian Auditor-General's Office.	Yes	No
	HACC service agreement.	Yes	Yes
	Annual community grants.	Yes	Yes
	Professional workshop and conference registration fees and associated costs.	Yes	No
	Loans and investments.	Yes	Yes
	General advertising.	Yes	No
	Recruitment advertising.	Yes	No

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.*

MOVED CR BEALES SECONDED CR WATERSTON

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.**

CARRIED 4554/22

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.

MOVED CR BURRIDGE SECONDED CR WATERSTON

That the Building Approvals Report be received.

CARRIED 4555/22

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.

MOVED CR WATERSTON SECONDED CR ALLGOOD

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

CARRIED 4556/22

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.

**MOVED CR ALLGOOD
SECONDED CR R ARMSTRONG**

That the Community Asset Committee Half Year Report be received.

CARRIED 4557/22

ATTACHMENTS

Community Asset Committee Meeting Minutes provided as Attachment 4.3

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT

MINUTES OF A MEETING HELD IN THE GUIDE
HALL AT 7:00pm 11/8/2021

WELCOME:

Chairman extended a welcome to members present.

PRESENT:

R.Cocu, H.Gunstone, W.Gason, K.Leggett, H.Lockland,
C.Healy, J.Gunstone & Dr.T.Harrison

APOLOGIES

M.Egan

H.Lockland

R.Cocu

That apologies be accepted.

CARRIED

MINUTES OF MEETING HELD 13/05/2021

K.Leggett

C.Healy

That Minutes of Meeting held
13/05/2021 be taken as true
and correct. **CARRIED**

BUSINESS ARISING OUT OF MINUTES;

NO ACTION ON THE FOLLOWING.

1. Heating for halls.

2. Roadside Base of Vic Roads signage still not removed.

Following items attended to:

1. Old paint tins have been removed.

2. Collings St. hall frontage cement blocks replaced

3 Elizabeth Park animal refuse post has been installed.

INWARDS CORRESPONDENCE;

**1.From Ararat & Dist.Badminton Ass'n commenting on the
condition of main hall floor following learn to dance for debutante
ball has been carried out over the past months**

OUTWARDS CORRESPONDENCE

1. To A.R.C. enclosing Minutes of last meeting held 13/05/2021

H.Lockland

C.Healy

That Inwards Correspondence
be received and Outwards
Correspondence be approved.

CARRIED

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11/08/2021

TREASURER'S REPORT:

INCOME AND EXPENDITURE 13/05/21 TO 30/06/2021

<u>INCOME.</u>		<u>EXPENDITURE</u>	
Hall Hire	\$940.00	Power-Guides	\$129.35
Bank Interest	09	Cleaning Req.	\$44.10
		Bond Refund	\$200.00
	<u>\$940.09</u>		<u>\$373.45</u>

BANK RECONCILIATION

Balance Carried Forward	\$10,418.80	
Plus Income	<u>\$940.09</u>	
	\$11,358.89	
Less Expenditure	<u>\$373.45</u>	
	\$10,985.44	
Bank Statement Balance		\$10,985.44
Term Deposit Balance		<u>\$43,843.19</u>
<u>TOTAL FUNDS AVAILABLE</u>		<u>\$54,828.02</u>

R.Cocu	That the Treasurer's Report be
K.Leggett	received. <u>CARRIED</u>

GENERAL BUSINESS

Main Hall Floor - The yearly Deb Ball training – learn to dance each year, hire the hall prior to the final balls to be held in the Town Hall. This year it has been noticed that the group appears to have been using hard sole shoes for this purpose. The organisers have been contacted and they advised me only socks were being used., not shoes. I find this hard to believe. What do other Committee members think? Perhaps an inspection prior to our meeting (before badminton starts at 7:30 pm approx). Members discussed at length the main hall floor and it was decided that it would be desirable to have the floor “buffed” up or re polished. Further use by dancing groups will need to be considered prior to the hirings, asking for their co-operation.

H.Gunstone	That we obtain prices for
K.Leggett	sand & polish of floor. <u>CARRIED</u>

Page ..3

EXTERIOR INSPECTION

Chairman reported on an inspection with Keith Johnston from Council around the exterior of the complex .resulted in the following:-

1. A number of the barge boards require work and or replacement.
2. Vents in the Guide Hall area have been smashed in requiring Attention.
3. Old toilet block outside the Northern end was de-comissioned many years ago and is a temptation for vandalism. There is also a tree growing inside the area, members discussed whether the building could be demolished. CEO Dr Harrison advised the meeting he knew of the problem and he will deal with the removal in conjunction with the removal of a toilet block at Kokoda Park.

SET THE MEETING DATES.

Members discussed the suitable dates for 2021-22 and it was moved

C.Healy

H.Lockland

That Nov.11, 2021, Feb 10,May 12,
July 14 2022 (2)General & Annual be
dates for next meetings

CARRIED.

There being no further General Business the Chairman thanked Members for their attendance and declared the meeting closed at ...7:40pm.

W.Gason
Chairman.

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT

MINUTES OF
ANNUAL MEETING HELD IN THE GUIDE HALL
AT 7:45PM THURSDAY 11 AUGUST 2021

WELCOME

Chairman Wayne Gason welcomed everyone present.

PRESENT:

H.Lockland, K.Leggett, C.Healy, J. & H Gunstone, R Cocu, W.Gason and ARC CEO
Dr. T.Harrison.

APOLOGIES:

Michael Egan

C.Healy

K.Leggett

That apologies be accepted.

CARRIED

MINUTES OF LAST ANNUAL MEETING HELD 19/11/2020:

H.Lockland

H.Gunstone

That Minutes as circulated be
taken as true and correct.

CARRIED

CHAIRMAN'S REPORT:

Chairman Wayne presented his report.Copy attached

H.Gunstone

R.Cocu

That the Chairman be
congratulated on the Report
And it be received. CARRIED

TREASURER'S REPORT:

Treasurer presented the Balance Sheet, Statement of Income & Expenditure.
Special mention was made of the reduced income due to the COVID-19
Pandemic. Our income was \$5,022.51 (which includes a Council Grant of
\$2,400.00) in actual fact our income was \$2,622.51 and therefore it is not
mandatory for audited statements to be presented.

All relevant bank books, statements, receipt book etc are available for perusal by
Committee members, Council Finance Department at any time they are required.

R.Cocu

C. Healy

That Treasurer's Reports be
received, subject to Auditor's
Certificates being received.

CARRIED

ELECTION OF COMMITTEE /OFFICE BEARERS:

There is no election of committee/ office bearers in 2021 as the present
committee was elected for the usual term of two years in 2020.

Meeting closed at 8:00pm

Chairman

Wayne Gason

**ALEXANDER HALL
COMMUNITY ASSET COMMITTEE
ARARAT**

PRESIDENT'S REPORT 2021

I would like to start by thanking the Management team for their commitment to the Hall during the ongoing limitations and complications of the continuing pandemic situation. Our Hall retains its potential to be a great asset for our community.

Once again many groups and clubs were unable to use the Hall as they would have liked to because of restrictions placed on us all, but there have been some groups which were able to use it, such as the Debutante groups from the schools.

Keith Johnson and his team from the ARCC has taken care of maintenance around the Hall and grounds over this last year, which we really appreciate.

The matter of heating over winter has not been resolved, as usage has been minimal, but we would still like to find a solution to this. It is an issue that may be addressed when regular usage of the Hall returns.

I would like to thank Joy especially for her work over this last year, a lot of which is behind the scenes. The Ararat community is privileged to have herself and Henry so committed to managing this important asset of the town.

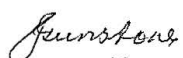
Meanwhile we remain in a good position financially to continue to maintain and run the Hall, for the enjoyment of the people of Ararat.

I hope that in the following 12 months we will be able to welcome back regular patronage of the Hall.

Wayne Gason
Chairperson

ALEXANDRA HALL -COMMUNITY ASSET COMMITTEE
ARARAT
COMPREHENSIVE INCOME STATEMENT 01/07/2020 TO 30/06/2021

	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2019/2020</u>
<u>Income</u>		
Hall Hire:Badminton Association	\$320.00	\$1,880.00
" Guides Hall	\$230.00	\$600.00
" Ararat Canine & Dog Obedience	\$180.00	\$595.00
" Ararat Table Tennis Association	\$40.00	<u>\$200.00</u>
" Ararat Trash & Treasure	\$0.00	\$625.00
Ararat Taikwando	\$100.00	\$0.00
" Casual Hirings	\$770.00	\$760.00
Venue Hire bonds received	\$400.00	\$200.00
Bank Interest Operating Account	\$2.37	\$8.22
Bank Interest Investment/Term Deposit	\$580.14	\$627.53
Ararat Rural City- Grant	\$2,400.00	\$0.00
Other Income - Cleaning re-imbursement	<u>\$0.00</u>	<u>\$182.60</u>
TOTAL INCOME (A)	<u>\$5,022.51</u>	<u>\$5,678.35</u>
<u>Expenditure:</u>		
Electricity - Main Hall	\$755.58	\$1,632.50
" Guides Hall	\$458.07	\$526.59
Cleaning Requirements	\$52.85	\$278.33
Office expenses (stationery, postage etc.)	\$73.65	\$37.96
Bond Refund	\$400.00	\$200.00
Cleaning user groups	\$0.00	\$150.00
Maintenance	\$0.00	\$10.50
Bank Fees	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL EXPENDITURE (B)	<u>\$1,740.15</u>	<u>\$2,835.88</u>
SURPLUS (A MINUS B)	<u>\$3,282.36</u>	<u>\$2,842.47</u>
BALANCE SHEET AS AT 30TH JUNE 2021	<u>2020/21</u>	<u>2019/20</u>
<u>ASSETS</u>		
Cheque Account	\$10,985.44	\$8,283.28
Unpresent ed Cheque	\$0.00	\$0.00
Investment/Term Account	<u>\$43,843.19</u>	<u>\$43,263.05</u>
TOTAL ASSETS ©	<u>\$54,828.63</u>	<u>\$51,546.27</u>
Total Liabilities		
Amounts owing to others, Bonds etc.	\$0.00	\$0.00
EQUITY (C MINUS D)	<u>\$54,828.63</u>	<u>\$51,546.27</u>


Joy Gunstone
HONORARY TREASURER
1/07/2021

Audit report

To the members of Alexandra Hall Committee of Management:

Report on the financial report

I have audited the accompanying financial report for the period 1 July 2020 to 30 June 2021 of the Alexandra Hall Committee of Management (the Committee) which comprises the comprehensive income statement and balance sheet as at 30 June 2021.

Committee's responsibility for the financial report

The committee is responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the Local Government Act.

The committee members are responsible for such internal control as the committee members determine is necessary to enable the presentation and fair representation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on the financial report based on our audit, an audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the committee's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion of the effectiveness of the committee's internal control. The audit also includes evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Audit's opinion

In my opinion the financial report present fairly, in all material respects, the financial position of the Alexandra Hall Committee of Management as at 30 June 2021 and of its financial performance for the period 1 July 2020 to 30 June 2021 in accordance with applicable Australian Accounting Standards, and the financial reporting requirement of the Local Government Act 1989.



13 September 2021

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT
MINUTES OF A MEETING HELD IN THE GUIDES
HALL AT 7:00pm 11/11/2021

WELCOME:

Chairman extended a welcome to members present especially Dr.Tim Harrison C.E.O of Ararat Rural City.

PRESENT:

R.Cocu, H.Gunstone, W.Gason, K.Leggett, H.Lockland,
C.Healy, J.Gunstone M.Egan & Dr.T.Harrison

APOLOGIES

MINUTES OF MEETING HELD 11/08/2021

R.Cocu	That Minutes of Meeting held
M.Egan	11/08/2021 be taken as true
	and correct. <u>CARRIED</u>

BUSINESS ARISING OUT OF MINUTES:

1. Heating for halls.- Chairman is liaising with K.Johnson @ Council
2. Roadside Base of Vic Roads signage, has been removed.
- 3.Barge Boards-Guide Hall – Works Depot are aware of problem.
- 4.Vents Outside Guide Hall - “ “ “ “ “ “ “ “
- 5.Old Toilet Block outside north end of complex will be demolished in the near future.

INWARDS CORRESPONDENCE:

- 1.From Origin Energy advising small change to their charges-advising we are on best rates for our facility.
2. From Ararat R.C advising of a further grant of \$2,400.00 to assist with operational or minor maintenance in 2021/2022.

OUTWARDS CORRESPONDENCE

1. To A.R.C. enclosing Minutes of last meeting held 11/08/2021
2. Grant Application Letter of Support for Ararat Suicide Prevention & Awareness Group.
3. Afternoon Badminton Group Letter of thanks for the concern of the members at the recent marking of the main hall floor.
4. Audit Report to 30 June 2021.

H.Lockland
K.Leggett

That Inwards Correspondence
be received and Outwards
Correspondence be approved.
CARRIED

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11/11/2021

TREASURER'S REPORT:

INCOME AND EXPENDITURE 30/06/21 TO 11/11/2021

<u>INCOME.</u>		<u>EXPENDITURE</u>	
Hall Hire	\$1,225.00	Power-Guides	\$168.26
Bank Interest	48	Power-Main	\$520.93
A.R.C. Grant	<u>\$2,400.00</u>		
	<u>\$3,625.48</u>		<u>\$689.19</u>

BANK RECONCILIATION

Balance Carried Forward	\$10,985.44	
Plus Income	<u>\$3,625.48</u>	
	\$14,610.92	
Less Expenditure	<u>\$689.19</u>	
	\$13,921.73	
Bank Statement Balance		\$13,921.73

<u>Term Deposit Balance C/F</u>	\$43,843.19
<u>Interest Received 11/11/21</u>	<u>77.12</u>
	\$43,920.31

Total Investment

TOTAL FUNDS AVAILABLE \$57,842.04

TERM DEPOSIT DUE 11/11/2021 (TODAY)

Total balance in Investment Account \$43,920.31
For Re-investment 0.30%pa is offered for a 7 months term.
Members were in agreement to re-invest.

R.Cocu	That we re-invest at 0.30% for
H.Gunstone	7months term with Bendigo Bank
	<u>CARRIED</u>

Treasurer submitted receipts for cleaning \$15.50 post \$12.00 diary
\$6.20 Totalling \$33.70 and requested re-imbursement.

C.Healy

H.Lockland

That the Treasurer's Report be
received subject to amendment of
Income total & reimbursement of
\$33.70 to Treasurer

CARRIED

GENERAL BUSINESS

FLOOR SANDING ETC.

Chairman Wayne made contact with Mr. Glen White who did the last floor preparation and seal. Mr. White is willing to carry out the re-seal with suitable time frame, during holiday period. A \$600.00 deposit required and he will take back any of the sealing liquids which are not used. He will possibly need a different finish on the floor of Guide Hall and will forward a quote when it has been inspected.

H.Gunstone

That Chairman liaise with

H.Lockland

G.White and both floors be re surfaced.

CARRIED

EXTERIOR INSPECTION FOLLOW UP.

With the latest "Lock Down" due to COVID, workmen have not had the opportunity to follow up on the items as listed at last meeting (Have listed some items from Chairman Wayne reported to our last meeting)

1. A number of the barge boards require work and or replacement.
2. Vents in the Guide Hall area have been smashed in requiring attention.
3. Guide Hall has received a damaged window pane which will require replacement, as well as graffiti on the other windows on the northern end.
- 4 Main Hall west end door (Stubbing Park side) has graffiti to be removed.
- 5...Main Hall windows require clean and cobweb removals.
- Chairman Wayne and Rob Cocu volunteered to attend to same.
- 6...The door to Table Tennis room is not able to be opened with key, Hopefully not a major job - follow up with Council Depot workers.
- 7..Secretary reported on an inspection in the halls by Council rep. and two Telstra employees regarding the connecting of WIFI etc to the halls.

Dr.Tim Harrison advised the meeting there will be connections of this kind in 48 locations around Ararat in the future, which will be most appreciated by many users of the facilities when completed.

NEXT MEETING DATE February 10th 2022.

There being no further General Business the Chairman thanked members for their attendance and declared the meeting closed at 7:40PM.

Wayne Gason - Chairman

BCSC Meeting- 15/6/2021

Open – 6:45pm

Attending – Dan J, Rich D, John M, Alison T, Katie S, Mark D, Tayla F, Mary B, Brett C, Rob A,

Apologies – Jodie S, Melinda D, Dr Tim H

Previous Minutes – (Moved – Mark Seconded – John)

* Liquor Licence – Ongoing - Floor plan needing to be created by registered surveyor - **Rich & Alison** Floorplan is done. Rich will share it with Alison when it is given back to him, before it gets forwarded to *Coast to Country*.

Ongoing

* Functions & equipment – C&C oven needs repairing – Mark Contact in Ballarat not returning Mark's calls, to come and service it. Ongoing.

* New cricket shed – It has started! Completion date to be advised. **Rich** Nearly finished. Just waiting for concrete to be finished.

* **C&C sign – Arrived?** **Alison** Frame is here & ready to be put in, at a working bee. Liquid nails needed to attach the sign on, after frame is installed.

* Restoration Group Dinner - Potentially be a Sunday arvo session, with pizza. Rich and Mark to discuss further.

* Town Tank Painting – Owned by GWM. Is it structurally sound? Can we get it donated to us? **Dan** Waiting on an email reply from GWM.

* Money safe – installed? **Rich** still in the pipeline, pending kitchen renovations.

* Pavilion stock –extra debit bank cards for more committee members, rather than IGA account. **Rich** Ongoing

* Excel spreadsheet for wider district messages nearly complete. **Rich** Nearly finished.

* Pizza oven – ongoing payment. **Katie** Payments of \$833 (grain donations) \$960 (tin donations) given to Turk. \$1550 still owing, to be carried over to harvest 21/22 & a new message will be sent out. Best case scenario – we get extra funds and potentially have money to put towards the outdoor blinds. Fencing/guarding - Chasing up solid bricks. Mark Working bee (Friday arvo job) needed to get the bricks onto site. Mark & Rich to follow up.

* Pavilion Extension – Council have been resent our costings for the next budget **Council** Awaiting plans to be passed in the next budget.

* **Council maintenance – Safety concerns for tree - Arborist report requested. Avenue trees trimmed? 15 to be cut down and replanted.** New audit to happen in May. **Katie Council** Waiting for a reply, again, from Trevor. Ongoing.

* Wifi - Installed and working? **Katie** Working and completed.

* Future events - Monthly pizza night @the Pavilion – last Friday of every month. Starting May 28th. Potentially have it on June 25th.

-Trivia with a Twist – July 24th? \$10-20 ea. Tickets through Trybookings. Do we need to supply prizes? **Rich** Discuss in main minutes

* C&C safety issues - Need to put something against the glass @ the landing. Follow up potentially getting something laser cut, in a coach image. Potentially get Council to pay for it, due to it being a safety issue. **Rich** Rich & John to measure up on a Sunday afternoon.

* Outdoor lights @ playground/tennis courts - Price & possibility for LED lights from Brad H Mark Ongoing

* School Community Links - Potentially have little athletics, run on the oval, on a Friday night. Finishing by 5pm. **Tayla** Potentially Term 4 start. Ongoing.

Correspondence –

Website renewal (automatic)-\$369.60

Thank you letter sent to Daryl & Rebecca Potter, for donation of gravel

Treasures Report – (Moved – Rob)

* \$30,047. approx in account – this includes the funds for the shed

Agenda Items

Trivia with a Twist	Sat, July 24 th Info circulated with numbers from excel spread sheet.	Katie & Rich
---------------------	---	-------------------------

	Tickets booked online. Participants to bring their own food. No allocated tables/seats, to encourage more socialising.	
Excel spread sheet	A few more numbers to collect and then it will be ready to be used.	Rich
Cleaning roster	New roster to be created and circulated	Katie
Working Bee	Installation of the frame for the new C&C sign.	Rich
Langi Ghiran Winery	Pricelist provided for us to purchase from them in boxes. Guide on prices per glass, to be comparative to them.	Brett
	Also sourcing new cost effective wine, with suggestions from Brooke.	Rich
AGM	Potentially hold it earlier, on July 20 th . Katie to notify Council.	Katie

Meeting closed: 7:55pm

Next Meeting: July 20th, 2021 – AGM

18.08.2021

AGM Minutes – positions for 2021/2022

Chair – Dr Tim H

Open – 6:45pm

Welcome (Rich) - Few unfinished projects. Tricky last 18 months and disappointing we have had to forgo a lot of the social functions. Good financial position. Thanks for all of your support.

President – Alison T (Nominated by Rich). Elected

Secretary – Katie S (Nominated by Jodie). Elected

Treasurer – Rich D (Nominated by Katie). Elected

Committee Members:

Present - Mark D, Dan J, Jodie S, Mary B (on block – all re-elected)

Absent – Melinda D, Tayla F, Brett C, John M, (on block – all re-elected) Josiah P (new member)

Standing down – Rob A

Treasures Report (Passed – Alison. Seconded – Dan)

***Opening (Oct 2020)- \$15,140.00 Closing (Aug 2021) - \$22,151.60**

Closed – 7:00pm

BCSC General Meeting- 18/8/2021

Open – 7:00pm

Attending – Jodie S, Dan J, Rich D, Alison T, Katie S, Mark D, Mary B, Dr Tim H

Apologies – John M, Melinda D, Brett C, Tayla F, Josiah P

Previous Minutes – (Moved – Mark Seconded – John)

* Liquor Licence – Ongoing - Floorplan is done. Rich will share it with Alison when it is given back to him, before it gets forwarded to **Coast to Country**. Rich & Alison Drawing passed by Coast to Country. Will be visiting site Aug 19th to finalise things. Next stage is paperwork with Lindy Cuthbertson. Potentially need a planning permit from Council.

Tim/Jenny Thanks to be passed onto Al (for drawings) in the future. Ongoing

* New cricket shed – Finished. Just waiting for concrete to be finished. Rich Coast to Country have signed it off.

Paperwork will be stored on Google Drive folder, which is accessible with our club Gmail login.

* Functions & equipment – C&C oven awaiting repairs – Mark Fixed. Awaiting invoice.

* C&C sign – Installed? Alison Ongoing. To be done at the next working bee.

* Restoration Group Dinner - Potentially be a Sunday arvo session, with pizza. Rich and Mark to discuss further.

Ongoing

* Town Tank Painting – Owned by GWM. Waiting on an email reply from GWM. Dan Ongoing. No reply from GWM (Morris Green), so still continuing to follow up with a different person. Tim/Jenny to contact Mark Williamson to try to get a reply.

* Pavilion stock – extra debit bank cards for more committee members, rather than IGA account. Rich Ongoing. Mark to have a card.

* Excel spreadsheet for wider district messages nearly complete. Rich Done & has been in use.

* Pizza oven – Payments of \$833 (grain donations) \$960 (tin donations) given to Turk. \$1550 outstanding to be carried into 21/22 harvest. Katie Fencing/guarding - Chasing up solid bricks. Mark Ongoing. Brick layer potentially here Aug 19th.

* Pavilion Extension – Awaiting plans to be passed in the next budget. Tim/Jenny Money in the budget. \$250k approx. passed. More information to come. Potentially start October, 2021.

* Council maintenance – Safety concerns for tree - Waiting for a reply, yet again, from Trevor. Tree has been viewed & is going to be removed. Request to be put in for timber to be cut into foot blocks & left for the community to use. Arborist report requested. Avenue trees trimmed? 15 to be cut down and replanted. Original Arborist report (by

Arbour Safe) didn't have the same number of trees to be removed, as where we are currently at. Request for community consultation with us before removal of so many avenue trees. **Katie Tim/Jenny/Trevor**

* Future events - Monthly pizza night @the Pavilion – last Friday of every month. Starting June 25th. Potentially start again in Aug, 2021. Will need to know numbers. Potentially have a 'pre-purchased price' & 'at the door price' to encourage more support with RSVP.

-Trivia with a Twist – July 24th. \$10-20 ea. Tickets through TryBookings. Info circulated with numbers from excel spread sheet. **Rich** to be rescheduled. Date to be decided.

* C&C safety issues – Laser cutting cover for glass @ the landing. Potentially get Council to pay for it, due to it being a safety issue. **Rich** Committee to cost up what we would like and present at next meeting.

* Outdoor lights @ playground/tennis courts – Ongoing. Price & possibility for LED lights from Brad H Mark To be tied in with the new extension.

* School Community Links – Potentially a Term 4 start, to have little athletics, run on the oval, on a Friday night.

Finishing by 5pm. Tayla Ongoing

*New cleaning roster To continue.

*Wine- Langi Ghiran potentially providing wine at discounted price, and providing guide for glass prices. Also sourcing new cost effective wine, with suggestions from Brooke. **Brett & Rich** Ongoing.

Correspondence –

Insurance – Buildings are covered by council. Club have public liability & currently cover insurance for mowers.

Treasures Report – (Moved – Jodie)

* \$22,151.60. approx in account

Agenda Items

Title	Discussion	Who is following up
Noticeboard keys	Additional keys to be re-cut, as they don't fit the locks.	Katie
Insurance for mowers	Council could potentially cover the mowers.	Tim/Jenny
Keys	Master key cutting authorisation to be swapped from Damien Ferrari to Alison Tonkin.	Rich
Tennis Affiliation	\$423.50 annual invoice for Tennis Victoria to be paid by BCSC.	Rich / Katie
Cricket merger	to be discussed at the next meeting.	
<i>Ride to Remember</i>	Feb, 2022. We have been contacted by Shaun Allan, as they are potentially looking at holding a morning tea at BCSC, with support from the Primary School.	Rich & Tayla to have a follow up meeting.
Djab Wurrung people	- have an acknowledgement / welcome to country at the beginning of each meeting. - Potentially also have something on the noticeboard.	Alison Mary
Rich	thanks for all of his hard work. Lots of dedication and extra hours.	
Committee thanks	it has been an interesting 12months but everyone is doing well. Thanks for ongoing support	

Meeting closed 8:00pm

BCSC General Meeting- 5/10/2021

Open – 6:50pm

Attending – Jodie S, Dan J, Rich D, Alison T, Katie S, Mark D, Brett C, John M, Melinda D,

Apologies – Dr Tim H, Mary B, Tayla F, Josiah P

Correspondence –

Council – Annual payment of \$4400 deposited into our account, to assist with maintenance.

Treasures Report – (Moved – Rich. Seconded - Brett)

* \$21,304 approx in account. Minimal income on drinks, due to lockdowns

Previous Minutes – (Moved – Mark Seconded – John)

* Liquor Licence – Ongoing. Drawing passed by Coast to Country. Will be visiting site Aug 19th to finalise things. Next stage is paperwork with Lindy Cuthbertson. Potentially need a planning permit from Council. Thanks to be passed onto Al (for drawings) in the future. Rich & Alison Coast to Country have been. Red line has been found for the Pavilion. Rich is chasing up a specific pin number, to enable us to create an online account. Additional letter from council needed that stipulates that we don't need building/planning permit.

* C&C sign – Ongoing. To be done at the next working bee. Alison Ongoing. Payment has been made. Dan to follow up reimbursement.

*Town Tank Painting – Ongoing. Email reply from GWM? Dan Contact has been made and we are waiting for further information from them, as to if we can go ahead or not.

* Pavilion stock – Ongoing. Mark to have a card. Rich Ongoing. Alison to also have a card. Rich

* Pizza oven fencing/guarding - Ongoing. Brick layer potentially here Aug 19th. Mark Ongoing. Potentially starting soon. Bricks to go to the roof, oven will move forward and the flue will go through the roof.

* Pavilion Extension – Money in the budget. \$250k approx. passed. More information to come. Potentially start October, 2021. Tim/Jenny Alison has been speaking to Council. Original drafter is unable to continue on the project and Council is sourcing someone new. When they have someone, they hope to visit the site and look over the current drawings.

* Council maintenance –Tree has been viewed & is going to be removed. Request to be put in for timber to be cut into foot blocks & left for the community to use. Katie Email sent to Trevor twice and still no reply. Request for community consultation with us before removal of so many avenue trees. Katie Tim/Jenny/Trevor

* Future events - Monthly pizza night @the Pavilion – last Friday of every month. Potentially start again in Aug, 2021. Will need to know numbers. Potentially have a 'pre-purchased price' & 'at the door price' to encourage more support with RSVP. To be put on hold until restrictions have eased. Ongoing.

* C&C safety issues – Laser cutting cover for glass @ the landing. Potentially get Council to pay for it, due to it being a safety issue. Mark Mark has someone who is able to laser cut some steel. Ongoing.

* School Community Links – Potentially a Term 4 start, to have little athletics, run on the oval, on a Friday night. Finishing by 5pm. Tayla Postponed.

*Wine- Ongoing. Langi Ghiran potentially providing wine at discounted price, and providing guide for glass prices.

Brett & Rich ABN needed for account to enable discount. Damien has said we can pay at pick up. Ongoing. Brett

*Noticeboard keys – Additional keys don't fit. Katie Lardners can't cut the keys for us. Will see if Lardners can provide a new lock with multiple keys. Katie

* Keys - Master key cutting authorisation to be swapped from Damien Ferrari to Alison Tonkin. Rich Ongoing.

*Tennis Affiliation - \$423.50 annual invoice for Tennis Victoria to be paid by BCSC. Rich / Katie

* Ride to Remember - Feb, 2022. We have been contacted by Shaun Allan, as they are potentially looking at holding a morning tea at BCSC, with support from the Primary School. Rich & Tayla to have a follow up meeting. Ongoing.

*Djab Wurrung people - have an acknowledgement / welcome to country at the beginning of each meeting. Alison Potentially also have something on the noticeboard. Mary Mary to check over, to ensure it is appropriate.

Agenda Items

Title	Discussion	Who is following up
Council maintenance	Request for town and Sports Centre area to be mowed	Tim/Jenny/ Trevor
Tennis	Due to start November, pending Vic Gov guidelines	
Pacific Hydro Grant	Application made for outdoor blinds. 5 blinds were quoted around the \$9300 mark.	
Pavilion QR Code	Need a new one created	Katie
Committee Council Paperwork	To be done and returned to Council	
Sheep Drive	To be held Sunday, November 21 st . Flyer letting people know it is coming, needs to be circulated.	Katie
Cricket	Starting potentially mid-November	
Shed Tank	Potentially have a tank installed to avoid kids coming over and being behind the bar. Needs to be the same colour as the shed.	to get a price / donation
Shed Shelving	To be purchased & put in, allowing space for mower etc.	
Merger	No merger to happen this year. Moved to next year. Discussions needs to happen around March 2022	
Oval	Needs to be sprayed. Rich to contact Ash	Rich
Mounties Footy Club	Footy Club to be invited to use our facilities for presentations etc. -use the facilities for free, drinks at bar prices & clean on the way out.	Brett
Big Shed Doors	New rollers needed to put doors back up	Rich
Red Mower	Beaufort Golf Club to potentially buy it back again. Potentially lease it to them and then an offer will be put on the table for consideration.	Brett & Rich

Meeting closed 8:15pm

Next meeting – Tues, Nov 9th @ 6:30pm

Working Bee Jobs

*Bucket of gravel to be places at the cricket shed

* Clean under C&C

*Mowing/spraying/weeding etc.

* Clean out big shed

Community Date to be mindful of...

Nov 7th – Ararat Cup

Future points to discuss...

*March 2022 - Cricket club merger

BCSC General Meeting- 9/11/2021

Open – 6:45pm

Attending – Dan J, Rich D, Alison T, Katie S, Brett C, John M, Tayla F, Josiah P, Mary B, Mark D

Apologies – Dr Tim H, Jodie S, Melinda D

Correspondence –

- * Amended Liquor Licence (change to noise levels) sent through & is to be displayed.

Treasures Report – (Moved – Rich. Seconded – Dan)

- * \$20,000 approx in account. Few expenses – oven repair, shed rollers, additional keys.

Previous Minutes – (Moved – Brett Seconded – Tayla)

- * Liquor Licence – Coast to Country have been. Red line has been found for the Pavilion. Rich is chasing up a specific pin number, to enable us to create an online account. Additional letter from council needed that stipulates that we don't need building/planning permit. Rich & Alison Rich in conversations with VCGLR to set up an account. Signs will need to be up to let the community know about the change, for 3 months, for their feedback. Ongoing
- * C&C sign – Reimbursement? Dan Ongoing
- * Town Tank Painting – Ongoing. Dan Ongoing. Waiting to hear back from GWM
- * Pavilion stock – Ongoing. Mark & Alison to have a card. Rich Paperwork to be filled out & submitted.
- * Pizza oven fencing/guarding - Ongoing. Mark Ongoing
- * Pavilion Extension – Alison has been speaking to Council. Original drafter is unable to continue on the project and Council is sourcing someone new. When they have someone, they hope to visit the site and look over the current drawings. Alison Tim/Jenny Ongoing. Alison to follow up about event in April which isn't to be disrupted with the renovations.
- * Council maintenance – Tree @ tennis court has been removed. Request for community consultation with us before removal of so many avenue trees. Katie Tim/Jenny/Trevor Ongoing.
- * C&C safety issues – Laser cutting cover for glass @ the landing. Mark Mitch is to be provided an image to design the screen off. Ongoing
- * Langi Ghiran Wine- Damien has said we can pay at pick up. Ongoing. Brett Ongoing
- * Noticeboard keys – Can Landners provide a new lock with multiple keys? Katie Ongoing
- * Keys - Master key cutting authorisation to be swapped from Damien Ferrari to Alison Tonkin. Rich. Done
- * Ride to Remember - Feb, 2022. We have been contacted by Shaun Allan, as they are potentially looking at holding a morning tea at BCSC, with support from the Primary School. Rich & Tayla to have a follow up meeting. Ongoing.
- * Council Maintenance - Request for town and Sports Centre area to be mowed Tim/Jenny/Trevor Some mowing has started. Alison to find out how often we can expect them to come out & what level of responsibility they/we have. Concerns have been mentioned about space between tennis court & creek, due to snakes. Ongoing
- * Pacific Hydro Grant - Application made for outdoor blinds. 5 blinds were quoted around the \$9300 mark. Katie Order has been put in. Date to be confirmed for installation.
- * Cricket – to start mid-November. No merger to happen this year. Oval to be sprayed by Ash. Oval needs a lot of work before it can be played on. Brett Mark
- * Cricket Shed Shelving & Tank- Shelves purchased & put in, allowing space for mower etc. Ongoing Potentially have a tank installed to avoid kids coming over and being behind the bar. Same colour as the shed. Tim price / donation. Tank has been purchased and will be installed.
- * Mounties Footy Club - Footy Club to be invited to use our facilities for presentations etc. Use the facilities for free, drinks at bar prices & clean on the way out. Brett Event was a success & wishes to be held here in future.
- * Big Shed Doors - New rollers needed to put doors back up Rich Have been purchased and will be installed at the next working bee.
- * Red Mower - Beaufort Golf Club to potentially buy it back again. Potentially lease it to them and then an offer will be put on the table for consideration. Brett & Rich Still discussing price. Purchase paperwork needed to confirm original price it was purchased for. Ongoing.

* Sheep Drive - To be held Sunday, November 21st. Flyer has been circulated. Flyers to go into newspapers. Tayla to put a copy into the school newsletter. Copy for the pavilion, noticeboard & Grarey. Sheep are booked in at the abs.

Agenda Items

Title	Discussion	Who is following up
Eurambeem proposal	Points of discussion... *amount of work *conflict on community facilities & their use *connection to Kate G Committee have decided to decline the offer at this point in time.	Katie to draft response
Sheep Drive	*Account to be created/restarted at Beaufort Butcher. -Mark to order meat. Alison to pick up on Friday, Nov 19 th -Rich to pick up bread, onions & sauce. -Katie to send out flyer on Wednesday, as a reminder.	
Working Bee	Sunday, 21 st . From 3pm, before Sheep Drive	
Christmas Party	December, Sunday 19 th . Pat has retired, so we need a new Santa.	
School Concert	Thurs, Dec 2 nd . Using the Pavilion.	
Cobb & Co stable floor	Get a quote for Perspex to cover stable floor.	
Community letter	Letter to be drafted to be sent to businesses/community groups in Ararat about utilising the C&C.	Jodie
Bar snacks	Prices for small packets of chips/pork crackle/nuts etc. Snacks currently from freezers to be used	
Rubbish near big shed	Pile needs to be burnt. To be done before fire restrictions.	

Meeting closed 8:20pm

Next meeting – Tues, Dec 7th @ 6:30pm

Working Bee Jobs

- *Bucket of gravel to be places at the cricket shed
- *Mowing/spraying/weeding etc.
- * Clean under C&C
- * Clean out big shed

Community Dates to be mindful of...

- *Christmas Party – Dec 19th.

Future points to discuss...

- * Monthly pizza night @the Pavilion - To be put on hold until restrictions have eased.
- * **March 2022 - Cricket club merger**
- * Chops (Ash) to spray oval in winter, 2022
- * C&C Floor – perspex floor & Heritage Vic link.

*Welcome to country



MEETING MINUTES

Committee of Management: Elmhurst Public Hall Community Asset Committee

Date of Meeting: Wednesday 26th May 2021

Time of Meeting: 7.40pm

Venue: Elmhurst Public Hall, High Street, Elmhurst

Chairperson:	Margaret Rivett (MR)
Minute taker:	Janine Curtis (JC)
Present:	Shirley Lockhart (SL), John Rivett (JR), Janine Curtis (JC), Jean Penna (JP), Russell Preston (RP), Christine Preston (CP), Donald Milne (DM), Margaret Rivett (MR)
Apologies:	Alan Peacock (AP), Dr Tim Harrison (Chief Executive Officer, Ararat Rural City Council)

Confirmation of quorum: Yes

Confirmation of Minutes of Previous Meeting:

Moved SL, Seconded DM, that the minutes of the previous meeting on Wednesday the 10th of February 2021 be received and adopted.

CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
? netting required back fence	Completed at working bee 13/03/2021		Complete
Weeds back yard	Sprayed by JR and will be monitored and resprayed as required by ARCC staff	ARCC staff and JR	Ongoing
Leaking shed	Not attended to as yet	JR	Ongoing
Electricity Bill	Paid for by ARCC		Complete
Plants for front garden	MR hoping to purchase in the next 2 weeks	MR	30/6/2021
Old Island Bench Kitchen	Sold to Lexton Hall for \$200 – Thanks SL!		Complete
Vacuum Cleaner	MR has some quotes, to discuss in General Business	MR	11/8/2021

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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Handover of Keys	Has taken place. 3 keys only to the front door of the hall now available. President MR, Booking Officer CP and ARCC have 1 key each		Complete
Spider Webs	Have been sprayed by Brian Clancy		Complete
Septic system plans	Have been supplied by Jenny Woolcock (ARCC). To be discussed further in General Business		Ongoing

Disclosure of any pecuniary interest or conflict of interest of any member - Nil

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence In	Action Items	Responsible	Due
IN - Emails from Jenny Woolcock (Ararat Rural City Council) with a plan of the new septic system	To be discussed in General Business		
-Email from Melanie Roberts (Ararat Rural City Council) informing us that the set up of the free WiFi and screen. Please note that there was evidence of an animal eg cat or possum that has been walking over the equipment and it may need covering	To be discussed in General Business		
-Letter from resident Sally McDonald with suggestions for ways that we can utilise the hall more effectively	To be discussed in General Business		
OUT – Email to Jenny Woolcock (Ararat Rural City Council) querying the type of septic system that the Elmhurst Hall now has installed			

Moved RP

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Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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Seconded JR

That correspondence be received

Treasurer's Report

The Treasurer's Report includes receipts and expenditure of the period just passed and shows the balance in hand. Attach the Treasurers report. The Treasurer moves for the adoption of the report.

Item: Treasurer's Report			
Discussion	Action Items	Responsible	Due
The treasurer reported a balance of \$17,023.37	Note that this report includes 2 water and 2 electricity bills		

Mover SL

Seconded DM

That the Treasurers Report be adopted.

CARRIED

Adjourned Business

Nil

Item: Adjourned Business			
Discussion	Action Items	Responsible	Due

Sub-committee/Working Group reports (if any) Nil

Item: Sub-Committee/Working Group Reports			
Sub-Committee & Discussion	Action Items	Responsible	Due

Agenda Items

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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Item: Agenda Items			
1. Maintenance Undertaken (standing Agenda item)			
2. Facility Good Governance implementation (standing Agenda item)			
3.			
Discussion	Action Items	Responsible	Due

General Business

Item: General Business			
Discussion	Action Items	Responsible	Due
Possible resurfacing of the Hall floor	Moved JR, seconded RP, that we get the floor sanded and repolished. All present in favour. JP and MR to get quotations to discuss.	MR and JP	11/8/2021
DM suggested that the plans for the Septic system for the hall be put in a folder along with other relevant information pertaining to the hall eg switchboard, gas bottles, emergency contacts etc	All present agreed that this would be a very useful tool for committee members and hall hirers. JC to organise a folder for this. DM to then compile useful documents.	DM and JC	11/8/2021
Possums in hall. ARCC have already relocated 5 possums but think there may be more, still attempting to catch and relocate prior to sealing up any access points.	Will need to clean and cover audio visual equipment and monitor situation.		
Letter from Sally McDonald regarding possible opportunities for community use of the hall, including building of a pizza oven by community members.	After general discussion the committee decided to invite Sally and other interested community members to come and discuss these issues in person at our next meeting. It was also suggested to invite the President of the Elmhurst Community Development group to attend. If Sally is eager to have a meeting earlier this could be arranged, otherwise we could incorporate this item into the next general meeting. JC to reply to Sally.	JC	9/8/2021
Vacuum Cleaner quotes	MR has several quotes for industrial style vacuum cleaners. After discussion Moved JP, seconded RP, that we purchase K'Archer Wet and Dry vacuum cleaner from Harvey Norman for \$299. All present in favour. MR to purchase.	MR	11/08/2021

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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<p>MR provided a list of concerns that she has related to the recent hall upgrades. These include-</p> <ul style="list-style-type: none"> • Glass door into toilets need a safety strip or similar as someone could walk straight into it (OH&S) • Windows in the toilet block have not been frosted as yet (was originally meant to be glass bricks). • Possum problem remains in the roof (worse since building project has been undertaken) • When the possum problem is fixed the kitchen ceiling will need repainting. • The back wall of the hall needs patching and repainting. • The original rubbish bins from the kitchen have disappeared since the building works. • The key is missing from the cleaning room door so we are unable to use it. • The access for all abilities toilet needs a pull handle on the door. • A colour bond sheet has "popped out" from the outside wall above the toilet. • The side "pier" at the front of the hall has been left in an untidy fashion with cement all over the bricks • The roof of the porch is rusty and out of keeping with the improvements. <p>MR also commented that she had purchased toilet cubicle brushes and hand wash for the basins for \$49. She had also organised local builder Ross Tuckerman to come and assess the replacement of the laser light sheets at the back of the hall roof (possums have been using as a trampoline).</p>	<p>MR will take this list of concerns either to Keith Johnson (ARCC) or directly to Dr Tim Harrison (CEO ARCC) to see if they can be resolved.</p>	<p>MR</p>	<p>11/08/2021</p>
<p>Lock on shed</p>	<p>When helping pest control man with access for spraying for spiders CP was unable to open the padlock on the shed and had to cut it open. She has temporarily replaced it with the old padlock. After discussion it was decided that she discuss options of appropriate shed locks with Lardner's locksmiths in Ararat.</p>	<p>CP</p>	<p>11/08/2021</p>

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

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Change of phone number for Christine Preston (CP) – person in charge of Hall hiring. New phone number is 0428 941 834.	JC to organise a notice for the notice board at the post office. CP has already organised a change of number for the local phone directory being updated shortly	JC	11/08/2021
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Meeting closed: 8:40pm

Next meeting

Date: Wednesday the 11th of August 2021

Time: 7.30pm

Venue: Elmhurst Public Hall, High Street Elmhurst

Forward meeting date:

Wednesday 10th November 2021

AGM date TBA

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ELMHURST MECHANICS INSTITUTE

FINANCIAL STATEMENT FROM **10th FEBRUARY 2021 TO 26th MAY 2021**

<u>INCOME</u>		<u>EXPENSES</u>	
Balance C/F	\$ 16,822.96	Power	\$386.56
Int	.41	Water	14.38
Sales of island bench	200.00	Mait. (cement, fence clips	21.00
		Wimmera Bugs P/L	396.00
		Bal. 10/5/2021	\$16,205.43
TOTAL	\$17,023.37	TOTAL	\$17,023.37

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		Bal. 10/5/2021	\$16,205.43
TOTAL	\$17,023.37	TOTAL	\$17,023.37



MEETING MINUTES

Committee of Management: Elmhurst Public Hall Community Asset Committee

Date of Meeting: Wednesday 24th November 2021

Time of Meeting: 7.35pm

Venue: Elmhurst Public Hall, High Street, Elmhurst

Chairperson:	Margaret Rivett (MR)
Minute taker:	Janine Curtis (JC)
Present:	Shirley Lockhart (SL), John Rivett (JR), Janine Curtis (JC), Jean Penna (JP), Alan Peacock (AP), Christine Preston (CP), Donald Milne (DM), Margaret Rivett (MR)
Apologies:	Dr Tim Harrison (Chief Executive Officer, Ararat Rural City Council), Russell Preston (RP)

Confirmation of quorum: Yes

Confirmation of Minutes of Previous Meeting:

Moved CP, Seconded DM, that the minutes of the previous meeting on Wednesday the 26th of May 2021 be received and adopted, with amendments that the kitchen bench was sold to Adelaide Lead Hall (not Lexton hall as documented), and that John Rivett and Shirley Lockhart were organising Ross Tuckerman to look at replacement of the laser light at the rear of the hall and that Marg Rivett suggested that we wait until the issues with the possums was resolved before having it fixed.

CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Leaking Shed	Still to be properly investigated	JR	Ongoing
Plants for the front garden	Have been planted and look great. Thanks Marg. Camellia planned for directly in front of the toilet block not planted as no soil to plant into (rubble from building works used as fill in that spot). Marg has taken that plant and will redirect money paid for it to use for mower fuel.		Complete
Vacuum cleaner	Purchased		Complete
Letter from Sally McDonald	JC wrote to Sally inviting her and any interested persons to the next hall meeting to discuss her proposal of		Complete

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	building a pizza oven at the hall. Reply from Sally was that she didn't really have enough support currently to go ahead. I suggested that Sally could approach the committee at any time there was renewed interest in this project		
Resurfacing of the hall floor	<p>3 quotes were obtained</p> <ul style="list-style-type: none"> Timeless Timber Floors Ballarat \$5456 True Blue Floors Dunolly \$9460 Top Gun flooring Ararat \$5425 <p>Committee members involved decided to go with Top Gun Flooring Ararat SL and MR put in for a grant from Pacific Hydro for \$5425 and SL has received a verbal confirmation of success in the application</p>		When grant money available
List of concerns re hall upgrade.	<p>MR gave Dr Tim Harrison a list of the concerns the committee had regarding the new building works. These have to the most part been attended to. These include:</p> <ul style="list-style-type: none"> Safety strip has been placed in middle of the toilet door Frosting has been completed on the windows in the toilets Possum issue has been fixed Ceiling in the kitchen has been painted Painting has been attended to where required All abilities toilet has a pull handle The colour bond sheet that had "popped out" at rear of toilets has been fixed Excess cement on pillar at front has been cleaned off Rubbish bins cannot be found, will need to be replaced Master key locks cleaning room door The rusty roof of the porch has not been addressed but was not in the original works proposed <p>MR has received a phone call from Alex Pickett at ARCC and he has "signed off" on toilet building works after consulting with her that all concerns had been addressed</p>		Complete
Possum issues	Has been fixed		Complete

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Lock on the shed	CP has purchased a padlock from Lardners in Ararat which has only 2 keys which cannot be copied. She and JR have the keys		Complete
Laser light on the back of the hall	Ross Tuckerman has replaced. No bill received as yet.		Complete
Notices re CP's new phone number for hall hiring	JC has made these and will display this week at the post office and at hall	JC	26/11/21
Folder for hall documents eg plan of septic	JC to put together and give to DM to organise to keep in the hall	JC	15/12/21

Disclosure of any pecuniary interest or conflict of interest of any member - Nil

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence In	Action Items	Responsible	Due
IN - Emails from Jenny Woolcock(ARCC) regarding list of defects and arrangements for Remembrance Day -Email from Sally Macdonald regarding proposed pizza oven at the hall -Remittance advice from ARCC advising of the maintenance grant of \$2400 -Verbal advice from Pacific Hydro that the Elmhurst Hall was successful in their grant application for the resurfacing of the hall floor -Thank you for the bereavement card for Lindsay Johnson who was involved in the building of the new section of the hall	Nil required		
OUT – Emails x 2 to Sally McDonald regarding proposed pizza oven -Pacific Hydro application for floor resurfacing -Bereavement card for the family of Lindsay Johnson	Nil required		

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Moved SL
Seconded DM

That correspondence be received

Treasurer's Report

The Treasurer's Report includes receipts and expenditure of the period just passed and shows the balance in hand. Attach the Treasurers report. The Treasurer moves for the adoption of the report.

Item: Treasurer's Report			
Discussion	Action Items	Responsible	Due
The treasurer reported a balance of \$18606.38	Note that this report includes 2 water and 2 electricity bills (both minimal due to limited hall hire mostly due to the pandemic) Includes new vacuum cleaner Maintenance grant \$2400 included		
SL requested Petty Cash in the amount of \$100	Moved AP, seconded JR that SL receive \$100 petty cash. Carried		

Mover SL
Seconded DM

That the Treasurers Report be adopted.

CARRIED

Adjourned Business

Nil

Item: Adjourned Business			
Discussion	Action Items	Responsible	Due

Sub-committee/Working Group reports (if any) Nil

Item: Sub-Committee/Working Group Reports			
Sub-Committee & Discussion	Action Items	Responsible	Due

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Agenda Items

Item: Agenda Items 1. Maintenance Undertaken (standing Agenda item) 2. Facility Good Governance implementation (standing Agenda item) 3.			
Discussion	Action Items	Responsible	Due

General Business

Item: General Business			
Discussion	Action Items	Responsible	Due
Hall kitchen needs to be organised and items returned from storage in the shed	Working bee arranged for Saturday 15 th January at 9am to reorganise kitchen Once completed it can be organised what else we need to make the kitchen work well and what other storage may be required (?may need to get the original kitchen company to come and see what can be achieved)	All	15/1/22
Lesson to learn how to use the stove	SL to make contact with Matthew where stove was purchased to see if we can still have a lesson on how to use the stove	SL	15/1/22
Hall booking for State Election	Hall booked for 22/11/22		
JP asked about using a generator at the hall in an emergency	Power point has been organised on the west end of the hall for this purpose. Committee members discussed that if this occurred then the ARCC or emergency services would most probably provide the generator		
JC reminded all on the committee that she would be retiring from her role as Secretary and from the committee at the AGM	Members to actively recruit for the committee and to consider taking on the role	All	15/12/21
Wheels need replacing on the trestle trolley	Moved JR, seconded DM that JR purchases and replaces new wheels	JR	15/12/21

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Fence on west side of hall needs netting to reduce rabbits	JR has materials. To be completed at the working bee	JR	15/1/22
Trees for front of hall	JR has organised with ARCC to plant Red Maples at the front of the hall	JR	When weather is appropriate

Meeting closed: 8:35pm

Next meeting

Date: Wednesday the 9th of February 2022

Time: 7.30pm

Venue: Elmhurst Public Hall, High Street Elmhurst

Forward meeting date:

AGM Wednesday 15th December 2021 at 7.30pm

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

Recreation Reserves and Public Halls Governance Manual – Meeting Minutes Sample Template

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ELMHURST MECHANICS INSTITUTE

FINANCIAL STATEMENT FROM **26th MAY 2021 to 24th NOVEMBER 2021**

INCOME

Balance C/F	\$ 16,205.43
Int	.95
Maint Grant	2400.00

EXPENSES

Power (2 Quarters)	\$274.48
Water (2 quarters)	10.72
Elgas Bottle rental	79.20
Plants	100.00
Padlock for shed	119.95
New vacuum cleaner	265.00
Cleaning products	49.00
Bal. 24/11/2021	\$17708.03

<u>TOTAL</u>	<u>\$18606.38</u>
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<u>TOTAL</u>	<u>\$18606.38</u>
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Ararat Rural City

AGM MINUTES

Annual General Meeting of the Elmhurst Public Hall Community Asset Committee

Date: Wednesday the 15th of December 2021

Time: 7:30pm

Venue: Elmhurst Public Hall

Chairperson:	Margaret Rivett
Minute taker:	Janine Curtis
Present:	Margaret Rivett(MR), Shirley Lockhart(SL), Christine Preston(CP), Russell Preston(RP), John Rivett(JR), Alan Peacock(AP), Janine Curtis (JC), Donald Milne (DM), Dr Tim Harrison – CEO Ararat Rural City Council, Councillor Peter Beales – Ararat Rural City Council, Elise Tucker (ET)
Apologies:	Jean Penna (JP)

Confirmation of quorum: Yes

A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.

1. Welcome: Margaret Rivett

2. Confirmation of the Minutes of last Annual General Meeting:

Moved Shirley Lockhart (SL), Seconded Russell Preston (RP)

That the minutes of the previous Annual General Meeting (16/12/2020) be received and adopted.

CARRIED

4. Annual Management Report: Presented by Margaret Rivett

Chairperson's/President's Report

Attached

In addition to her report, MR would also like to acknowledge the support of Councillor Peter Beales and Dr Tim Harrison, as well as all of the staff of Ararat Rural City Council, for their ongoing and unwavering support of both our committee and our community.

User Groups

No report

Injuries and Accidents Report

Nil to report

Maintenance Undertaken for Financial Year

Following on from the refurbishment of the toilet block and kitchen last year, this year has been a lot quieter. The concerns that we have had with the new building works have been addressed, and we are now in the position to add our own touches to the redevelopment works. We have recently been successful in obtaining some grant money from Pacific Hydro to polish the hall floorboards, and we are also keen to add some ovens and more storage cupboards into the kitchen.

Evaluation of Operations

As per President's report

Moved DM, seconded CP

That the Chairpersons/Presidents report be received and adopted.

CARRIED

5. Annual Financial Report: Presented by Shirley Lockhart

Incorporation and Insurance Details:		
Incorporation (if held):	Rescinded	
ABN (if held):	32 525 140 454	
Policy Type	Insurer and Policy Number	Policy Coverage Amount
Contents Insurance:		\$
Financial Information:		
What is your typical annual turnover: ie. Total income and total expenses for a year. Please complete the following table		
Financial Statement: Please refer to attached financial statement		
For end of financial year: August 31 st 2021		
Income		\$ Amount
Trading Receipts (sales, merchandise, etc)		
Memberships/fees/subscriptions for members		
Fundraising receipts		
Grants (Government/Corporate)		

	Donations	
	Sponsorships	
	Bank Interest Received	
	Gate Takings	
	Other Income (specify)	
Total Income (A)		\$
Expenditure		
	Trading costs (eg. Bar stock, merchandise, etc)	
	Rent/hire (hall, meeting room, equipment, etc)	
	Water, rates, gas, electricity, insurance, etc	
	Salaries and Wages	
	Superannuation	
	Workcare	
	Office expenses (stationery, postage, phone, etc)	
	Fundraising costs	
	Bank fees and charges	
	Provision for Capital/Asset replacement (eg. Buildings, facilities, courts, etc)	
	Other (specify)	
Total Expenditure (B)		\$
Surplus (A-B)		\$

What was your current Asset balance at _____ (insert end of year date); Please complete the following table	
Assets	\$ Amount
Cash in hand or in the bank	
Value of the Stock on Hand	
Amounts owed to debtors	
Property, equipment, furnishings	
Investments (eg. Term deposits)	
Investment for Asset Replacement	
Other (specify)	
Total Assets (C)	\$
Liabilities	
Amounts owing to others (Creditors)	
Loans (outstanding balance)	
Provision for Asset Replacement	
Other (specify)	
Total Liabilities (D)	\$
Equity (C-D)	\$

- COVID – 19 restrictions have contributed to minimal hall hire
- The maintenance grant from the council has been gratefully received.

Moved Shirley Lockhart, Seconded John Rivett
That the Treasurer's Report be received and adopted.

CARRIED

6. Proposed Activities and Budget for the Upcoming Year

Activities Proposed for the Upcoming Year

This will include any proposed maintenance or projects the committee would like to undertake over the next 12 months at the facility.

Grant funds have been successfully applied for from Pacific Hydro and will be going towards the restoration/polishing of the wooden floor surface in the hall

More ovens, a larger dishwasher and more storage space are planned to increase the functionality of the hall kitchen

Organise a community event to celebrate the redevelopment works

How will the Committee fund any of the proposed works?

Grant applications and saved funds

Proposed Budget for next 12 months

Dependent on works undertaken

7. Election of new Committee

CEO Dr Tim Harrison kindly offered to take the chair for the election proceedings and declared all positions vacant. He thanked the outgoing Committee members for all of their hard work in such difficult times, and then called for nominations for the following positions:

Chairperson/President: Margaret Rivett		
	Nominated :Christine Preston	Seconded: Donald Milne
Vice Chairperson/President: Donald Milne		
	Nominated: Janine Curtis	Seconded: Russell Preston
Secretary: Nil nominations received		
	Nominated:	Seconded:
Treasurer: Shirley Lockhart		
	Nominated: Donald Milne	Seconded: Alan Peacock
Risk Officer: Not required at this time		
	Nominated:	Seconded:
General Committee Members:		
John Rivett		
Alan Peacock		
Russell Preston		
Christine Preston		

Jean Penna

Elise Tucker

- Janine Curtis has resigned from the committee and was presented with a rose bush and a card of appreciation by President Margaret Rivett. She expressed her sincere thanks to the committee members past and present for their friendship, support and contributions over this time, as well as to Jenny Woolcock, Dr Tim Harrison, Councillor Peter Beales and all staff at the Ararat Rural City Council for their support over the past 20 years.
- The position of secretary remains unfilled at this time. Current committee members will need to actively recruit a secretary prior to the next meeting.
- The committee welcomes new member Elise Tucker. Terri Rogers has also expressed interest in joining the committee but was not present this evening to confirm this.

8. Special business (if applicable)

Nil

9. Meeting Dates for the Next 12 Mon

Wednesday 9th February 2022 at 7.30pm

Wednesday 11th May 2022 at 7.30pm

Wednesday 10th August 2022 at 7.30 pm

Wednesday 9th November 2022 at 7.30pm

AGM TBA

10. AGM closed at: 7:55pm

The meeting was followed by a lovely supper provided by the members of the committee.

Presidents Report

15.12.2021

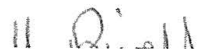
As we come to the end of another year, may I say many thanks to the following people. Christine, Shirley & Janine for their tireless duties as booking office, treasurer & secretary. Also to those members who keep the grass mown and general maintenance around the hall, many thanks. To the Ararat Rural City Council for their incredibly generous funding of our new toilet facilities, and also to the council reps for their tireless work in addressing all the problems we had with vermin in the hall and some issues with the new toilets. A huge thank you to all these people.

Due to covid this year, we only managed to have one public event. Hopefully when all the remaining issues have been addressed, namely, ovens and cupboards in the kitchen and the floor polished, we will be open to the public and be able to host many public functions. It is my greatest wish that we can attract more community members to become involved with this fabulous facility.

Finally, I would like to acknowledge the incredible job that our secretary Janine has done over the past 20 years. She has done a marvellous job in keeping us well informed of all the details of being a member of the Hall Committee. On behalf of everyone, I would like to wish Janine all the very best in her future endeavours.

And finally, may I wish you all a Blessed Christmas & A Happy New Year.

Marg Rivett,



Lake Bolac Community Complex Final Meeting - Wednesday 29th September 2021 - 7pm

Complex Meeting with the CEO Ararat Rural City

Present: Graeme Stewart, John McInnes, Jenny Woolcock, Dr. Tim Harrison, Gordon Hucker,
Judy Aldous, Karen McIntyre, Geoff McIntyre, Kevin Breen.

Apologies: Lyn Webster

Gordon welcomed everyone to the meeting and apologised to all for the meetings we've had
To cancel because of the COVID 19 Virus. (8 in total)

Judy gave a brief financial report as to the money held in trust and the term deposit balance
Term Balance of \$60000 comes due in October
Term Deposit of \$7085.24 comes due in April 2022
And the General Account \$9301.48

Gordon read a report of the history over the years behind the Complex
History attached.

The building is used everyday with fridges going serving the Golf Club and Pool in season.
The original Complex Conception was brilliant and served the community very well for many years
With Tennis 6 teams, squash played 2 times per week, golf, football and netball & cricket, and the
bowling club running independently.

Now 40 years on and times have changed with 3 clubs and I welcome a change in structure of the
Management.

I have played sport in this town on

- 3 Golf courses
- 3 football and cricket grounds
- 2 lots of tennis courts
- Squash
- Swimming pool
- Worked in administration
- Working bees

In all of 40 years.

I would like to thank Judy our Secretary Treasurer and all other office bearers
To all the families that contributed

ROBERTSON MCINTYRE O'RORKE THE WATERS ESTATE

A motion was moved

That we the Lake Bolac Complex Committee close down and the Lake Bolac Golf Club manage
The Complex building. The Wickliffe Lake Bolac Football Netball club manage their area, the
Lake Bolac Bowls club their area and the 3 Clubs to form a Committee to manage the cropping
Paddock and other community issues.

Moved by Graeme Stewart and seconded by Geoff McIntyre that Gordon's Report be accepted

That the Lake Bolac Complex Committee money after all accounts have been concluded to Be transferred to the Lake Bolac Golf Club to be used to contribute to the Capital Expenses for the Upcoming upgrade of the Kitchen

Moved John McInnes and seconded by Kevin Breen that this motion be accepted. Carried

Finally it was discussed and passed that the Complex Honour boards be upgraded to this Year 2021. Moved Kevin Breen and seconded by John McInnes Carried

Our only other duty was to wish the Golf Club well and the bowls and football netball clubs well.

Meeting closed 9pm

28 2021

ANNUAL GENERAL MEETING

MARCONA RECREATION RESERVE COMMITTEE Oct 7.30pm

In the absence of our President Tony Jackson, Tim Harrison CEO ARCC took the chair for both our meeting.

Present: Irene Gellie, Kerri Gellie, Kelly Gellie, Trevor Perry Pat Tobin, Mary Tobin, Steve Shannon,

Apology Dom Sparks and Tony Jackson
Moved Steve Shannon, 2nd Trevor Perry that these be accepted. carried.

Minutes of the previous AGM held on 9/11/2020
were read.

Moved Kelly 2nd Pat that they were true and correct. carried.

Business arising from these minutes NIL

Presidents Report. (see attached) In the absence of Tony Tim read his report.
Moved Pat 2nd Steve that his report be received. carried.

Treasurers Report.

As at 30/6/2021 we have a credit balance of \$3531.99. The Principal at the Marcona Primary School has checked all the documents that were presented by Irene to be ~~true~~ true & correct. Irene moved and Kelly 2nd that report be received. carried.

Election of Office Bearers

As in previous years (last 5) Tim moved and Trevor 2nd that we have a block nomination that all in attendance plus Tony and Dom (apologies) will be the committee for the coming year 2021-2022.

2.

2 8 2021

The position of President will be Tony Jackson
moved by Tim 2nd by Kerrin.
Vic President Don Sparks moved by Irene 2nd Trevor
Secretary/Treasurer Irene moved Kelly 2nd Mary.
all accepted there positions for the coming year.
Meeting closed 7.50 pm. all positions carried.
* President.
Secretary Irene Gehre

GENERAL MEETING OF THE MAROONA REC RESERVE
HELD Monday 2nd Aug 2021.

Present same as AGM
Apology " " "
moved Mary 2nd Kelly that these be accepted.

MINUTES OF THE PREVIOUS GENERAL MEETING HELD
ON 22/2/21 were read.
No business arising from these minutes.
moved Kerrin 2nd Trevor that these were
true and correct. carried.

Treasurers Report.
Same as AGM \$ 3531.99
A power account for Origin to be paid \$151.55

CORRESPONDENCE IN and OUT NIL
Irene to send email to Jack Tucker Ararat
World Farm for new blinds and cabinets
for Kerrin's history centre. (done 5/8/2021)

GENERAL BUSINESS

Mary Reported that we have approx 350
signatures which will be presented by Mary + Irene
to Don Tehans office, re mobile lack of
coverage, which over the last 2 years has
got worse.

3.

Tim reported that he is soon to have a meeting with Connecting Victoria. Reason getting worse - more data use and less voice.

The telstra CEO is also coming to Ararat and Tim is catching up with him as well. Hope this will all go well in our favour with our petition.

Treuer followed up about our Power accounts but not worth the effort ^{is} changing to another company

Maybe look at grants for solar panels to be placed on the hall. Follow up this in the future.

Still looking to having our Remembrance Day Service Friday 12th Nov. Kerrin hopes to launch his new book "Maroon Remberes".

Working bee will be held when the weather fines up to extend the fence at the memorial to house a soldier that Kerrin has had made.

New fees for the hall as from 1/7/2021.

meeting half hall	\$ 20.00
full hire of hall	\$ 100.00
Function/Party	\$ 200.00 plus \$500 bond. to be paid in advance.
Longer stays (includes power + gas)	\$ 300.00 per week.

Meeting closed 8.35.

* President.

Tim was to follow up with maintenance works about having holes in the roof ~~could~~ fixed. Water seems to have stopped coming through.

Presidents Report

Maroona Recreation Hall

2 August 2021

Once again with the Covid Challenges upon us all, it has been a quiet year for our Rec Hall with limited community events and private functions.

Major projects this year was new window coverings which was kindly funded from the Maroona Wind Farm grants. Thank you Irene for organising this and Trevor for utilising the old coverings and placing them on the upstairs windows.

With other grant funding we were also able to install a new hot water system and would like to thank the Rural City of Ararat for helping with this acquisition which will benefit the hall users for many years to come.

Thanks again to all the committee members and community members for their work and assistance in helping maintain the hall and its surrounds especially a mention to Irene for all her secretarial and treasury work and Pat Tobin for keeping a keen eye on the building and grounds ensuring its functionality and security.

Going forward, items that need to be addressed by the committee are the increase in hall fees, bond and long term stay fees as these haven't been reviewed for many years and this will ensure that all users of the hall continue to help make the facility viable and maintained to a safe and usable standard.

Thanks to everyone else and the Rural City of Ararat for their assistance throughout the year to keep the hall and Rec reserve and valuable community asset.



Tony Jackson

President

Balance sheet as at 30/6/2021

Expenses

power

967.24

Gas

hire 2 bottles 289.19

refill 1. bottle 79.20

368.39

Sundries

- Cabinet

189.00

4 plants

79.96

Hogan water

2400.00

Total exp.

4004.59

Income

Sale of biscuits

1150

Momkims

1800

Hall hire

140

Grant ARCC

2400

Total income

5490.09

Balance 30/6/2020

2046.58

plus income

5490.00

7536.58

less exp

4004.59

Bal 30/6/2021

\$ 3531.99



Ararat Rural City

AGM MINUTES

To be submitted to Council's Municipal Recreation Officer within 14 days of holding the AGM.

Annual General Meeting of the Mininera Recreation Reserve Committee of Management

Date: 16.11.2021

Time: 7pm

Venue: Mininera Recreation Reserve

Chairperson:	Connor Wilson
Minute taker:	Sharon Meek
Present:	Connor Wilson Sharon Meek Garry Meek Justine Liston Jono Box Dr Tim Harrison John Box Snr Ash Quinlivian Linda Coutts
Apologies:	Ian Meek Les Meek

Confirmation of quorum: ☒ Yes ☐ No

A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.

1. Welcome: Connor Wilson

2. Confirmation of the Minutes of last Annual General Meeting:

Garry Meek/ Linda Coutts

That the minutes of the previous Annual General Meeting (28.11.2020) be received and adopted.

CARRIED

Chairperson Signature & Date

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3. Annual Management Report: Connor

Chairperson's/President's Report

Connor welcomed everyone to the meeting. There was not a great deal to report as sadly due to Covid it has been quite an uneventful year with only 4 games being played for the season. Connor made special mention of Tony Liston, Jock Liston, Nick Burn, Al Fraser, John Forbes and Jono Box for all of their input into the installation of the new sprinkler system and the resurfacing of the oval.

Injuries and Accidents Report

Nil

Maintenance Undertaken for Financial Year

Maintenance of oval drainage still an ongoing concern. It was decided that the lip around the oval will be removed and the height in the middle of the oval to be increased in order to achieve better drainage.

Evaluation of Operations

John Box Snr queried the procedure of the resurfacing of the oval, in particular the drainage which has been a problem.

Dr Tim explained it was due to an exceptionally wet year and was perhaps not detailed enough at the very beginning of the procedure.

Mover: Jono Box/ Seconded: Connor Wilson

That the Chairpersons/Presidents report be received and adopted.

CARRIED

Chairperson Signature & Date

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4. Annual Financial Report: Justine Liston



Ararat Rural City

Mininera Recreation Reserve

2021 AGM ANNUAL FINANCIAL REPORT

Income	\$ Amount
Trading Receipts	
Grants (Government/Corporate) ARCC	4000
Bank Interest Received	1.01
Total Income (A)	4001.01
Expenditure	
Carpet cleaning	200
Power	2880
ARCC Rates/water	912
Mower Repairs	227.8
Stove installation - D Watson	776.27
Consumer affairs	59.2
Total Expenditure (B)	5055.27
Surplus (A minus B)	-1054.26
What was your current Asset balance at 4.11.21 (insert end of year date): Please complete the following table	
Assets	\$ Amount
Cash in hand or in the bank	25295.16
Value of the Stock on Hand	
Amounts owed to debtors	
Property, equipment, furnishings	
Investments (eg. Term deposits)	52.41
Investment for Asset Replacement	
Total Assets (C)	25347.57
Liabilities	
Amounts owing to others (Creditors)	
Loans (outstanding balance)	
Provision for Asset Replacement	
Total Liabilities (D)	0
Equity (C minus D)	25347.57

Moved by: Justine Liston/ Seconded by: John Box Snr

That the Treasurer's Report be received and adopted.

CARRIED

Chairperson Signature & Date

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5. Election of new Committee

Dr Tim Harrison declared all positions vacant and thanked the outgoing Committee members and called for nominations for the following positions:

Chairperson/President: Garry Meek		
	Nominated: Connor Wilson	Seconded: Jono Box
Vice Chairperson/President: Jono Box		
	Nominated: Garry Meek	Seconded: Linda Coutts
Secretary: Sharon Meek		
	Nominated: Justine Liston	Seconded: Linda Coutts
Treasurer: Justine Liston		
	Nominated: Connor Wilson	Seconded: Ash Quinlivian
General Committee Members:		
Connor Wilson		
Sharon Meek		
Garry Meek		
Justine Liston		
Jono Box		
John Box Snr		
Linda Coutts		
Ash Quinlivian		
Les Meek		

6. Special business (if applicable)

John Box Snr made special mention of Connor Wilson's outstanding service to the Rec Reserve for so many years. Connor cannot even remember when he took on the role of president but it was probably over 30 years ago. He has treated the Rec as his own backyard and has dedicated countless hours to spraying, mowing, plumbing and fixing. We will all miss him as our president but know he will still be very much part of the club.

7. AGM closed at: 7:30pm

Chairperson Signature & Date



MEETING MINUTES

To be submitted to Council's Municipal Recreation Officer within 14 days of meeting

Committee of Management: Mininera Recreation Reserve

Date of Meeting: 16/11/2021

Time of Meeting: 7:30pm

Venue: Mininera Recreation Reserve

Chairperson:	Garry Meek
Minute taker:	Name: Sharon Meek
Present:	Connor Wilson Garry Meek Sharon Meek Jono Box John Box Snr Justine Liston Dr Tim Harrison Linda Coutts Ash Quinlivan
Apologies:	Ian Meek Les Meek

Confirmation of quorum: x Yes No

A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.

Confirmation of Minutes of Previous Meeting:

Moved by: Garry Meek/ Seconded by: Linda Coutts

That the minutes of the previous meeting on 28/11/2020 be received and adopted.

CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Jono Box described that the Caranballac HarvFest committee donated a new fridge to the kitchen and a microwave oven.			
Rob and Linda Coutts donated a new BBQ.			

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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After the minutes have been confirmed, the Chairperson or substitute Chairperson must sign each page of the previous minutes to certify that they have been confirmed.

Disclosure of any pecuniary interest or conflict of interest of any member

Ararat Rural City Council resolved on 20 September 2011 to grant an exemption to community members of Special Committees (section 86) from submitting Primary and Ordinary Returns of Interests (for conflict of interest purposes).

Notice of Disclosure for pecuniary interest or conflict of interest: Committee members should refer to the Conflict of Interest – A Guide for members of Council Committees (March 2012). Committee members must disclose conflicts of interest in committee meetings.

There are three steps to take when disclosing a conflict of interest:

1. Tell the committee that you have a conflict of interest. This must be done immediately before the matter is considered.
2. Tell the chair that you are leaving the meeting.
3. Leave the room and any area where you can see or hear the meeting until the matter has been concluded. The committee member must leave the room and remain outside while any discussion is being held. They must also remain outside if any vote is being taken on the matter being discussed.
4. The minutes must state: who left the room, what time the committee member left the room, if any decision/vote on the matter was taken, and what time the committee member returned to the room.

Correspondence

If appropriate it requires two actions:

Secretary reads out the correspondence, followed by the motion "that the correspondence be received".

If any action is required as a result of the correspondence, appropriate motions should be moved, e.g. "that the Secretary reply to Mrs. Smith informing her that..."

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
ARC facility maintenance grant - \$4,000 grant received			
Consumer affairs notification to submit financial statement			

Moved: Ash Quinlivan/ Seconded: Connor Wilson
That the correspondence be received.

CARRIED

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

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Treasurer's Report

The Treasurer's Report includes receipts and expenditure of the period just passed and shows the balance in hand. Attach the Treasurers report. The Treasurer moves for the adoption of the report.

Item: Treasurer's Report			
Discussion	Action Items	Responsible	Due
Refer to AGM financial report (in AGM minutes)			

Moved by: Justine Liston/ Seconded: Linda Coutts
That the Treasurers Report be adopted.

CARRIED

Adjourned Business

Adjourned business takes precedence over all other business.

Item: Adjourned Business			
Discussion	Action Items	Responsible	Due
Further discussion on the oval and drainage	Chops has resprayed the oval ready to re-sow and resurface	Chops	
Ash queried the drainage from the oval to his residential backyard creating a wet environment. Dr Tim advised this was a matter for the council and he would follow this up.	Dr Tim to follow up drainage query regarding residential backyard.	Dr Tim Harrison	

Sub-committee/Working Group reports (if any)

Item: Sub-Committee/Working Group Reports			
Sub-Committee & Discussion	Action Items	Responsible	Due
Maintenance managers - Jono Box and Connor Wilson	Jono and Connor will determine maintenance tasks to be completed around the Rec reserve and delegate action appropriately.	Jono Box and Connor Wilson	

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Chairperson Signature & Date:

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Agenda Items

Item: Agenda Items

1. Maintenance Undertaken (standing Agenda item)
2. Facility Good Governance implementation (standing Agenda item)

Discussion	Action Items	Responsible	Due
Billing SMW Rovers for power throughout the Covid year	Jono Box agreed SMW Rovers would pay for 2 terms of the power bill	Jono Box	
A Westpac bank account term deposit of \$52.41	Justine suggested we move it into the general account and close the account as the account is not producing any interest.	Justine Liston	

General Business

Item: General Business

Discussion	Action Items	Responsible	Due
Jono Box suggested we purchase a Gang mower from Chops at \$5,000.	The Rec is to pay \$2500 and SMW Rovers to pay \$2500.	Jono Box	
Suggested to keep the Blue Slasher and that idea was moved by Jono Box Snr and seconded by Connor Wilson.			
Agreed to sell out sprinkler to Jake Gelly for \$3500. Moved by Jono Box and Seconded by Linda Coutts.			
Christmas Party to be held at the Mininera Rec on the 18/12/2021. Hosted by the Mininera Rec Reserve as our tennis club is not participating in the competition this year.	Jo Read sending out invites.	Jo Read	

Next Meeting:

Date: TBC

Time: 7pm

Venue: Mininera Recreation Reserve

MEETING CLOSED 8 PM

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

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MOYSTON HALL COMMITTEE MEETING NOVEMBER 9TH
2021

Minutes of June 15th meeting passed by Ron, seconded by Jan

Correspondence: State Government has booked in for election, 26th November 2022.

Alexander Croquet Club requested 28 chairs from the Moyston Hall.

Confirmation of Grant from Council for \$2,400 for this financial year

FINANCIAL REPORT (JIM)

Jim moved, Di Seconded.

GENERAL BUSINESS

- 1) Loan of Chairs to Alexander Croquet Club. (28). Sue to organize with Anne (Marshall)
- 2) Community Dinner, Possibly July.
- 3) High Tea, February? Sue, Jan, Dana, Tracy to organize
- 4) Dana, Fire relief donation, work in progress.
- 5) School Awards, to be given to the most improved efforts. \$100 per level. Bryan to talk to Principal of Ararat College.
- 6) Power Point in office hub, Rob to talk to Bill Daley again.
- 7) Multiprinter, pick up by Christmas, Di to organize.
- 8) Quotes for Shed: prefab from Mitre 10, DR. Tim to check on permit.
- 9) Consider re paint of Hall, discuss next meeting.
- 10) 2020-2021 Nostalgic photo between Rhymney and Moyston. To be put on wall. Carried unan.

- 11) Pay for someone to upkeep garden on a regular basis. Moved by Di, Seconded by Jim.
- 12) Mulch, Rob has ordered from Council, \$100 for 6 square metres.
- 13) Bluestone gravel to be put out the back of the Hall? Keep as Grass? Kill weeds, install steps. Dr. Tim will ask about planning permits. Moved, Di . Seconded, Dana.
- 14) Working Bee, Wednesday 24th 4-6pm.
- 15) Craft Market in Hall?

NEXT MEETING FEBRUARY 1ST 2022.

MOYSTON HALL COMMITTEE

ANNUAL GENERAL MEETING 9TH NOVEMBER 2021

Present: Jim Hall, Ron Dean, Sue Kennedy, Jan Crowe, Dana Dean, Rob O'Connell, Di Noske, Dr. Tim, Tracy, Bryan Kennedy, Peter Horvath.

Minutes of AGM 2020 moved by Jim and Robert.

Annual Statement from President Bryan Kennedy.

Financial Report from Treasurer Jim Hall
Moved by Jim, Seconded by Dana

ELECTIONS

President: Robert O'Connell, nominated by Di Noske, seconded by Bryan Kennedy. Carried.

Vice President: Peter Horvath nominated by Sue, seconded by Jim. Carried.

Secretary: Di Noske, nominated by Jim, seconded by Dana. Carried.

Treasurer: Jim nominated and is continuing in the role.

We would like to extend a very warm welcome to our new member, Tracy, to the Hall Committee and we look forward to her involvement with all of our activities. Welcome Tracy!

MEETING OFFICIALLY CLOSED 7.50 PM

Pomonal Hall and Recreation Reserve Community Asset Committee
2021 - August 4th
MINUTES -

Time and date	04/08/2021 7:21 pm	
Chairperson	President: Richard Flecknoe	
Location	Pomonal Hall	
Attendees	Tim Harrison Barb Venn John King Andrea Shelly Russell Kellett	Claire Evans Lachie Green Jody Mathews Jenny Kier Simon Freeman
Apologies		
Purpose	Manage the facilities and activities at the Hall and Reserve.	
Papers	<p>Motion: " That the minutes for the previous Hall and reserve Committee meeting be approved as a true and accurate record of proceedings"</p> <p>https://docs.google.com/document/d/1Cqhw8a7wG5zGDh2v73ahi83UPTISlpxJa_0_hU1Nz6o/edit?usp=sharing</p> <p>Minutes from previous meeting: Moved: Richard Second: Simon</p>	

Item	Description	Action
1.	<p>Business arising from previous minutes:</p> <ul style="list-style-type: none"> Soft furnishings for the meeting room - gluing on batts. Carry Over due to lockdown - pencil in October Cricket club/turf - water bill. Loki shed some clarification around the water usage and the cricket club, Claire emailed the water Bill to the cricket club, and the Pomonal Hall committee received another reminder invoice from the Shire. Claire gave Loki copies of the bill - paper and via email. Cricket club to pay the Pomonal Hall committee. Pomonal Hall committee moving from Commonwealth to Bendigo Bank. Claire to give Loki the required banking details. Cricket Club was happy to pay the bill. Banking - Moving to Bendigo Bank. Waiting for ARCC Karissa to finalise details. Tim to follow up for us. Nature Based Playground - Claire - to catch up with Carly in regards to the nature based playground and Dan Tehan Grants. - Carried over 	<p>Richard - to look at glueing on acoustic batts with Simon. Purchase a WIFI booster for the Hall.</p> <p>Tim Harrison - follow up on what's happening with moving to the Bendigo Bank</p>

	<p>Skate Park/Pump Track. - Carried over due to Lockdowns</p> <p>Mens shed mentoring program - Aps landscaping program may be a possibility also. Mentoring youth program with APS</p> <p>Check out pop up/wheelie acoustic walls. - Carried over</p> <ul style="list-style-type: none"> WIFI concerns to email Jenny to ask about QR codes.- PPA would love a booster. Motion to purchase a WIFI booster for the Hall. All in Favour. Russ questioned whether the Mens shed could also use this? Very likely. Barb printed and laminated QR codes and stuck them around the Hall. Small town big Sound updates - Claire paid with a cheque Storage of the cricket club mower in the hall shed - Bays in the Shed. The Mens shed has moved out. Happy for the cricket club to store their mower in the shed. 	
2.	<p>Correspondence in:</p> <ul style="list-style-type: none"> Jenny Woolcock - Water bill causing stress Gordi - Jodi and Carly replied to this. Mens shed - Men's Shed has been approved funding to install a solar system- Dates to come through. Waiting for grant to arrive in the bank. Possibly September. Discussion on power. The power went on in the mens shed 6 weeks ago- June 2021. <p>Discussion around the drainage between the mens shed and the Hall. Is it problematic?</p> <ul style="list-style-type: none"> PPA - Agenda and minutes of their meeting QR code registration - Barb Completed PPA proposal for picnic tables in collaboration with men's shed. Willing to pay 50% of the cost - Picnic tables and metal works? Also talked about the issue of acoustics in the Hall. Carpet tiles are an option. To contact an Acoustic engineer from the shire. <p>Lisa Ashdowne soft furnishings? Anthea Nicholls - QuoteThe meeting room is approx 25 square m. - Bunnings tiles (1mx1m) are approx \$30 each. I haven't looked around to see if they can be purchased cheaper elsewhere. It would probably be worth checking with the carpet people in Stawell for a quote. I'll do that. A 😊</p> <p>Acoustics in the meeting room/hall. Tapestry on the wall. Look at getting a rug so we can roll it up for music events. Batts on the ceiling. Wheelie boards? Curtains that can be pulled back in the meeting room.</p> <p>Also looking at wheelchair accessible grants for picnic tables.</p> <ul style="list-style-type: none"> Bench seat invoice - Wayne Dickinson \$4000 	<p>Claire - to catch up with Carly in regards to the nature based playground and Dan Tehan Grants.</p> <p>Skate Park/Pump Track - possible Men's shed mentoring program.</p> <p>Check out pop up/wheelie acoustic walls.</p>

	<ul style="list-style-type: none"> Hot water and power outage - Funeral and Market Day - was followed up by the Shire. 		
3.	Correspondence out: <ul style="list-style-type: none"> Jenny Wilkinson - up date on buildings Bendigo Bank - signatories Claire Evans - Water bill 		
4.	Finance Report. Motion; " That the financial statements for the previous months be ratified and all accounts approved for payment"	Moved:	2nd;
5.	General business <ul style="list-style-type: none"> Master plan - discussions. It does exist but it has the 'go slows' due to several reasons. Still important. Great Victorian Bike Ride 3rd-4th December. Staying in POMonal / shared with Halls Gap. Should we be providing some sort of entertainment?. This is an Event - an opportunity so let's go for it. APS - Hall is too cold - it has been suggested if possible that they turn the heaters on in the morning before the meeting and allow all day for the room to heat up . This is a better option than buying split system heating. Garden working BEE - 14th August. Master Plan/Wish List : <ul style="list-style-type: none"> <input type="checkbox"/> Double the outdoor decking area <input type="checkbox"/> pizza oven <input type="checkbox"/> power to the shed <input type="checkbox"/> shelter <input type="checkbox"/> fence around the oval <input type="checkbox"/> electric BBQ <input type="checkbox"/> shade <input type="checkbox"/> seating <input type="checkbox"/> pump track <p>Meeting closed: 8:31pm</p>		

Pomonal Hall Committee 2021 - October 13th Minutes -

Time and date	13/10/2021 7:00 pm via zoom	
Chairperson	President: Richard Flecknoe	
Location	Pomonal Hall	
Attendees	Andrea Shelly Simon Freeman Jenny Kier	Claire Evans Barb Venn
Apologies	Jenny Woolcock, Tim Harrison, Jody Mathews, Lachlan Green	
Purpose	Manage the facilities and activities at the Hall and Reserve.	
Papers	<p>Motion: " That the minutes for the previous Hall and reserve Committee meeting be approved as a true and accurate record of proceedings"</p> <p>https://docs.google.com/document/d/1kvynhjRrqZPDMrG6XU8LUVIdq1iPuUcimT-pCI3VQvo/edit</p> <p>Minutes from previous meeting: Moved: Simon Second: Jenny K</p>	
Acknowledgement of Country	Claire	

Item	Description	Action	Moved	2nd
1.	<p>Business arising from previous minutes:</p> <ul style="list-style-type: none"> Soft furnishings - guest Acoustics Specialist and Lisa Ashdowne Gluing on batts Richard . Jenny K to talk about carpet quotes and additional soft furnishings Cricket club/turf - Lachie to pay water bill Nature Based playground - Claire - to catch up with Carly in regards to the nature based playground and Dan Tehan Grants. 	<p>Soft Furnishings - meeting room to cover hard surfaces - glass door, window, hide curtain, ceiling track, custom made, fabric type - recommended fire retardant/wool.</p> <p>Hall committee moved a motion for Lisa to get a quote for curtain for the small window - where is our best bang for buck.</p> <p>Richard to have an acoustics meeting.</p> <p>Carpet underlay- Carpet choice Ararat, Careys covers.</p> <p>Barb to get a quote from Ballarat Red door.</p> <p>Acoustic Batt i the Shed - need to be glued on the tables.</p> <p>Water Bill - Carry Over</p> <p>Playground - Carry Over</p> <p>Banking - all sorted</p>		

	<p>Skate Park/Pump Track. Mens shed mentoring program. Check out pop up/wheelie acoustic walls.</p> <ul style="list-style-type: none">• Banking - Moving to Bendigo Bank. Waiting for ARCC		
2.	<p>Correspondence in:</p> <ul style="list-style-type: none">• Art group - shed bay• PPA minutes• Mens Shed minutes	<p>The shed has several bays. Richard to do a check of the bays. Can we do an assets list of what we have in Storage?</p> <p>Art group would like one bay for storage. - Barb to email Art Group</p> <p>APS has one bay</p> <p>Pomonal Primary School has one bay</p> <p>Cricket club has a mower in storage</p> <p>Progress has a bay for market stuff</p> <p>Hall committee has a bay for excess furniture</p>	
3.	<p>Correspondence out:</p> <ul style="list-style-type: none">•		
4.	<p>Finance Report.</p> <p><i>Motion: " That the financial statements for the previous months be ratified and all accounts approved for payment"</i></p>	<p>Moved: Richard</p> <p>\$24,220</p>	<p>2nd: Barb</p>
5.	<p>General business</p> <ul style="list-style-type: none">• Festival of Small Halls• Small regional Presenters Fund - http://www.rav.net.au/funding-opportunities/small-regional-presenters/• Working bee?• blocked toilets•• Master Plan/Wish List :<ul style="list-style-type: none"><input type="checkbox"/> Double the outdoor decking area<input type="checkbox"/> pizza oven<input type="checkbox"/> power to the shed<input type="checkbox"/> shelter<input type="checkbox"/> fence around the oval<input type="checkbox"/> electric BBQ<input type="checkbox"/> shade<input type="checkbox"/> seating	<p>Festival of small halls - Claire to email a "YES". \$3000 bond required. Possibly around the 17th March TBC but it always runs after the Port Fairy Folk festival.</p> <p>Previous FSH have run at a profit.</p> <p>PICNIC TABLES - PPA</p> <p>Steel frames from Steve Field with wooden tops?</p> <p>Apply for grants for full aluminium tables like the ones in Moyston. Jenny to get the quotes.</p> <p>Little Vic bike ride</p> <p>Gardens at the Hall - community garden and maintenance day.</p> <p>Regional Art Victoria (RAV) grants. Should apply to add to our stage kit. Look at getting a grant for stage curtains, a rigging system and modular stage systems. https://transtage.com.au/</p> <p>Music events with Creative Victoria. Carly received a grant to run several music events in our region. Would the Hall committee be interested in an event in March? Would the Hall committee be interested in running the bar for the event?</p> <p>It was noted that this will clash with the Festival of Small Halls. Would Carly be able to move her event to later on in the Year?</p> <p>Our loyalties as a committee are with the Festival of Small Halls.</p>	

	<p>What is the current Hall Cleaning schedule?</p> <p>It gets cleaned quarterly by Lauren Field. Can We get a clean before christmas?</p> <p>Barb to email Jenny about the Septic and Trees.</p> <p>Two new members to the POMonal Community are interested in joining the Hall Committee. Gemma and Martin. They have an interest in holding a music event for up to 4000 people.</p> <p>We had a health inspection in the kitchen and pasties and mini pies were found in the oven???? Who was in the Hall last? Jodi to check bookings.</p>
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Meeting closed:
8:32pm



GENERAL MEETING MINUTES FORM 5

To be submitted to Council's Municipal Recreation Officer within 14 days of meeting

Committee of Management: Tatyoon Recreation Reserve

Date of Meeting: Monday 12th July 2021

Time of Meeting: 7:30pm

Attendance: C.Drum, B.Robertson, J.King, K.Armstrong, R.McKay, D.Carter, T.Brady, A.Tucker, R.Bibby, T.Harrison and J.Armstrong

Apologies: H.Astbury, M.Vallance, P.Hartwich

Confirmation of quorum:

A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.

Confirmation of Minutes of Previous Meeting:

General Meeting Minutes on 6.7.2021 circulated D.Carter and C.Drum

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
GMW WATER	Applied	C.Drum	In Progress
Hand towel		J.King	In progress
Landscaping around New Building Fridge	H.Astbury completed and excellent job of landscaping around netball courts and hall. Big thankyou.	H. Astbury	Completed
Grants	Wish List from last meeting minutes 17.9.2020 <ul style="list-style-type: none"> - Heating inside and outside of changerooms eg. Split systems inside and gas outside Successful and in second round - Shade grant – shade over playground (applied) not successful - Solar system grant to help electricity costs Not successful will try again. 	K.Armstrong	Completed
Fence on Netball Court	Adjourned to later	J.King	HELD
Equipment Needed for Hall	Thermometer for canteen days Door mats (big) Tongs with flat bottom. Dishwasher purchased	J.King	completed

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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Disclosure of any pecuniary interest or conflict of interest of any member

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
In EMAIL – 15.4.21 April: Jon Wilsch plans for new Social Rooms	Discuss with Committee DRAFT PLANS. Completed by draftmen Jon Wilksh	J.KING	NEXT MEETING

Moved by D.Carter and C.Drum

Treasurer's Report

Financial report by B.Robertson

Cheque Acc:

\$22088.24

Moved by B.Robertson and noted that Financial Statements will be brought to AGM August. Seconded by J.King

Sub-committee/Working Group reports (if any)

J.KING, D.CARTER and A.BRADY -

Discussed information gathered in meeting with CEO on Monday 28th June 2021. Subcommittee and C.Drum present. See General Business.

Agenda Items

Item: Agenda Items

1. Maintenance Undertaken (standing Agenda item)
2. Facility Good Governance implementation (standing Agenda item)
3. New Social Building – General Business
4. Grants – canteen/kitchen and walking group grants – adjourned to next meeting

General Business

J.King discussed that tonight's meeting was to inform the rest of the committee of the research that the subcommittee had completed in relation to the new Social Rooms.

J.King discussed the following:

1

Subcommittee looked at the following Social Rooms for ideas.

- Creskwick, Beaufort, Skipton, Ararat, Bungaree Football Netball Clubs. These clubs were seen to have excellent facilities and worth a visit.
- Bungaree Social Facility was a real highlight and we managed to get some plans which local builder Jon Wilksh has redrafted to suit our position.

J.King then discussed that the subcommittee had completed two small informal meetings to gather some information to bring back to committee. J.King relayed what was discussed in the two meetings to the whole committee.

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Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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2.

Subcommittee MEETING 1 completed on Tuesday 8th June 2021

Sub Committee: D.Carter, T.Brady, J.King

Meeting with Andrew Eastick who could explain our plan that we have acquired from local builder Jon Wilksh and we actually stepped out the facility to get a better idea of the size.

- Showed Andrew plans that Jon Wilksh had drafted for committee and were sent to secretary in April 2021.
- Discussed possible changes to plan like the swapping of the male and female toilets.

Andrew shared his thoughts on plan and gave us his knowledge of what was needed in a design.

Main idea was to ensure viewing is lifted so you can view football whilst inside social room. Andrew discussed that this was a huge error with the Ararat social room build.

Female friendly still a main grant to try and get.

General discussion over process of build. We didn't want to make the same mistakes as Netball Build

Discussion over mistakes from last build of Netball rooms.

Sub-Committee asked for the plan to be quoted so we had some idea of what the project would cost.

Discussion over using the Master Plan created in 2016 to aid this process as there is still many valid points in precious plan that can be utilised for this build. Just a different location slightly on where social rooms would be located.

We marked site out to get more of an idea of the area of the build. Discussion over plan and size of rooms.

Actions from this meeting were:

Subcommittee to discuss plans with ARCC

J.King to organise to meet with T. Harrison along with President and Treasurer to find out next steps.

Report back to Committee in July Rec Reserve General Meeting.

Then meeting two was organised.

3.

Subcommittee Meeting 2 Completed on Monday 28th June 2020 Present: Sub Committee: David Carter, Anthony Brady and Jane King and Craig Drum and Tim Harrison CEO Apology: Briony Robertson

J.King presented 'Our story' to start discussion: CEO had asked for this in past general meeting:

'OUR STORY'

Tatyoan Social Room: Why we believe a new facility is needed for our community.

Tatyoan is a strong vibrant community, endeavoring to ensure we all continue to create strong community connections at the Tatyoan Recreation Reserve. What you put into your community is what you get out and this is what we all believe is so satisfying at Tatyoan.

Through Football and Netball, Tennis, Cricket, CFA and a vast array of meetings, the Tatyoan Recreation Reserve is used throughout the year and is the hub to many local families in the district. Strong

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connections have been formed over many years and many hours of volunteer labour is continually completed, ensuring our grounds and facilities are cared for and enjoyed by users. Tatyoon has a reputation in the area for being strong community minded with many volunteers who get things done. Our people are our greatest asset and possess a great spirit. They are very generous with their time and contribute financially.

In 2015 we employed Simon Leisure Consulting to complete a Master Plan of the Tatyoon Recreation Reserve where the community was able to contribute their opinions. Findings from this extensive research found three key issues which were consistently raised.

1. Identifying the best long-term option for the provision of social facilities at the reserve
2. Resolving the current need for improved tennis and netball change rooms and clubrooms facilities.
3. Improving pedestrian safety in the area around the northern end of the oval including the Hall the playground and tennis netball courts.

In 2018 we obtained the female changeroom grant and built a Netball and Tennis Changeroom located close to the Netball Tennis courts. This at the time was seen to be achievable and voted upon as a priority within the Recreation Reserve committee.

Currently in 2021, we have outgrown the current hall and are exploring options to build a social facility that will cater for our needs well into the future. We want the social hub to all be in the same location which will ensure better connections when the reserve is being utilized. This opinion was also outlined in the Master Plan data as a key issue.

Families of the Tatyoon Community have a strong sense of pride and love for Tatyoon, which continues to grow. We have many new Ararat families also getting involved in this community due to the strong family values and village like environment we have created. The saying 'it takes a village to raise a child,' correctly captures Tatyoon Community. One visit to Tatyoon, people will express how fortunate we are for the environment we as community have created. We have passionate supporters, with a strong sense of ownership, which ensures it prospers each year.

This new facility will be an asset to the area and ensure Tatyoon continues to be a social hub for many growing families. A place to gather for functions and meetings and enjoy the social connectiveness that is so important for positive mental health in today's world.

Finally, the 'community values and teamwork' that we are modelling and teaching our children at Tatyoon cannot be undervalued. They are the future, and we must invest in them.

T - eamwork

A - ttiude

T - ogether

Y - outh

O -wnership

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O – ne of a kind

N – uturing

CEO thought story was excellent.

Discussion looking at plans subcommittee had come up with, from local builder draftsmen Jon Wilksh and designs from Bungaree Football Netball Club.

CEO's main two factors that he saw as challenges that Committee needed to attend to:

- Future of the Mininera Football Netball League – Where does that leave Tatyoon?
- State and Federal grants quite limited in next 12 months but following that there should be more available. – Sports Rec will probably be the one to go for.

D.Carter – Great numbers in juniors and across all sporting sides that utilize reserve currently. Funerals weddings and functions we need a place for this to occur.

T.Brady discussed that due to the location of Tatyoon it would be quite stable for the future. Even if Mininera league folded Tatyoon could easily join another league. He believed this was very unlikely as there is good numbers especially in the juniors across many clubs. We need to look forward and ensure we have the infrastructure to ensure our future.

Sub committee thought that project would be estimated cost around 1.2 million but this was an approximate costing from local builder. We need to get a formal costing on this.

Discussion over funding shortages might take 24 months to come to fruition. However, we need it shovel ready for when big grants come available. How do we do that?

PROCESS :

1. Story of 'Why Tatyoon need this facility?' - include answers to two main challenges to present to ARCC.
2. Formal Architect
3. QS completed
4. Council would potentially manage project from here

C.Drum asked question that we could potentially start fundraising. 'What figure are we looking at?

Maybe \$150 – 250,000 community input

Big grant \$600,000 to \$700,000 and council contribute.

Overall a positive meeting where we felt that the ARCC would guide us down the correct process this time. We had learnt a lot from the past build and did not want the same mistakes to happen again.

ACTIONS from this meeting:

Report findings back to Rec committee at next general meeting as completed tonight.

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Research to support that Tatyoon is in a strong position within the Mininera Football Netball League. Add this to our story to present to council and AGM.

4.

J.King discussed how these two meetings have really allowed the subcommittee to begin the correct process forward.

Discussion around that all clubs at Tatyoon support each other and this is rare. J.King to action this idea in 'Our Story.'

K.Armstrong asked about the in kind work that could potentially be completed.
CEO responded that on these larger projects its harder to involve.
CEO discussed the recent Willaura build and how a Project Manager was involved to oversee project.

J.King and B. Robertson presented a story about the location of Mininera Football Netball Club and why Tatyoon is so centrally located which is a major positive for the future of the club.
Below was read out to the committee at meeting.

Tatyoon Recreation Reserve

Major Stakeholders – Sporting Groups

At Tatyoon we aim to provide a safe and inclusive environment where members and associates can learn and develop the skills and ethics of currently - football, netball, cricket and tennis. Participants receive coaching from appropriately trained coaches, have fun and form long lasting friendships with peers sharing similar goals, and are aware of the pathways enabling them to achieve their potential and most importantly feel safe, included and supported.

- **Tatyoon Football & Netball Club**

Affiliated with the Mininera & District Football League (MDFL) and the Mininera & District Netball Association (MDNA).

The MDFL runs Australian Rules Football Competitions in Seniors, Reserves, Under 16.5 and Under 12 grades. Running in conjunction with the MDFL, the MDNA runs Australian Rules Netball Competitions, Three senior grades of A,B,C and three junior Grades of 18 & Under, 15 & Under and 13 & Under.

Spanning a large geographical area in the heart of the Western District, the MDFL & MDNA and its clubs form an important part of the sporting and social fabric for many surrounding communities. It has a strong and proud history, and projections indicate a sound future.

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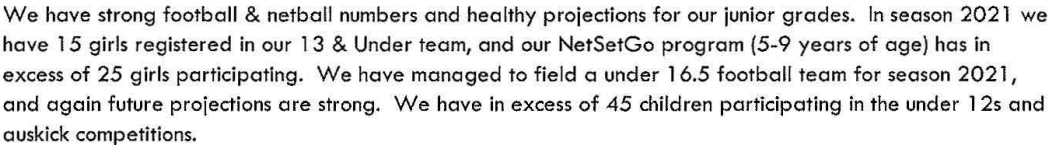
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- Affiliated with the Grampians Cricket Association

The association runs 3 Senior grades A, B and C and two junior grades Under 16s and Under 13s.

In the 2020/2021 season we competed in the A grade competition, as a combine with Buangor. We also fielded a very strong Under 16s team, defeated in the grand final, and a very healthy in number Under 13s team.

- Affiliated with the Minnera & District Tennis Association. The league runs a Saturday afternoon weekly competition. Predominantly adult based.

Ararat Junior tennis Competition

Hotshots program, in excess of 40 children participating weekly during the season.

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Other Users

Community members – Funerals, Weddings, Birthdays

Agriculture/Industries – DAGRO, Gorst Rural Supplies, DPI

ARCC

Tatyoan CFA

GWM Water

CFA -Westmere Group

CEO – thought that this was excellent and really demonstrated the importance of the location of Tatyoan.

C.Drum informed the committee about some ideas to fundraise. 'Buy a brick idea!'

Committee discussed people would potentially donate.

- Past players due to connections made at Tatyoan – Fond memories
- In memory of someone etc

Discussion over that there are reunions at the Footy club coming up and this could be a place to ask for donations.

Committee thought that a minimum of \$500 per plaque would be a good starting point. People could donate anonymously any given amount.

J.King stated from all these findings we have a clear process to follow now. Discussion over the use of the Masterplan to support our story.

Pg 38 and 39 of Master plan displayed and discussed in depth.

C.Drum thanked A.Tucker and K.Armstrong for the work they had completed on this.

Committee discussed the possible phases this project could take.

Complete story 'Why Tatyoan needs this new facility?' – J.King to action and bring to AGM in powerpoint presentation.

C.Drum stated that community would be invited to attend this AGM to be informed of potential new build.

PHASE 1 – Architecture Plan

PHASE 2 – QS completed

PHASE 3 – Build

PHASE 4 – Repurpose of current social facility

C.Drum stated that he wanted the committee members to now revisit the master plan and current designs after tonight meeting. At the AGM a formal decision will be made, and motions moved on the topic of New Social Rooms at Tatyoan.

J.King to action completing 'Our story' and powerpoint presentation for AGM and General Meeting in August.

Current plans to be displayed on notice board to get community talking.

Next Meeting: AGM AUGUST: Date 30th Time: 7:30pm Venue: Tatyoan Hall

Meeting Closed:9:00

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Ararat Rural City

AGM MINUTES

FORM 8

Annual General Meeting of the Tatyoon Recreation Reserve Committee of Management

Date: Monday 27th SEPTEMBER - PRESENTED ON ZOOM DUE TO COVID RESTRICTIONS.

Time: 8:15pm

Venue: **Tatyoon Hall**

1. Welcome: Craig Drum
2. Attendance: D.Carter, A.Brady, B.Robertson, J.King, C.Drum A.Tucker, CEO T.Harrison, R.McKay
3. ZOOM in from home: H.Astbury, K.Armstrong, I.Armstrong
4. Apologies: M.Vallance, P.Hartwich
5. Absent: n/a
6. Minutes of last Annual General Meeting moved by A.Brady and seconded by B. Robertson
7. Annual Management Report: Craig Drum

C.Drum thanked the following people for their outstanding work throughout the year to ensure the Rec was moving forward in a positive way.

- ARRC CEO, Tim Harrison, for attending our meetings and being so approachable.
- Rec Committee for being so hard working and getting things done.
- J.King for her work to get the presentation tonight on zoom up and going and presenting to the community the committees goals. New Social Rooms.
- B.Robertson as treasurer for her excellent management of the funds.
- K.Armstrong for persisting with finding grants and a huge amount of work goes into submitting each grant. Big thankyou
- R.McKay for the management of the oval. Incredible amount of volunteer work he has completed to get oval looking so good now. Sprayed out and had to be managed throughout the year. Lots of challenges faced but now looking great. Thanks also to Ghorst and Ash Maconachie for their inputs and guidance.
- Purchased two mowers – inside oval and outside areas.
- Grain Drive funded mowers and drive was a great success.
- Volunteers – OUR Greatest Asset at Tatyoon! Someone is always at Tatyoon either, mowing, spraying, watering, stock taking, cleaning, burning. There is always something going on, to improve the grounds. Huge thankyou!

8. Annual Financial Report: Briony Robertson (See attached Appendix 1 Financial Report)

Treasurers Report 2021

The Tatyoon Recreation Reserve is sitting in a healthy financial operating position.

Income:

Our Income has been strong. Donations received is a significant figure this year, and I would like to truly thank the community members who contributed to our Grain Drive this year. It was hugely successful. I would like to thank Craig Drum for setting up the NGR and for his promotion of the drive. The grain drive was initiated to aid the purchase of a new mower for the reserve surrounds. We received 85.74t in total which we sold to a value of \$24755.77. It is not all featured in this financial year, there will be a small carryover into the 22 financial year from this year's donations. We received 8.52t Canola, 2t Barley, 10.36t Oats and 64.86t Wheat. Again, a big thankyou to the donors.

Facilities hire, are the fees each main user group pays annually to use the facilities.

The facilities maintenance reimbursements of \$15000 was made up of a contribution of \$10000 that the ARCC made to the removal of the pine trees on the north and west side of the reserve. \$5000 was a contribution from Gorst Rural towards the new mower.

The Facility Maintenance Grant of \$6400 is the contribution ARCC make to us as a committee of management to conduct basic general maintenance on our facilities.

Expenditure:

Our significant Asset purchase was a Kubota 72" Diesel front mower with canopy and lights, \$27691. Gorst Rural had previously borrowed the mower for use around trial sites locally, so when asked if they would contribute to the purchase of a new one, they kindly offered up \$5000 and I thank Cam Conboy for his assistance with this. The balance came from the grain drive funds \$22 691. ARCC have covered the insurance for the mower.

That leaves us with a balance of \$2064.77 from the grain drive, and as a committee we have earmarked these dollars for asset purchase/facility development. Your generous donations will not be going into the day to day running of the reserve. We accept your grain donations very gratefully and rest assured we will be accountable.

Audit & compliance is for our annual audit fee to Mulcahy's. We also use XERO as accounting software and Mulcahy's do reimburse the subscription as a donation. Thank you to Mulcahy's and to Kelly Gellie for her assistance.

Cleaning consumables – toilet paper, soap, detergents

Professional Cleaning - we had all the buildings at the reserve sprayed for bugs & spiders. We also now have a monthly sanitation service.

Halls facility & maintenance, was the tree removal, servicing of the cool room, some plumbing and a new pump.

Insurance is for our contents

Licence Fees & registration is our annual statement to Consumer affairs Victoria

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Rates & taxes – is the rural water levy we pay to ARCC for the use of the Reservoir.

At June 30th our account balance was \$22,176.

B. Robertson to pass and move Treasurers report and seconded by D.Carter

9. Election of new Committee [Reappointment], if applicable

C.Drum declared all the positions open and T. Harrison took Chair.

a) Chairperson/President

A.Brady nominated **Craig Drum** and seconded by D.Carter
REAPPOINTED

A. Vice Chairperson/President

J.King nominated **Andy Tucker** and seconded by A.Brady.
REAPPOINTED

B. Secretary

B.Robertson nominated **Jane King** and seconded by R.McKay.
REAPPOINTED

C. Treasurer

C.Drum nominated **Briony Robertson** and seconded A.Brady.
REAPPOINTED

D. Risk Officer

A.Brady nominated **David Carter** and seconded by B.Robertson.
REAPPOINTED

E. General Committee Members

C.Drum nominated P.Hartwich, D.Carter, A.Brady, H.Astbury, B.Robertson, J.King, C.Drum A.Tucker, K.Armstrong, R.McKay, I.Armstrong and R.Bibby. 12 in total All ACCEPTED Moved by C.Drum and seconded by J.King.

Representatives from Major User Groups:

New rep for Cricket - Ian Armstrong C.Drum nominated Ian Armstrong seconded by J.King.

New Rep for FOOTY – David Carter C.Drum nominated David Carter seconded by R.Bibby.

New Rep for Tennis - Karen Armstrong J.King nominated Karen Armstrong seconded by R.Bibby.

New Rep for Netball - Heidi Astbury J.King nominated D.Carter seconded by R.Bibby.

F. Grants Officer

C.Drum nominated **Karen Armstrong** and seconded by J.King

REAPPOINTED

10. Thanks to outgoing Committee of Management, if applicable

Max Vallance will resign from the committee. C.Drum thanked Max for his contribution on the committee.

11. Special business

OVAL

R.McKay discussed the management of the oval over the past year. He discussed his disappointment with the state of the ground over winter. There was poor grass cover and waterlogging. He'd been in discussion with Brad McClean and he was equally disappointed and was very keen to make amends.

Issues were:

- sewing too late
- poor quality of seed and therefore didn't germinate. 40% germination
- the lack of grass pulling moisture from the soil would've accentuated the water logging

Moving forward: PLAN

- Aerate the oval
- Spread with gypsum and sand to improve soil structure and help with drainage issues
- If waterlogging remains a problem, sub surface drainage may be required

Rob thanked Craig Drum, Ash Maconachie, Brad McClean and Ghorst for their guidance. Thanks to Ghorst for their ongoing financial support.

FEES

HIRE HALL

Hire of Hall Fees:

Hire of Hall Fee structure 2020 moving forward

½ day Hire (Day Time) = \$100

Hire of Hall to 1am = \$250

Hire of Hall after 1am = \$500

Meetings: -Charity = No charge

- Not for Profit = \$25

- Commercial = \$200

Cleaning COST: \$100

Everyone agreed that these fees were working. No need to change.

Discussion over Major Users annual Fees.

B.Robertson (TREASURER) recommended that the annual fees for the major users, especially for the TFNC may need to change due to COVID. TFNC only utilised facilities for 6 home games due to covid.

TFNC - \$7245, Cricket Club - \$3450, Tennis Club - \$805

Cricket and Tennis hopefully will still be able to use facilities going forward.

2021 FEE STRUCTURE FOR MAJOR USERS:

TFNC - \$5000

CRICKET - \$3450

TENNIS CLUB - \$805

B.Robertson was happy that this fee structure would cover all bills going forward.

Moved two motions:

1. **Keep Hire of Hall fees the same as 2020 year.** Moved by B.Robertson and Seconded by C. Drum. All in favour.
2. **For the 2021 season, we will reduce TFNC annual fee from \$7245.00 to \$5000 due to only using facilities for 6 home games due to COVID.** Moved by B.Robertson and seconded A.Tucker. All in favour.

12. Closure of meeting: 8:41pm



Not For Profit - Association Report

Tatyoan Recreation Reserve Inc
For the year ended 30 June 2021

Prepared by Mulcahy & Co Accounting Services



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- 3 Income and Expenditure Statement
- 4 Assets and Liabilities Statement
- 5 Notes of the Financial Statements



Income and Expenditure Statement

Tatyoan Recreation Reserve Inc
For the year ended 30 June 2021

	2021	2020
Income		
Donations received	21,672	5,050
Facilities Hire - Tatyoan Cricket Club	3,450	3,450
Facilities Hire - Tatyoan Football Netball Club	3,000	7,245
Facilities Hire - Tatyoan Tennis Club	805	805
Facilities Maintenance Reimbursements	15,000	39,050
Facility Maintenance Grants	6,400	6,400
Hall Hire - Commercial	200	400
Hall Hire - Not For Profit	100	50
Total Income	50,627	62,450
Gross Surplus	50,627	62,450
Expenditure		
Asset Purchases	27,691	-
Audit & Compliance Costs	520	220
Catering Costs	-	221
Changeroom Expenses	-	52,407
Cleaning - Cleaning Consumables	716	966
Cleaning - Professional Cleaning	858	-
Electricity & Gas	4,978	7,496
Hall & Facilities Maintenance	15,028	9,040
Insurance	695	676
Licences, Fees & Registrations	59	308
Rates & Taxes	912	896
Total Expenditure	51,457	72,232
Current Year Surplus/ (Deficit) Before Income Tax Adjustments	(830)	(9,782)
Current Year Surplus/ (Deficit) Before Income Tax	(830)	(9,782)
Net Current Year Surplus After Income Tax	(830)	(9,782)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



Assets and Liabilities Statement

Tatyoan Recreation Reserve Inc
As at 30 June 2021

	30 JUN 2021	30 JUN 2020
Assets		
Current Assets		
Other Current Assets		
Tatyoan Recreation Reserve Inc	22,176	23,006
Total Other Current Assets	22,176	23,006
Total Current Assets	22,176	23,006
Total Assets	22,176	23,006
Net Assets	22,176	23,006
Member's Funds		
Capital Reserve		
Current Year Earnings	(830)	(9,782)
Retained Earnings	23,006	32,788
Total Capital Reserve	22,176	23,006
Total Member's Funds	22,176	23,006

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



Notes of the Financial Statements

Tatyoon Recreation Reserve Inc For the year ended 30 June 2021

Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

These notes should be read in conjunction with the attached compilation report.



GENERAL MEETING Minutes FORM 5

To be submitted to Council's Municipal Recreation Officer within 14 days of meeting

Committee of Management: Tatyoon Recreation Reserve

Date of Meeting: Monday October 25th 2021

Time of Meeting: 7:35pm

Attendance: J.King, T.Brady, A. Tucker, R.Bibby, B.Robertson, C.Drum, K.Armstrong, H.Astbury

Zoom: T.Harrison, I. Armstrong, P. Hartwich,

Apologies: R McKay

Confirmation of quorum:

A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.

Confirmation of Minutes of Previous Meeting:

General Meeting Minutes circulated on 24.09.21 Moved by R.Bibby and seconded by T.Brady.

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
GMW WATER	Applied	C.Drum	In Progress
Hand towel	Do we still need this? Yes . 3 to be purchased for footy rooms. <u>Jane King to action.</u>	J.King	In progress
Grants	<ul style="list-style-type: none"> Heating inside and outside of changerooms eg. Split systems inside and gas outside Successful and in second round <p>This was completed by footy and cricket clubs. Still waiting on response.</p> <ul style="list-style-type: none"> Shade grant – Do we really need this? Over all opinion not at the moment. All agreed to focus on new build. Solar system grant – will discuss when new building built then get solar <p>Wish list complete in Agenda.</p>	K.Armstrong	Completed
Fence on Netball Court	Adjourned to later	J.King	HELD
Powerpoint of New Social Rooms to produce at AGM	To produce a powerpoint to present to the community 'Why we need new social room?'	J.King	Completed

Disclosure of any pecuniary interest or conflict of interest of any member

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
In: Facility Maintenance Grant letter	\$6400.00 for 2021 to 2022 financial year	B.Robertson	
In – Meeting organised with Food Safety Officer	6.10.2021 booked to meet at hall to check kitchen facilities	J.King	completed
In – Jon Wilksch BUILDER Invoice 27.9.2021 Jonro Constructions	PRE draft of New Social Rooms for Tatyoon using Bungaree Plans to aid. \$1000.00	J.KING	Completed

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	Thanks to Jon who ensured he kept his price down as there was a bit of work that went into the initial plans. Understood that an architect will need to complete next phase for funding.	B.Robertson	
OUT: Community Forum: Powerpoint presented on ZOOM by committee from Tatyoon Hall. 30.08.2021 Due to covid restrictions	<p>Powerpoint presented to community using Zoom platform to inform community of Rec committees plans and goals moving forward. New Social Rooms at Tatyoon and why we need them. We told 'Our Story.'</p> <p>PARTICIPANTS logged on to ZOOM:</p> <p>Heidi Astbury Ian and Karen Armstrong Catherine Phillips Jo and Pete Armstrong Neal Robertson Amanda Brady Beck Stevens Darren and Kelly Gellie Jess Tucker Ask McConachie Timothy Barr Jayne Drum</p> <p>Committee present at Hall included:</p> <p>D.Carter, A.Brady, B.Robertson, J.King, C.Drum A.Tucker, CEO T.Harrison , R.McKay</p> <p>ZOOMED in from home: H.Astbury, K.Armstrong, I.Armstrong</p> <p>Apologies: M.Vallance, P.Hartwich</p>	<p>J.King</p> <p>C. Drum</p> <p>Sub Committee:</p> <p>D.Carter and A. Brady</p>	Completed

Moved by T.Brady and seconded K.Armstrong

Treasurer's Report

Financial report B.Robertson

Cheque Acc:\$24,466.11

B.Robertson discussed: Donations quite large. Thankyou to Kev and Bernie Fitzpatrick for \$250 and rest is grain from year before. Totalling \$1241.57

Cleaning costs includes new women's sanitary bins located around toilets. Mthly costs on bins through company FLIC.

Received another large invoice for coolroom. Hence, Hall and Facilities Maintenance account large this quarter. New compressor needed. D.Carter stated last compressor was in 2014. C.Drum thanked D.Carter for organising Gary Lewis to fix again. May look into getting another quote when coolroom breaks down. It's proving to be very expensive and unreliable.

Moved by B.Robertson and D.Carter

Adjourned Business

Sub-committee/Working Group reports (if any)

Agenda Items

Item: Agenda Items

1. Maintenance Undertaken (standing Agenda item)
2. Facility Good Governance implementation (standing Agenda item) - Food Safety Report. J.King met

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- and passed Food Safety Audit. Few suggestions for future:
- Date labels on repackaged frozen food items
 - Jars of mayonnaise etc in fridge need to be thrown out if opened. Don't leave in fridge without label.
 - Alcohol wipes to be used to clean probe thermometer for food.
- Inspector is sending out booklet to record temps when canteen operating.
Eg. Fridge, heat temp of food and supplies
Jane King to action.

Mixer tap – tap hard to turn off in netball change room disable toilet. Tap has been left on twice and tank has been drained twice.

T.Harrison stated that the tap must meet regulations for a disabled toilet but agreed there might be an easier tap to utilise. K.Armstrong to follow up and action

3. Grants – Wish List for future grants using 5 year Plan as Guide
Discussion had over possible projects needed at reserve or repairs. List generated as follows:

WISH LIST FOR GRANTS

25.10.21 MOVING FORWARD

- Heating inside and outside netball building
- Landscaping 'Park LAND'
- Cricket roller
- Scoreboard
- Fence around oval
- Sand
- Continuing concrete pathway and seats
- Renew netball shed on west side eg. storage.

K.Armstrong will action this wish list when looking out for grants in the future.

A.Tucker commented that we don't just go for grants if we don't need the facility eg. Shade grant. Committee agreed that this wish list was a good plan to follow.

Further discussion on some of the wish list items:

Landscaping park land: North end of Reserve. What do we do with this area? Very long grass and I.Armstrong has sprayed this area but do we continue spraying? C. Drum thanked I.Armstrong. Do we look at grant for a possible footpath / parkland? Committee came to the following;

D.Carter stated that we need to put a fence up and get some sheep in to keep it down.

Gates and culvert need attention. C.Drum to contact Tim and get an idea from ARCC about culvert. Church yard included and stock proof.

Fence would need to go wide of the trees near courts. R.Bibby will call local fencer and work through this and fence line and action.

Need to level ground. Drain needed.

Due to area been sprayed already R.Bibby's opinion was to burn it and clear it up. All agreed. R.Bibby to

CONFIRMATION OF MEETING MINUTES: To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

Recreation Reserves and Public Halls Governance Manual – Meeting Minutes Sample Template

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action:

Committee discussed that Bron Ferguson would be good to level area. B.Robertsson to action.
Committee decided it needed to be completed properly.

Fence around oval:

R.Bibby discussed fence around oval. Should we upgrade? Picket fence or plastic. Discussion that we wait for new building then decide but still a good goal for future.

Sand and Curing Twice a Year(Oval Maintenance):

H.Astbury – Would we potentially go for a grant for the oval again?

Discussion over state of oval in past year and how important it is to maintain.

Reserve needing to ensure we keep maintenance up.

R.Bibby – Are we going to ditch the couch grass or should we replant when GMW water comes?

Good for landscaper at the moment. Rye grass?

C.Drum stated his opinion of the different options of grasses. – Couch is better for summer - 60 to 70 percent full profile

Rye grass - 80 – 90 percent full profile

Couch does not need as much water.

C.Drum stated that we should sand it every year and we are not doing this. Maybe this is the option?

H.Astbury asked the question – ‘Why do we need to get it resurfaced in the first place?

D.Carter explained process of a possible resurface and why it is so expensive.

All agreed that the action from this discussion was that the oval maintenance needed to be a priority – In theory curing twice a year. Sand once a year.

H.Astbury – really stressed the importance of oval.

March and September would be a good time to sand and curing to take place. ARCC community grants available then as well. Might be a good option.

T.Brady – stated that after sand and curing then we could think about grass options. Lets see if this helps first.

R.Bibby – gypsum needed as well.

Ghorst always help with landscapers costs.

J.King to action letter to Gorst to thank them.

C. Drum will discuss with R. McKay and action curing and sanding the oval before Christmas.

General Business

NEW SOCIAL BUILDING – moving forward.

J.King stated that we need to set some clear motions and goals moving forward. We have now presented our plans to the community through our community forum/zoom presentation. We have only received positive feedback about plans.

Committee then moved the following motion.

Move a motion: J.KING and D.Carter move that:

We as a Tatyoon Recreation Reserve , on behalf of the wider community, will work with the ARCC and other relevant bodies to build a new community facility that will benefit all of our community and local sporting groups. All in favour.

J.King will action forwarding on the minutes to ARCC. Committee decided that the New building sub committee consisting of J.King, T.Brady and D.Carter will continue discussion with ARCC and T. Harrison. Then they will bring findings back to the next meeting. C.Drum stated that due to the new build there potentially will be a few more meetings than usual. All agreed.

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Drafted Plan of new facility presented on Tv: Ideas and changes that we will potentially discuss with architect in PHASE 1 of construction.

P.Hartwich – toilets - Have we got enough?

J.King - bbq area and landscape this area between facility and netball changerooms. No cars.

Female changeroom for umpires. This is an area we need to consider in grant process. Maybe change current footy bar and disabled toilet into other female facilities. Make this part of the big picture.

Bar – office door needed

Female treasurer and Female secretary currently - so therefore we need to maybe include female friendly areas for major grant. This will be a good selling point for facility usage.

Sub committee to meet with Tim. Asap.

Other items for General business:

Lawn mower sold:

C.Drum – \$2000 for green lawn mower that was sold. Cricket club 50% and footy club 50 %.

I.Armstrong stated that \$1000 credited back to cricket. This can be done with annual fees. R.Bibby stated it can be credit back to footy – TFNC would like to see this money be directed into the oval improvements fund. Eg sand and curing maintenance. Treasurer B.Robertson to action.

Carpet in the visitors room

D.Carter discussed potentially laying new carpet in visitor footy changerooms – quote \$1600

Move motion – D.Carter moved motion to put carpet in visitor room in footy changerooms.

Seconded T.Brady. All agreed. D.Carter to action.

Bees near courts

Tom North to get rid of Bees \$150. B.Robertson

C.Drum thanked everyone that attended the working bee on Thursday night . Rob McKay has been doing a fantastic job on oval. Technique is excellent.

K.Armstrong. Should we ask council if they can do some of the mowing especially when grass growing quickly. J.King to Action

B.Robertson – Do we need a bigger shed for mowers. All agreed that it is suitable since one mower has been sold.

A.Tucker – Old tennis shed. Is it actually required? Sheds is utilised as covered area for score in netball season. ARCC to remove shed maybe due to being asbestos. OHS issue.

J.King to action

Dream shed design - storage and shed. Add to wish list when we know what we want. B.Robertson to action a design from Netballer opinions.

Next Meeting: Date: Early Dec

Time: Venue: Hall

Closed:8:47pm

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25/10/2021, 13:05

Xero | Profit and Loss | Tatyoon Recreation Reserve Inc

Tatyoon Recreation Reserve Inc - Profit and Loss

Profit and Loss

Tatyoon Recreation Reserve Inc
12 July 2021 to 31 October 2021

	31 Oct 21
Income	
Facilities Hire - Tatyoon Football Netball Club	5,000.00
Facilities Maintenance Reimbursements	6,400.00
Hall Hire	250.00
Total Income	11,650.00
Gross Profit	11,650.00
Plus Other Income	
Donations received	1,241.57
Total Other Income	1,241.57
Less Operating Expenses	
Audit & Compliance Costs	(140.00)
Cleaning - Cleaning Consumables	100.00
Cleaning - Professional Cleaning	264.00
Consulting Charges	1,100.00
Electricity & Gas	2,614.36
Hall & Facilities Maintenance	1,515.24
Licences, Fees & Registrations	60.10
Total Operating Expenses	5,513.70
Net Profit	7,377.87

Acc Balance ✖ \$ 24 466.11.

Tatyoon Recreation Reserve Inc Transactions

Tatyoon Recreation Reserve Inc From 12 Jul 2021 to 31 Oct 2021

Date	Type	Transaction	Reference	Debit	Credit
11 Jul 2021		Opening Balance		22,088.24	
16 Jul 2021	PAY	CHS Broadbent		1,241.57	
6 Aug 2021	PAY	Red Energy			1,340.67
6 Aug 2021	PAY	Mulcahy & Co			
20 Aug 2021	PAY	Flick		360.00	
27 Aug 2021	PAY	Mulcahy & Co			88.00
27 Aug 2021	PAY	Mulcahy & Co			220.00
31 Aug 2021	PAY	Mulcahy & Co			220.00
3 Sep 2021	PAY	Consumer Affairs Victoria		220.00	
7 Sep 2021	PAY	75BC			60.10
27 Sep 2021	PAY	Jorro Construction			100.00
27 Sep 2021	PAY	Flick			1,100.00
29 Sep 2021	PAY	Bernie Fitzpatrick			88.00
30 Sep 2021	PAY	ARCC		250.00	
11 Oct 2021	PAY	Flick		6,400.00	
20 Oct 2021	PAY	Red Energy			88.00
22 Oct 2021	PAY	Garry Lewis Refrigeration			1,273.69
Total				8,471.57	1,515.24
31 Oct 2021		Closing Balance		24,466.11	6,093.70

Balance Sheet

Tatyoan Recreation Reserve Inc
As at 25 October 2021

	25 OCT 2021
Assets	
Bank	
Tatyoan Recreation Reserve Inc	24,466.11
Total Bank	24,466.11
Current Assets	
Accounts Receivable	5,000.00
Total Current Assets	5,000.00
Total Assets	29,466.11
Net Assets	29,466.11
Equity	
Current Year Earnings	7,289.87
Retained Earnings	22,176.24
Total Equity	29,466.11



Ararat - 3347

ARARAT RURAL CITY
RECEIVED

28 SEP 2021

Ararat Rural City

ANNUAL FINANCIAL REPORT TEMPLATE

FORM 10

COMMITTEE NAME: WARRAK PUBLIC HALL COMMITTEE

Please complete the following and return to Council immediately. Please provide copies of current certificates where necessary:

Incorporation and Insurance Details:		
Incorporation (if held):		
ABN (if held):		
Policy Type	Insurer and Policy Number	Policy Coverage Amount
Contents Insurance (if held):		\$
Financial Information:		
What is your typical annual turnover: ie. Total income and total expenses for a year. Please complete the following table		
Financial Statement		
For end of financial year: <u>30-6-2021</u> <small>(insert end of year date)</small> <u>2021</u>		
Income		\$ Amount
Trading Receipts (sales, merchandise, etc)		
Memberships/fees/subscriptions for members		
Fundraising receipts		
Grants (Government/Corporate)		2450-00
Donations		
Sponsorships		
Bank Interest Received		
Gate Takings <u>HALL HIRE</u>		90-00
Other income (specify) <u>SALE CHAIR</u>		25-00
Total Income (A)		\$ 2515-00
Expenditure		
Trading costs (eg. Bar stock, merchandise, etc)	<u>Christmas-Comm. Exps</u>	70-00
Rent/hire (hall, meeting room, equipment, etc)	<u>Petty Cash</u>	100-00
Water, rates, gas, electricity, insurance, etc		703-54
Salaries and Wages		
Superannuation		
Workfare <u>Food Handlers Course (x2)</u>		260-00
Office expenses (stationery, postage, phone, etc)		
Fundraising costs		
Bank fees and charges		
Provision for Capital/Asset replacement (eg. Buildings, facilities, courts, etc)		
Other (specify) <u>Notice Board / Photo Framing</u>		870-00
<u>Electrician - Hand Dryers</u>		450-00
Total Expenditure (B)		\$ 2453-54

Surplus (A minus B)		\$
What was your current Asset balance at <u>30-6-2021</u> (insert end of year date): Please complete the following table		
Assets		\$ Amount
Cash in hand or in the bank		14637-18
Value of the Stock on Hand		
Amounts owed to debtors		
Property, equipment, furnishings		6000-00
Investments (eg. Term deposits)		
Investment for Asset Replacement		
Other (specify)		
Total Assets (C)		\$ 20637-18
Liabilities		
Amounts owing to others (Creditors)		—
Loans (outstanding balance)		—
Provision for Asset Replacement		—
Other (specify)		—
Total Liabilities (D)		\$ —
Equity (C minus D)		\$ 20637-18

WARRAK PUBLIC HALL COMMITTEE

COMMONWEALTH BANK ARARAT

30-6-2020 - 30-6-2021

Balance 30-6-2020 \$ 14 575 - 72

Income \$ 2515 - 00

\$ 17 090 - 72

Expenditure \$ 2453 - 54

Balance 30-6-2021 \$ 14 637 - 18

Treasurer

B. SHANDERS

Ph 53543228.

WARRAK PUBLIC HALL COMMITTEE

30-6-2020 - 30-6-2021

Balance 30-6-2020 14575.72

Income

30-9-20	ARRAT RURAL CITY	2400.00
1-12-20	HALL HIRE	20.00
5-3-21	SALE CHAIR	25.00
8-6-21	HALL HIRE	20.00
17-6-21	HALL HIRE	50.00

\$ 17090.72

Expenditure

2-9-20	Tango Energy	143.97
16-1-20	Petty Cash	50.00
16-11-20	S Streater Electrician	450.00
1-12-20	Community Christmas	70.00
1-12-20	Tango Energy	171.63
1-12-20	Food Handlers Course (2)	260.00
22-2-21	Petty Cash	50.00
4-3-21	Photo Framing - War Mem Photo	140.00
5-3-21	Tango Energy	190.19
12-3-21	Tint King - Notice Board	400.00
25-5-21	Tango Energy	197.75
10-6-21	AC Sigitak - Ararat	330.00

Bal 30-6-2021 \$ 14631.18

Petty Cash on Hand \$30.00

Donations

Dishwasher

MR L WATKINS

Public Ad System

MR L WATKINS

Cupboard-PAS

MR B HARGREAVES

Constructed by

MR S PILGRIM

Christmas Tree

MR B HESTER

Constructed by

Thankyou

Westmere Progress Association report of receipts and payments

For the 2020 / 2021 financial year

Opening balance 01 July 2020

Bendigo Bank account Lake Bolac	489.85
Bendigo Bank account Ararat	5348.99
costs to be refunded	-129.22
plus petty cash	23.70
Total	5733.32

Income

Date	Deposited	Payer	Item	Details	Income
	BB ArCouncil	Bendigo Bank	Interest	total of monthly interest	1.63
1-Nov-20	BB LB	ATO	BAS	2019/20 gst refund	8.00
30-Sep-20	BB ArCouncil	Ararat Council	Grant	2020/21 maintenance grant	2400.00
			Total income		2409.63

Expenses

Date	Cheque number	Payee	Item	Details	Total
14-Jul-20		Origin - hall	Electricity		8.33
16-Jul-20		Origin - rec	Electricity		68.55
10-Sep-20		GWM Water	Water rates		29.23
28-Oct-20		Origin - hall	Electricity		108.33
06-Nov-20		Origin - rec	Electricity		127.86
06-Nov-20		GWM Water	Water rates		29.23
20-Jan-21		Origin - rec	Electricity		139.78
20-Jan-21		Origin - hall	Electricity		127.86
01-Mar-21		GWM Water	Water rates		33.16
26-Apr-21		Origin - rec	Electricity		155.05
26-Apr-21		Origin - hall	Electricity		125.20
29-Apr-21		GWM Water	Water rates		29.23
			Total expenses		981.81

Surplus for the year to date **1427.82**

Closing balance 30 June 2021

Bendigo Bank account Lake Bolac	497.85
Bendigo Bank account Ararat	6639.59
plus petty cash	23.70
Total	7161.14

Anthony Casanova
11 October 2021

Willaura Hall General Meeting
19/08/2021 @ 8.00pm

PRESENT. A Byron, R Jenkinson , A Millear , A Evans, G McInnes, V Albert, J Filliponi ,
Dr T Harrison.R Patterson

APOLOGIES R Laidlaw . Moved A Evans , R Patterson.

MINUTES APPROVED. Moved A Millear V Albert

BUSINESS ARISING Nill

TREASURERS REPORT. Total cash on hand \$3541.27
Sandhurst Investment account closed

Payments.	Kitchen thermometer	\$51.00
	Origin energy.	306.06
	GWM water.	83.07
	John Thomas Electrical.	19814.80

Moved R Jenkinson ,A Evans.

CORRESPONDENCE. Nill

GENERAL BUSINESS. * A food thermometer has been purchased
* Michelle Wood has inspected the kitchen and has issued a certificate of compliance as a Food handling premise. A working operation reference manual has been compiled with the necessary forms to complete for safe food handling . Michelle has offered to provide in house training (free of charge) to any person or group for food handling.

* The west side of the hall has been subject to serious water ingress on servers rainfall events. Inspection has taken place by RCA , a plumber has been engaged to rectify drainage problems an an electrician to replace damaged lights under eaves and internal exit signage inside the hall.

* A new TV and wi-fi has been installed in the supper room for Comunity use . ARC are to cover the entire cost of installation and running costs. This is now a great asset for our community, Manny thanks.

*Some future bookings for the hall have been made , subject to ongoing COVID restrictions !! Some may be a good opportunity for some fundraising.

* A discussion re charging a Hall Hire bond where necessary . It was moved " A bond of \$500.00 may be charged at the discretion of the hall executive. Patrons may also be advised an invoice for additional cleaning at commercial rates will be charged if necessary ."

Moved R Patterson. V Albert. Carried

* After some discussion it was moved "Hall Hire charges will remain at \$ 190 .00 and \$250.00for the picture screen and associated equipment,to be reviewed at the 2022 AGM" Moved A Evans, G McInnes. Carried

* Committee to investigate upgrade of kitchen stove to a more modern industrial unit.

Meeting closed 8.45pm.

Next Meeting AGM On 7th October if COVID conditions permit.

Willaura Hall General Meeting
21/10/21 @ 8.00pm

PRESENT. A Millear R. Jenkinson, N Vanderwerf, A. Byron, A Evans,
V Albert, D McRae, Dr T Harrison, J Filliponi

APOLOGIES. R Laidlaw, G McInnes. Moved A Evans, V Albert

BUSINESS ARISING. Nil

TREASURERS REPORT. ARC a/c. \$4212.24. IN \$2400.00 Maint. Grant.
Willaura a/c \$ 1979.06

Moved R. Jenkinson. N Vanderwerf

CORRESPONDENCE. Nil

GENERAL BUSINESS. *It was moved a blue ray / DVD player be purchased for hall
Use to the value of \$100.00

Moved R Jenkinson. N Vanderwerf

*It was moved the kitchen be available for casual hire to
Erica & Scott at a fee of \$30.00 per day. Future requests to be
Negotiated on their merit. Moved N Vanderwerf, A Evans

* Electrical work-to replace water damaged lights not yet
Complete.

Meeting Closed 8.33pm

Next Meeting December 2 at 8.00pm

Willaura Hall AGM
8.35pm 21/10 21

PRESENT. A Millear , R Jenkinson , N Vanderwerf, A Byron,A Evans,
V Albert,D McRae, Dr T Harrison,J Filliponi

APOLOGIES. R Laidlaw, G McInnes

MINUTES APPROVED. A Millear VAlbert

TREASURERS REPORT. Attached. Ararat a/c. \$ 1729.06
Willaura a/c \$ 2201.31

CORRESPONDENCE Presidents Report attached.

GENERAL BUSINESS. Election of office bearers . Dr Tim Harrison took the
Chair for the election of office bearers and
Committee for the coming year.

President	A Evans.	Moved A Byron R Jenkinson
V. President	A Byron.	Moved V Albert N Vanderwerf
Sec. Treas.	R.Jenkinson	Moved A Millear V Albert
Committee	A block nomination of previous committee and welcome D. McRae to the group.	Moved A Byron A Evans

Meeting closed 8.50pm

Next Meeting TBA

Willaura Hall Balance Sheet
30/6/20 30/6/21

Willaura a/c. 633000 123792798

INCOME.		EXPENSE	
Meetings.	40.00.	Project	19814.80 (M.Peel Electrical)
Functions.	430.00		
Goods Hire.	176.00		
Donation.	100.00		
Transfer.	8245.33.	Sandhurst Investment a/c	
Total.	8991.33.	Total.	19814.80
	Opening Balance.		12552.53
	Total income.		8991.33
	Total.		21543.86
	Total Expense.		19814.80
	Closing Balance.		1729.06

Ararat a/c. 633000.158847533

INCOME.		EXPENSE	
ARC Maint Grant.	2400.00.	Power.	863.55
Bank Intrest.	.68.	Water.	331.07
		Sundry.	1412.28. (931.00 M P)
Total.	2400.68.	Total.	2606.90
	Opening Balance.		2407.53
	Total Income.		2400.68
	Total.		4808.21
	Total		2606.90
	Closing Balance.		2201.31

Found to be true and correct from information provided
Ron Jenkins

Sandhurst Investment a/c closed . All funds transferred to Willaura a/c to pay for projector and screen project.

President's Report 21/10/2021

As we have almost completed another calendar year, with Covid 19, affecting our lives as we knew it.

I'm grateful, that locally, the majority of people have stayed well with health.

Unfortunately, from the hall users, again this year, most events planned, were again, postponed, or cancelled.

During the previous 12 months...

...Major repairs have been completed to the stage ceiling.

...Stage curtains, have been cleaned.

...Ararat Rural City Council, have provided full funding, for supply and installation, of a flat screen TV, for live streaming, including WI FI.

...The kitchen has been registered, for safe food handling.

...Completion of projector and screen. And commissioned.

Most of the upgrades have been fully supported by Council.

And again Councils ongoing maintenance funding towards the hall is greatly appreciated.

Thank you to Dr. Tim Harrison, for making the time to travel to Willaura and attend most of our scheduled meetings.

I'd also like to acknowledge Jeff Filliponi, who has recently moved to Willaura, and become involved with our community, including the hall.

Thank you to all committee members for support at meetings and hall maintenance.

Looking forward to, 2022 for a positive year.

Andrew Byron.



Willaura Hall General Meeting
2/12/21 at 8.00pm

PRESENT. A Millear, R Jenkinson , A Byron, A Evans, R Laidlaw, J Filliponi,
D McRae , Dr T Harrison.

APOLOGIES R. Patterson, V Albert, G McInnes
Moved A Millear, A Byron.

MINUTES APPROVED Moved D McRae, A Byron

BUSINESS ARISING. DVD player has been purchased
Electrical work on water damaged lighting complete.

TREASURERS REPORT.	ARC a/c.	3670.62
	Willaura a/c.	2349.06
	Accounts Paid.	ARC Kitchen Rego. 97.50
		GWM Water. 79.56
		Origin Energy. 264.63

Moved R Jenkinson J Filliponi

CORRESPONDENCE Nil

GENERAL BUSINESS.* It was moved that the 24 water carafes from the Willaura
Uniting Church be kept at the hall for community use.

Moved R Laidlaw , D McRae

*Borrowing items from the hall — new committee members
Were updated with the lending policy ie. the caretaker be
Notified at the time items are borrowed and returned to
The hall. A register is kept for this purpose .

Meeting Closed 8.25pm

Next Meeting. 3/2/22 (Meetings are held on the first Thursday of every even
Month at 8.00pm at the hall)

Willaura Recreation Reserve
General Meeting 20/9/21 at 6.00pm

PRESENT. D.Shalders , R Jenkinson , K Gleeson, P Platten, R Townsend ,
S Kumnick

APOLOGIES. A. Gray , Dr T Harrison.

MINUTES CONFIRMED. R Jenkinson. K Gleeson

BUSINESS ARISING. Nil

CORRESPONDENCE. GWM Water request to extend Agreement for a further
6 months.

TREASURERS REPORT No report

GENERAL BUSINESS * It was moved that we extend the agreement with GWM
By 6months to end by 31 March 2022
D Shalders J Platten
* It was moved D Shalders take 15 stools for recovering to
N Finleyson Apolstery in Camperdown. As quoted
\$140.00 +GST. Each. R Townsend. R Jenkinson
* D Shalders gave a brief progress report on the Rec club
Rooms. He has ordered timber for the bar top and has
Investigated a suitable finish for same.

Meeting Closed. 6.45pm

Next Meeting. TBA

Willaura Recreation Reserve General Meeting

21/10/21 at 6.30pm at Willaura Hall

PRESENT. D. Shalders, R.Jenkinson , A.Gray, K.Gleeson,P Platen, S Kumnick ,
Dr T Harrison.

APOLOGIES R Townsend.

CONFIRM MINUTES. Approved

BUSINESS ARISING Nill

CORRESPONDENCE In

Out. GWM Water To extend agreement for 6 months to March 31
2022 .Seasonal conditions apply.

TREASURERS REPORT. Total COH. \$128094.10 Moved A Gray K Gleeson.

GENERAL BUSINESS * Bar stools—bases have been painted

Seats to Camperdown for re Apolstery as per quote.

*Leroy has acquired timber for bar tops and is having them
Prepared for fitting

*10 amp power point outside kitchen door to be upgraded to15
Amp.

*An enquirer Erica & Scott to use the kitchen when completed .

* .Meeting to be organised to work out conditions of use with
committee.

*Contact Brad McLean re oval requirements for this season.

* Matt Peel has been engaged to repair faulty campers power
Outlets, and light in pump shed.

* Karen to follow up with Matt Harris re painting facade brickwork
Of club rooms.(Quote)

* Seasonal maintenance—grass cutting and poisoning weeds
Under way.

* A brief update of project given .Still work to be done ,fitting off
In progress , kitchen fit out nearly done etc.

Meeting Closed 7.08pm.

Next Meeting TBA

GENERAL

WILLAURA REC COMMITTEE - TREASURERS REPORT

Thursday 21st October 2021

Term Account 170711493	\$70,790.15
ARCC Account 158842393	\$11,153.08
Willaura Rec Reserve 123885220	\$33,437.66
Community Meals Account 161802145	\$12,713.21

Cumulative Closing Balance - 21.10.21 \$128,094.10

Willaura Recreation Reserve AGM
21/10/21 at 7.10pm at Willaura Hall

PRESENT. D. Shalders , R.Jenkinson ,A Gray, K Gleeson, P Platen, S Kumnick,
Dr Tim Harrison

APOLOGIES. R Townsend

CONFIRM MINUTES

BUSINESS ARISING. Nill

CORRESPONDENCE. Nill

TREASURERS REPORT. Cumulative Closing Balance. \$128094.10
Report attached

PRESIDENTS REPORT . Another full and successful year . Building /renovation of the club rooms progressing well . Completion is expected in November 2021.Progress has been slow due to Covid restrictions etc. Ongoing maintenance continues to keep the reserve precinct in good order.Visitors have continued to come and use the caravan facility adhering to strict Covid conditions .I would like to thank the Ararat Rural City, Dr Tim and his team for their ongoing support in these difficult times. We will be in good shape coming out of Covid restrictions for the up coming sporting season , and hope to provide Friday night community meals as we have done previously. Thanks to the outgoing committee for their support and good work for what we have achieved this year under challenging conditions .

GENERAL BUSINESS. All positions declared vacant, Dr Harrison was invited to Conduct election of office bearers.

President D Shalders.	Moved R Jenkinson.A. Gray
Secretary. R Jenkinson.	Moved. A Gray. K Gleeson
Treasurers A Gray.	Moved. K. Gleeson. P Platen
Assistant Treasurer K Gleeson.	Moved Gray R Jenkinson
Committee. Block nomination	J Platen S. Kumnick R Townsend were all dually elected with power to add.

Meeting closed 7.30pm
Next Meeting TBA

WILLAURA REC COMMITTEE - TREASURERS REPORT
Thursday 21st October 2021

Willaura Rec Reserve Account 123885220

Opening Balance - 01.07.2020	\$25,231.14	
Income		
Donations	\$6,904.00	
MWFNC Various	\$5,000.00	
Lions Club Room Hire		
MWFNC Fees 2018		
Lions maintenance fee 2018		
Pitch;Music Festival (20.09.19)		
GWM	\$4,410.00	
	\$16,314.00	
Expenses		
GWM Water	\$571.31	
Gorst Rural	\$170.00	
Elgas	\$418.79	
Origin	\$5,816.46	
Fire	\$132.50	
	\$7,109.06	
Closing Balance 30.06.21	\$34,436.08	\$0.00
Outstanding Invoices		
35: MWFNC Finals Gate Dividend 2017 (66%)	\$0.00	\$11,000.00
MWFNC Fees 2019	\$0.00	\$2,300.00
MWFNC Gate 2019	\$0.00	\$650.00
	\$0.00	\$3,950.00
Commitments		
nil	\$0.00	
	\$0.00	
Nett Position	\$34,436.08	

WILLAURA REC COMMITTEE - TREASURERS REPORT
Thursday 21st October 2021

ARCC Account 158842393

19/20

Opening Balance - 1.7.20 \$5,351.10

Income

Interest \$1.74 \$ 6.42

ARCC Grant 2020-2021 (30.09.20) \$4,000.00

\$4,001.74

Expenses

Country Lawns \$2,200.00

\$2,200.00

Closing Balance - 30.06.2021 \$7,152.84



Ararat Rural City

AGM MINUTES

FORM 9

Annual General Meeting of the Yalla-Y-Poora Community Centre Committee of Management

Date: 22/11/21

Time: 7:00pm

Venue: Yalla-Y-Poora Community Centre

1. Welcome: Simon Barr

Chairperson:	Tim Harrison
Minute taker:	Suzanna Christie
2. Present:	Tim Harrison, Simon Barr, Amy Barr, Melissa Hope, Michael Hope, Suzanna Christie, Troy Smith, Heather Phillips, John Foster, Jack Armstrong, Annie Fraser, Pete Armstrong
3. Apologies:	Amanda Brady, Rod and Mopsy Laidlaw, Al Fraser, Ema Smith, Lucy Laidlaw

Confirmation of quorum: Yes

A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.

Attendance and Apologies moved firstly by A.Barr and seconded by H.Phillips

4. Confirmation of the Minutes of last Annual General Meeting:

Not applicable (as last meeting held in 2014)

Chairperson Signature & Date

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5. Annual Management Report: Simon Barr

- President S.Barr provided background story of YYP, from school opening in 1956 to present day use as the YYP tennis club courts. Courts have only been resurfaced once since being built in 1990. The YYP hall is also used for local CFA meetings.
- S.Barr approached Council this earlier this year about getting them to remark lines and fix cracks in the court. Council happy to attend to these requirements. Both to be done in coming weeks.
- Council also agreed to replace external lock on main door of hall.
- Nil maintenance has been carried out during the last financial year.

Chairperson Signature & Date

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6. Annual Financial Report: Amy Barr

Incorporation and Insurance Details:		
Incorporation (if held):		
ABN (if held):		
Policy Type	Insurer and Policy Number	Policy Coverage Amount
Contents Insurance:		\$
Financial Information:		
What is your typical annual turnover: ie. Total income and total expenses for a year. Please complete the following table		
Financial Statement		
For end of financial year:	2020/2021	
Income		\$ Amount
Trading Receipts (sales, merchandise, etc)		
Memberships/fees/subscriptions for members		
Fundraising receipts		
Facilities Maintenance Grant (Council)		2400
Donations		
Sponsorships		
Bank Interest Received		
Gate Takings		
Other income (specify)		
	Total Income (A)	\$2400
Expenditure		
Trading costs (eg. Bar stock, merchandise, etc)		
Rent/hire (hall, meeting room, equipment, etc)		
Water, rates, gas, electricity, insurance, etc		868.62
Salaries and Wages		
Superannuation		
Workcare		
Office expenses (stationery, postage, phone, etc)		
Fundraising costs		
Bank fees and charges		
Provision for Capital/Asset replacement (eg. Buildings, facilities, courts, etc)		
Insurance for Community Fire Truck		219.68
	Total Expenditure (B)	\$1088.3
	Surplus (A-B)	\$1311.70

Chairperson Signature & Date

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What was your current Asset balance at _____ (insert end of year date): Please complete the following table	
Assets	\$ Amount
Cash in hand or in the bank	8262.23
Value of the Stock on Hand	
Amounts owed to debtors	
Property, equipment, furnishings	
Investments (eg. Term deposits)	
Investment for Asset Replacement	
Other (specify)	
Total Assets (C)	\$8262.23
Liabilities	
Amounts owing to others (Creditors)	
Loans (outstanding balance)	
Provision for Asset Replacement	
Other (specify)	
Total Liabilities (D)	\$
Equity (C-D)	\$8262.23

Chairperson Signature & Date

7. Proposed Activities and Budget for the Upcoming Year: Simon Barr

Activities proposed for the upcoming year:

1. Cracks in the courts filled and court lines remarked. This is to be completed by Council in coming weeks.
2. Fix seals in toilet – to be completed by Council in next week.
3. Replace external lock on main entrance door to hall.
4. Lop several of the blue gum tree branches around the hall and court.
5. Tidy up of store room in coming months – will put a public message out to locals to see if they would like any of the school memorabilia.
6. Replace sandpit shade cloth and new sand for sand pit
7. Look at grants for a new playground for facility
8. Repaint/re-floor hall

How will the Committee fund any of the proposed works?

ARCC to fund/organise workers for the following: Cracks in courts, line remarking, seals in toilet, replace external lock, organise for tree branches to be lopped, replace sandpit shade cloth.

Committee to consider fundraising (sheep drive, community dinners) to fund other proposed activities

Suzanna to look into grants for playground.

8. Election of new Committee

Simon Barr declared all positions vacant.

Simon Barr thanked the outgoing Committee members and called for nominations for the following positions:

Chairperson/President: Simon Barr		
	Nominated: Heather Phillips	Seconded: Melissa Hope
Vice Chairperson/President: Jack Armstrong		
	Nominated: Annie Armstrong	Seconded: John Foster
Secretary: Suzanna Christie		

Chairperson Signature & Date

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	Nominated: Amy Barr	Seconded: Simon Barr
Treasurer: Amy Barr		
	Nominated: Suzanna Christie	Seconded: Melissa Hope
General Committee Members:		
Simon Barr nominated: Melissa Hope, Michael Hope, Troy Smith, Heather Phillips, John Foster, Annie Fraser, Pete Armstrong, Amanda Brady, Rod and Mopsy Laidlaw, Al Fraser, Ema Smith, Lucy Laidlaw 13 in total - ALL ACCEPTED		

As Caroline Laidlaw is stepping down as secretary of Yalla Y Poora Community Centre, she needs to be taken off as signatory on the bank account. Amy Barr, the incoming secretary, is to be replaced as signatory on the bank account.

9. Special business

1. Discussion regarding if YYP Tennis Club and YYP Community Centre need to be separate. Tim Harrison stated they dont need to be, from next meeting they will be one entity but will continue to have their individual bank accounts. Tim Harrison to write a letter suggesting a formal offer from Council to incorporate the two bodies.
2. Ideas put forward in how we can use the facilities for other reasons/groups/events. Ideas such as playgroup, Bullants and Gumnuts ball, community dinners were suggested.
3. We need to change signatories on bank account – A. Barr and S. Christie to organise.

10. Meeting Dates for the Next 12 Months

Next Meeting to be held at completion of tennis year (March 2022)

Next AGM Nov 2022

11. AGM closed at: 7:55 pm

Chairperson Signature & Date

Recreation Reserves and Public Halls Governance Manual – AGM Minutes Sample Template

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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
Not started	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.

**MOVED CR R ARMSTRONG
SECONDED CR ALLGOOD**

That the Council Plan 2021-2025 Year 1 Update Report be received.

CARRIED 4558/22

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.

**MOVED CR BURRIDGE
SECONDED CR ARMSTRONG**

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

CARRIED 4559/22

ATTACHMENTS

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



MINUTES

Audit and Risk Committee

Tuesday 7 December 2021

Held in the Alexandra Oval Community Centre
1 Waratah Avenue, Ararat

Commenced at 1:01pm

Audit and Risk Committee:

Cr Jo Armstrong (Mayor)
Cr Henry Burridge
Ms Jessica Adler
Mr Robert Tommasini
Mr Brian Keane

In attendance:

Dr Tim Harrison
Ms Julie Cronin
Mr Brad Ead (via Microsoft Teams)

07 SEPTEMBER 2021
AUDIT AND RISK COMMITTEE MINUTES
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SECTION 1 – PROCEDURAL MATTERS

1.1 APOLOGIES

There were no apologies.

1.2 DECLARATION OF DISCLOSURE OF INTERESTS

Disclosure of Interests are to be made immediately prior to any relevant item being discussed.

1.3 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Internal Audit and Risk Committee Meeting held on 07 September 2021 be confirmed.

**MOVED BRIAN KEANE
SECONDED ROBERT TOMMASINI**

That the Minutes of the Internal Audit and Risk Committee Meeting held on 07 September 2021 be confirmed.

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SECTION 2- CEO UPDATE

2.1 CEO UPDATE

Local Government Act 2020 Implementation

The implementation of the new Local Government Act 2020 (LGA2020) is almost at an end. All requirements have been completed within required timeframes, with many ahead of time.

There is currently only one incomplete requirement of the initial implementation of the LGA2020. It is listed below with the likely completion dates and any possible issues which may delay implementation.

LGV timeframe	LGA2020 requirement	Notes	Completion date
30/06/2022	Asset Plan	This is already under development with the Rural Road Group and Council. Awaiting LGV guidance on Plan content and format following their consultation process.	31/03/2022

Three implementation requirements have been completed since the previous Audit and Risk Committee. These are listed below:

LGV timeframe	Completed LGA2020 requirement	Notes	Completion date
31/10/2021	Finance Plan	10 Year Finance Plan developed using the Rural Councils Victoria template.	Adopted at October 2021 Council Meeting
30/11/2021	2020/2021 Annual Report	Annual report completed and on public exhibition. Adopted by Council within Statutory timeframes.	Adopted at November 2021 Council Meeting
01/01/2022	CEO Employment and Remuneration Policy	Policy developed based on LGA 2020 requirements.	Adopted at October 2021 Council Meeting

Progress of overall implementation of the LGA2020 is provided in the attached program. Completed steps are shaded grey, current actions are shaded blue.

The Finance Plan is included for the information of the Audit and Risk Committee.

Regional Councils Transformation Program (RCTP 2.0)

The RCTP 2.0 continues to survive and thrive. The final form is \$250,000 per Council to a maximum of \$1,000,000 per collaborative project. Ararat Rural City has partnered with Yarriambiack and Buloke Shires to implement a program that builds on a common base of finance, rating and human resource/payroll systems to build additional capability. The systems to be developed and implemented through the project will be related to:

- Organisational reporting / Power BI Dashboards
- Predictive asset planning systems
- Records management through AvePoint
- CouncilWise Integrations with CrisisWorks and Greenlight systems

The proposal was approved by Council at its November 2021 Council Meeting as required by the funding guidelines.

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Finance changes

As reported to the last meeting of the Audit and Risk Committee Alister Rowe has retired after 38 years in the finance role at Ararat Rural City Council and its predecessor institutions. This of course provides an opportunity to undertake a review of management of Council's finance requirements. Greg Jakob has been engaged as a contractor to review financial operations and make recommendations on an effective model moving forward. Greg has held senior corporate services roles in the Tasmanian public sector (at Deputy Secretary level), local government and higher education. His breadth of experience will be valuable in seeking creative solutions.

Greg's initial remit is to provide advice on:

- finance function staffing requirements moving forward
- approaches to financial reporting, forecasting and modelling
- development of a live, scenario based long term finance planning tool

It is anticipated that Greg will present his initial recommendations to the CEO in late December 2021. A report will be provided to the March Audit and Risk Committee.

Karissa Hogan will continue to manage Council's finance function during this period. Greg Jakob is also providing professional mentoring to Karissa during this period as adjustment is made to the post-Rowe world.

Other staffing issues

Planning, Community and Compliance

Due to significantly increased workload in planning and building compliance, there have been some minor changes in reporting relationships in this service stream. Library Services are being managed by Organisational Transformation as part of a larger change project. HACC and Maternal and Child Health are now being managed by the Human Resources Business Partner as an opportunity for them to develop stronger line management capability. The Deputy CEO is currently working to develop a better organisational understanding of HACC funding streams and the impacts of contract changes.

In addition to this Council's Environmental Health function has been outsourced to Kernow Environmental Health and Immunisation. The service was market tested to seek a more responsive model of delivering this service. The current in-house service did not meet quality or service measures. The action was influenced by the internal audit report into his function.

Operations

Our Coordinator Depot Operations has resigned to seek opportunities in Queensland in the mining industry. This provided an opportunity to review leadership in our Operations area. A new Service and Quality Coordinator role has been created and the Coordinator Depot Services role will not be replaced. There will also be a review of supervisor / team leader roles.

Staff education and training

In order to develop staff capability and confidence moving forward there is a significant emphasis within the organisation of staff undertaking professional education, including post-graduate programs. Currently staff are engaged the following programs:

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Program	Number of staff
Master of Business Administration	3
Master of Emergency Management	1
Graduate Certificate in Planning	1
Graduate Certificate in Industrial Relations	1
Bachelor of Engineering	1
Advanced Diploma of Engineering	1
Advanced Diploma of Building Surveying	1
Chartered Engineer certification	1

In addition to this Council has three graduate planners, one graduate engineer, three civil works trainees, 2 apprentices and 1 administration trainee.

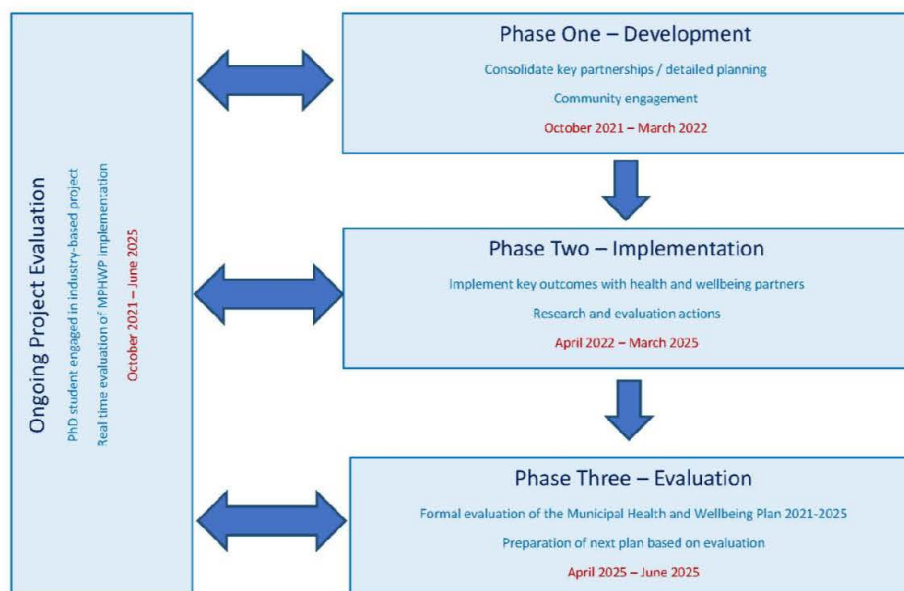
Review of plant ownership models

The outcomes of the recent Depot Operations internal audit have shone a light on plant ownership and utilisation. During January 2022 a review of plant ownership models will be undertaken by the CEO, Contracts and Procurement Coordinator and the new Service and Quality Coordinator, with a view to commencing to implement recommendations in February 2022.

Municipal Public Health and Wellbeing Plan

Council adopted its four-year Municipal Public Health and Wellbeing Plan (MPHWP) 2021-2025 at its October 2021 Council Meeting.

Ararat Rural City's MPHWP is significantly different to most approaches, as it has a significant emphasis on integrated partnerships and developing an evidentiary base to support further work. The MPHWP is also based on clear objectives and outcomes. The diagram below provides an indication of the staged approach to rolling out the plan.



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The model is underpinned by two key partnerships, the existing partnership with Federation University Australia and a research and practice partnership with East Grampians Health Service focused on population health and community wellbeing.

The MPHWP has six key themes focusing on:

- building effective partnerships
- developing socially and emotionally strong and diverse communities
- creating a community that stands against domestic violence
- developing key health and wellness infrastructure
- developing environmentally positive health and wellbeing initiatives
- support active living and preventative health

A copy of the MPHWP is provided for the information of the Audit and Risk Committee.

Enterprise Bargaining Agreement negotiation

The negotiation of a new Enterprise Bargaining Agreement is moving towards completion following substantial delays due to COVID related lockdowns. The logs of claim presented by the Australian Services Union (ASU) and the Australian Nurses and Midwives Federation (ANMF) have been worked through. Both Unions are currently preparing final drafts for agreed clauses and then the quantum and timing of pay increases will be negotiated. At this stage it is anticipated that the pay increase will be modest and around the same level as recently negotiated agreements, with the exception of Hepburn Shire Council which had a first year increase of 4.5%.

Organisational Transformation

The focus in the second quarter of 2021/2022 in terms of organisational digital transformation has been on consolidation and completion of a range of projects. This includes:

- Greenlight building, planning and environmental health modules have been implemented and training of technical, compliance and customer service staff in currently underway
- Power BI budget and KPI dashboard has been developed and is being socialised with budget managers and KPI users. It is being used now by CEO / Deputy CEO for budget and KPI monitoring. Power Apps are being developed to enable Calxa to be closed down and have all budget management undertaken in Power BI
- A range of other cloud-based applications in HACC, leisure management and payroll have been implemented and require transition of ownership to their service users.
- The transformation team are working towards moving all of Council's IT platform to a cloud-based environment by 31 March 2022. This will assist greatly in mitigating risk of potential data loss and hardware failure locally

The organisational transformation team have also taken on management responsibility of the Library during implementation of the Ararat Library Services Strategy 2021-2026. One of the key elements is a change in emphasis to digital service delivery.

A copy of the Ararat Library Serve Strategy is provided for the information of the Audit and Risk Committee.

Digital Twin Victoria - Ararat

Digital Twin Victoria and Ararat Rural City Council have signed an agreement for Ararat Rural City to be the pilot location for the rural component of the Digital Twin Victoria project.

In July 2021, the Minister for Planning announced that the Victorian Government would invest \$35.2 million to deliver Digital Twin Victoria to create a data-based digital replica of the state. As part of the state-wide initiative, Ararat Rural City Council has been selected as the rural Victorian Pilot to develop a Digital Twin and has been working with Digital Twin Victoria on implementation. On 19 November 2021 a workshop was held with over fifty key stakeholders; agriculture, business, higher education and state government to explain the context of the Digital Twin Project and start to explore its possible benefits to Ararat.

Digital Twins are one of the world's leading advances in utilising advanced artificial intelligence to drive innovation and productivity. Like a lot of new digital innovations, it can be hard to conceptualise until it's been applied in our everyday lives.

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Basically, a digital twin utilises data from the real world to build a virtual reality duplicate of an object or place in the digital world which creates its 'digital twin.' It is the key to smart farming via the virtualisation of weather, soil conditions and on-farm machinery and resources to simulate corrective and preventative action by evaluating the impact of various scenarios in the physical world on its digital surrogate.

The Minister for Planning will be officially launching the Digital Twin Victoria – Ararat project in Ararat on 15 December 2021.

Gordon Street Recreation Reserve project

Council went to market for construction of the new Gordon Street pavilion and lighting towers. The quantity surveyors reports on construction costs of the pavilion ranged from \$2.1m to \$2.5m and the lighting towers were estimated at \$375,000. The tenders received greatly exceeded these estimates. The conclusion reached by Council and our project architect was that the two tenderers were price gouging under cover of the COVID recover market. The unit rates and costs for project elements varied greatly across the two tenders. Price gouging has been widely experienced in the local government sector, particularly in relation to COVID stimulus projects.

Council is currently working with our project architect and quantity surveyors around negotiating more reasonable pricing or alternative construction models.

Ararat Free Wi Fi Project

The Ararat Free Wi Fi project is a \$1,560,000 project to provide free Wi Fi to 48 hotspots in Ararat and Lake Bolac. The project has been co-designed by Ararat Rural City Council, Telstra and Cisco to deliver Australia first OpenRoaming technology that seamlessly transitions between Wi Fi 6 and the 5G network. The EduRoam network have also expressed strong interest in joining the project, providing potential reciprocal connectivity opportunities in other locations.

The project covers key economic, tourism, recreation and cultural places such as Ararat Retail Precinct, Town Hall, Visitor Information Centre, the Ararat Jobs and Technology Precinct, the Ararat Active Corridor and the Lake Bolac foreshore.

As part of the trials of OpenRoaming and Internet of Things (IoT), Telstra has undertaken workshops with Council staff to establish a framework to base the trial on, including identifying problems Council needs to solve such as: car parking sensors in the retail precinct to enforce parking limits; monitoring drains and pits for blocking and flooding; and automated alerts for extreme weather warnings and damage. This will inform a trial scope of work and timeframe to run the trial.

The innovative elements of the project have attracted national interest, including from the City of Sydney, who are currently rolling out a free Wi Fi project, and requested information about OpenRoaming technology and IoT approaches.

Biomass Power Station

The development of the Grampians Gas biomass power station by Pacific Heat and Power P/L, in partnership with Ararat Rural City Council, is progressing very well. There is currently in excess of 140,000 tonnes of straw committed to the project by local agribusiness. The project has passed through the FEL1 gate well and FEL2 is progressing. The project is currently exploring opportunities such as biogas and biochar production in addition to electricity and heat. Current estimates indicate that the project will be valued at in excess of \$250mill. Capital raising is progressing well.

Ararat Jobs and Technology Precinct

The Ararat Jobs and Technology Precinct (AJTP) partnership with Federation University Australia (FedUni) continues to develop. Council's economic development team have located to the AJTP site in Laby Street, Ararat. A business innovation co-working space has been established including hot desks, video conference facilities, video and podcast recording facilities and 3D printing capability.

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FedUni have appointed a Professor of Economics, Professor Harpinder Sandhu, to head the research and innovation program. Harpinder commenced in his Ararat role on 29 November 2021. Professor Sandhu's first major research effort will focus on an inclusive wealth report for Ararat. It will be the first municipal level report in the world to identify wealth by including natural, social and human capital along with produced and financial capital. This mirrors recent work of a similar kind undertaken in the United Kingdom at national level.

Between Ararat Rural City Council, Federation University Australia and the Commonwealth Government two masters by research and three PhD scholarships will be funded, under the Destination Australia scholarship scheme. Importantly these scholarships were allocated directly to the Ararat site by the Minister Tudge. This represented around thirty percent of Federation's total allocation.

The agreed target is to have twelve research students working in Ararat. This means that there may be twelve doctoral students, their academic supervisors and industry partners working on agricultural value adding, agricultural economics or advanced manufacturing research in 2023.

Beneficial Enterprise – Affordable Housing

The demand for jobs in Ararat cannot currently be met from within the existing labour market. The current unemployment rate is currently at 3.1%, which effectively represents full employment. There are a number of key current and emerging employment sectors that are signalling current and future demand for labour, particularly in the skilled and semiskilled sectors. The principal impediment to in-migration of suitable labour is the lack of rental and purchase options in an affordable housing segment of the market.

It is apparent that there has been significant interest in residential housing subdivisions in Ararat in the last twelve to eighteen months with around 160 lots approved and a number of these currently under construction, with realistic proposals for in excess of 250 lots under discussion. There remains a significant lack of affordable worker housing in Ararat, for rent or purchase.

Council has acted through its Transitional Worker Housing project to meet the short term needs of employers. It does not, however, provide an opportunity to encourage people to consider a long-term future as residents of Ararat.

Section 110 of the Local Government Act 2020 (LGA 2020) makes provision for Council to engage in "beneficial enterprises"

For the purpose of performing its role, a Council may participate in any of the following beneficial enterprises—

- (a) become a member of a corporation;
- (b) participate in the formation of a corporation, trust or other body;
- (c) acquire shares in a corporation, trust or other body;
- (d) enter into a partnership or joint venture with any other person or body.

S110(2) makes provision for Council to appoint directors

Section 111 provides the conditions under which Council may engage in a beneficial enterprise.

A Council must in participating in a beneficial enterprise under section 110—

- a) assess the total investment involved and the total risk exposure and ensure that its total risk exposure does not exceed its total investment; and
- b) if section 110(1)(a), (b) or (c) applies, ensure that the corporation is a limited corporation; and
- c) have regard to the risks involved; and
- d) establish risk management arrangements; and
- e) implement regular performance monitoring and reporting arrangements in relation to the beneficial enterprise; and

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- f) ensure that any changes to the operation or purpose of the beneficial enterprise are reported to the Council; and
- g) identify and manage any risks associated with any changes to the operation or purpose of the beneficial enterprise.

Council has the opportunity to engage in a novel beneficial enterprise that will bring 60 houses into the affordable housing market in Ararat over a fifteen-year period, through Council and private investment, and carefully managed debt.

Key elements of the business model include:

- Formation of a limited company controlled by Council.
- Equity investment by Council and a private investor
- Two types of share:
 - Capital shares (100% owned by Council – assists in meeting the risk management elements of Section 111)
 - Ordinary shares (owned by the investor and Council based on equity contributions)
- Construction of four new houses per annum, with sales (usually four houses) to maintain a pool of 20 rental houses operated by the company
- This creates 4 new properties per year into local stock for the life of the project. This yields 60 new houses over the 15-year period
- The private investor exits at Year 10 with a proportion of the valuation of the Company
- Council exits at Year 15 with assets and cash at hand

The equity contribution from Council will be a total of approximately \$1,681,000 spread equally over a four-year period. The equity contribution of the private investor will be \$2,000,000 also spread equally over the first four years of operation. Council will fund the purchase of the land for the first sixteen houses and the private investor will provide funds contributing to the construction of the first sixteen houses. The purchase of land will be funded through an agreed level of debt and/or retained earnings, with a sense that the total level of debt will generally not exceed sixty percent of total asset value.

The enterprise will essentially be a Public Private Partnership between Council and the private investor. The proposed model sees the private investor exit the investment at ten years and Council at fifteen years. The structure of the business will support early profits returned to the private investor at or prior to Year 10 and Council retaining all cash at hand and assets at year 15.

The detailed mechanics of the model will be negotiated between Council and the private investor and the investment will be managed by the Company Board. Early financial modelling provides an NPV of \$206,102 to the private investor by Year 10 and an NPV for Council in Year 15 of \$1,654,167. The investment is profitable for both public and private investors over the two periods. In reality, this model is likely to be an “emotional investment” by the private investor and a commitment by Council to growth in the affordable housing market.

The final model for the enterprise is still being developed, with a range of key issues still being negotiated and finalised. A heads of agreement between Council and the private investor is currently being developed by lawyers representing both parties. Initial modelling of the project by an independent consultant is provided for the information of the Audit and Risk Committee.

Transitional Worker Housing project

The Audit and Risk Committee have been briefed on the Transitional Worker Housing project previously. The project is reaching some form of conclusion, following a number of changes along the way.

Initially, expressions of interest were called for developers to provide thirty two-bedroom dwellings in three tranches of ten dwellings. In order to lessen develop risk Council was prepared to provide a rental guarantee for the thirty dwellings for a

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ten-year period. This represented an estimated maximum risk of \$360,000 per annum assuming that no rooms were ever occupied. Given the current level of demand for rental housing this was seen as extremely unlikely. The three major local employers have an immediate demand for in excess of one hundred new employees, all of whom will need to relocate, due to very low local unemployment rates.

Three developers provided proposals which when combined went some way to meeting Council's project goals. As negotiations continued two of the developers withdrew from the process. Subsequent negotiations with the remaining developer have yielded a proposal on two sites, utilising re-locatable dwellings. The first of these is for 16 beds on land already owned by the developer and the second on land leased by the developer for five years for between 52 and 60 beds.

Council's lawyers are currently working with the developer to establish a heads of agreement around terms of the development and the rental guarantee. The period of the rental guarantee will be for five years rather than ten which will significantly decrease Council's long term risk in the project.

Council had attempted to negotiate a shared risk arrangement with the state government through Regional Development Victoria (RDV) around the rental guarantee. This was totally unsuccessful! RDV did provide a fund of \$300,000 to support development of enabling trunk infrastructure to support transitional worker housing projects.

Capital Works program 2021/2022

Council's 2021/2022 Capital Works program is progressing very well with a significant number of high value roads projects being completed in the 2021 calendar year.

More detailed Capital Works Program progress will be reported under a separate agenda item.

Asset Management

In the last CEO Report to the Audit and Risk Committee it was suggested that Council's asset management processes required a thorough review and reboot. This process has now commenced.

At its November 2021 meeting Council Meeting, Council adopted an Asset Management Schema which provides a conceptual framework for understanding the strategic and operational issues related to asset management. It is hoped that the following provides the Audit and Risk Committee with a more detailed view than the previous meeting's report.

Council manages in excess of \$240mill of assets on behalf of the community. The management of these assets requires a range of decisions and interventions to ensure their ongoing efficient use and management. The degree to which Council effectively manages these assets has significant impacts on Council's long term financial and operational sustainability. Managing and developing this asset base drives a significant amount of Council's financial and operational effort

In managing its assets there is a need to consider a range of factors including:

- Ensuring that all asset classes are fit for purpose and meet the current and future needs of the community
- Ongoing need to continue to hold individual assets and classes of assets
- Strategic need to develop particular assets classes
- Planning maintenance of assets
- Strategic investment in renewal of existing assets and development of new assets
- Managing financial elements of asset management such as asset valuation and depreciation in a manner which mirrors the physical condition of assets
- Compliance with legislative and regulatory requirements

Asset management is an element of Council's work which requires significant improvement if Ararat Rural City Council is to provide effective stewardship of community assets. There have been a number of attempts to improve asset management practices at Council over the past ten years. None of these have yielded the benefits that they should have because they were too complex and granular and did not see asset management as a whole of organisation undertaking. Asset

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management was generally compartmentalised into small and disconnected activities which became siloed and ineffective. Accountability for asset management needs to rest at senior management level and requires an integrated, whole of organisation approach in order to be successful.

The asset management schema that will provide the basis for significant improvements in Council's asset management processes. The schema links together all of the elements which Council is required to consider in developing an effective asset management process. The CEO has established an Asset Management Team to implement a new, whole of organisation approach to asset management encompassing the elements identified in the schema. The CEO will chair this group and take personal accountability for its effectiveness.

A diagrammatic representation of the Asset Management Schema is attached to provide a context for the interconnection of the elements of the schema. Each element is described briefly below:

Strategy / Policy Drivers

This provides the higher-level strategic drivers of the asset management approach. This includes the legislative and regulatory environment, Council's key strategies and important sector standards and approaches. Examples of these elements are:

- Local Government Act 2020
- Road Management Act 2004
- Department of Transport Codes and Standards
- ARCC Community Vision 2021-2031
- ARCC Council Plan 2021-2025
- ARCC 10-Year Finance Plan 2021-2031
- Australian Roads Research Board Standards and Guidelines

Key Strategies

This element relates to key Council strategies that relate directly to management of existing assets, financing assets or development of new community assets. Examples of these strategies are:

- 10 Year Asset Management Plan 2022-2031
- 10 Year Sealing of Urban Roads and Laneways Plan
- Leisure Centre Redevelopment Plan 2021
- Asset Management Strategy
- Annual Council Budget

Assets Plans

Council should have plans relating to management of all asset classes, Council is also required to have a current Road Management Plan and this section also includes current capital works plans. It will be noted that current asset plans are dated from 2012. These require immediate updating, and this will be undertaken with the assistance of a contractor by February 2022. There is a need to develop asset plans for some classes of assets such as playgrounds and parks. Items related to this element are:

- Road Management Plan 2021
- 2 Year Roads Plan 2020/2021
- Asset Management Plan Bridges 2012
- Asset Management Plan Buildings 2012
- Asset Management Plan Roads 2012
- Asset Management Plan Footpaths 2012
- Asset Management Plan Drainage 2012

Condition Assessment

Collecting condition assessment data is a key element of effectively managing existing assets in all classes. Approaches may include, but are not limited to:

- Collection of accurate new asset data when they are developed

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- Collection of asset renewal data when capital works are completed
- Period, planned condition assessment of existing assets
- Recording accurate data on defect assessments and inspections
- National Heavy Vehicle Route bridge inspection data
- IoT/ drone or vehicle-based camera technology may be deployed
- Utilising condition reporting from community sources (crowd sourcing)

Current Interventions / reports

There are a number of current interventions and reports that relate directly to Council's asset management processes. These include:

- Rural Roads Support Package. This provides asset management assistance to eleven small rural Councils around road asset management data collection and processes.
- Victorian Auditor General Office Maintaining Local Roads Report 2021. This report makes a number of recommendations relating to asset management and cross sector benchmarking of local roads maintenance performance.
- Rural Councils Transformation Program (RCTP) . This program provides funding for cross Council collaboration. Ararat Rural City is partnering with Yarriambiack and Buloke Shires to undertake an IT systems project which includes predictive asset management software
- Digital Twin Victoria. Ararat Rural City is the rural Council pilot for Digital Twin Victoria which may provide opportunities to apply advanced data visualisation to Council's asset management processes.

Systems

Implementation and use of effective systems are the key element to bringing the asset management model together. These systems are critical to storing and interrogating asset condition data, visualisation of data, reporting, finance and managing customer requests for service and complaints. Systems that will be involved in this process are:

- Confirm asset management system
- Budget / KPI Dashboard
- GIS / Digital Twin Victoria
- Council's Xero finance system
- Asset prediction software / Power BI dashboard (RCTP)
- Customer service requests

The systems work will also inform the final two elements of the schema:

Asset works

The "outputs" from the systems component will inform the following physical works related to asset management:

- Annual capital works plan
- Reactive maintenance
- Planned maintenance

Finance

The other key area where system outputs are critical is in connecting the physical asset condition to financial reporting and modelling. A contract resource has been engaged to provide assistance in this area. System outputs will provide critical data for the following elements:

- Asset valuation
- Depreciation
- Operating budgets
- Capital budgets
- Strategic financial forecasting

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Utilising the Asset Management Schema, the Asset Project Team will commence an intensive period of work focused on significant improvement in assets plans, accuracy of condition data, integration of systems and utilisation of outputs by 31 March 2022.

A copy of the Asset Management Schema is provided with the meeting papers for the information of the Audit and Risk Committee.

The first stages in improving the asset management system are currently underway:

- engaging a contractor to undertake a review and redevelopment of all asset management plans for all asset classes
- developing a detailed and consistent model of data to be captured for each asset class
- ensuring that new assets and asset renewal work has been updated on the Confirm system for the past ten years
- commence data cleansing of asset data currently in the Confirm system
- train and engage depot and engineering staff in the process of asset data capture in confirm
- implement Power BI Dashboard reporting of KPIs and unit rates recommended in the Victorian Auditor-General's Office Maintaining Local Roads Report 2021.

Circular Economy implementation

Implementation of the State Government's Circular Economy Model is progressing well. At its October Meeting Council adopted two key resolutions to progress the implementation:

- adoption of the Implementation model
- endorsed moving to in-house kerb side collection

The decision to in-house the kerb-side collection was made largely for reasons of risk management. In-house delivery of kerb-side collection provides much tighter control over service quality and cost. The waste collection and processing market has been made increasingly complex through the state government's waste reforms. The performance of Council's current contractor has been relatively poor and entering into collaborative purchasing processes with other Councils is seen as excessively time consuming, costly and potentially conflicts with Council's expressed policy position favouring local processing.

Council has committed to implement a four-bin system by 30 June 2022, significantly ahead of the 2030 requirement. This is in response to community expectation and Council's desire to be rural council leaders in the circular economy space.

The circular economy processing model favoured by Council relies on processing activity occurring as close to the point of collection as possible. This maintains circular economy principles and reduces cost and road miles on material. It is proposed that the processing model will be rolled out as follows:

- Glass recycling: Processed in a Council owned glass crusher and resulting "glass sand" used initially as bedding sand in drainage works
- Green waste: Signed a research and development agreement with GAIA (Gekko systems) to trial processing of green waste at municipal level. This will be managed by GAIA and charged to Council on a per tonne gate fee. Once technological options become clear around food waste processing this may move to full FOGO processing
- Comingled recycling (plastics, tin, aluminium, paper, cardboard) will be sorted at a small materials recycling facility (SMRF) established in Ararat as a social enterprise. Plastics will be chipped for sale or extruded to value add, other products will be sold into existing established markets. The container deposit scheme will reduce elements of this stream in time. Sustainability Victoria strongly support this approach.
- All other waste to landfill at a local Cleanaway owned site.

Kerb side collection is moving forward in the planning stage. Initial modelling indicates Council will require five trucks to manage a universal service across the municipality. It is anticipated that green waste collection will be an urban only service. One model being explored is to purchase quality second-hand trucks to establish in-house collection moving to leasing new electric trucks once the technology is proven.

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Financial modelling is being undertaken to determine the impact on the waste charge in the 2022/2023 budget. The modelling is considering the following elements:

- Collection costs for four streams
- Processing costs including:
 - Gate fees for FOGO/green waste
 - Management of the SMRF
 - Glass crushing costs
 - Possible Increases in waste levy over time
- Costs of managing existing landfills / transfer stations including:
 - Remediation of landfill
 - Rationalisation of sites
 - Operational costs
- Managing circular economy expenditure in line with ESC guidelines for waste charges

COVID-19 Update

It looks like we are having some respite from the impacts of the COVID pandemic. The following is a very brief summary of key information.

Council Workforce

Most Council staff have now returned to the office at almost pre-COVID levels. There have been some work from home arrangements negotiated for staff who performed well in a working from home scenario. Most staff appear happy to be back and are performing well. A small number have found the adjustment difficult, and they are being assisted with their return-to-work process. There are no elements of Council's operation that aren't currently open to the public.

Local Economy

It appears that the local economy has had a relatively soft landing and we look forward to a strong COVID recovery. The local unemployment rate is 3.1% which is two percent lower than pre-COVID levels. Barkly Street shop vacancies are less than four percent and are also lower than pre-COVID levels. There is a strong labour demand across all sectors. It appears that the agricultural sector will have a very good year.

The key impediments to strong growth are clearly lack of suitable housing to support in migration and lack of a local labour force to fill unmet job demand.

Response to COVID events

During October Ararat had a short lived COVID event which saw nine active cases in our community, including one case related to an abattoir. Council and East Grampians Health Service responded quickly, established a jointly managed drive through testing station which tested over 2,500 residents in 4 days. Council's Community Relief Centre remained open to provide food relief and other care and support to those affected or isolated due to close contact status. The Ararat response was viewed by the Director of the Grampians Public Health Unit as a "textbook example of a community based COVID response".

Legal Issues and Non-Compliance

The two legal issues identified in the previous Audit and Risk Committee Meeting relating to an historical asbestos related claim against Council and an Office of the Victorian Information Commissioner report have both been resolved satisfactorily, with no adverse impacts on Council.

There are two additional issues to report to the Audit and Risk Committee at this time:

Issue 1

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There is a potential professional indemnity claim against Council for a technical error made by a junior planning officer. It has had a potential financial impact of up to \$120,000 on the developer. The CEO has met with them and in his assessment it is unlikely that they will pursue the claim. Planning process changes have been made to minimise the risk of a similar incident occurring in the future.

Issue 2

Implementation of the Pool and Spa Registration process for the Victorian Building Authority has revealed a significant level of historic non-compliance with building code requirements around pools. Of the 195 pools registered under the new VBA requirements, 85 have no record whatsoever of having received a building permit, of the other 110 pools there is at least some evidence of building compliance although there is a significant amount of missing documentation among these as well. There is confidence that pools constructed and registered in the past two years will be compliant. The level of confidence prior to this time is significantly lower.

The 85 pools without a permit represent a high-risk issue and steps need to be taken to inspect them and ensure non-compliance issues are managed. Council has engaged a suitably qualified and experienced pool inspector to undertake inspections and issue non-compliance notices as required on the 85 undocumented pools prior to 30- April 2022. The remaining 110, lower risk, pools will be assessed by Council's Municipal Building Surveyor and the Cadet Building Surveyor prior to 31 December 2022.

RECOMMENDATION

That the CEO's update report be received.

**MOVED ROBERT TOMMASINI
SECONDED JESSICA ADLER**

That the CEO's update report be received.

ATTACHMENTS

Provided in the Attachment booklet are the following documents:

- Local Government Act Implementation Plan
- Financial Plan 2021-2031
- Municipal Public Health and Wellbeing Plan
- Ararat Library Services Strategy
- Beneficial Enterprise- Initial Modeling Info
- Asset Management Schema

Note: Circulate Procurement Policy to Audit & Risk Committee members

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SECTION 3- FINANCE AND PERFORMANCE REPORTING

3.1 REVIEW THE APPROPRIATENESS OF THE FORMAT AND CONTENT OF PERIODIC MANAGEMENT FINANCIAL REPORTS AND PERFORMANCE STATEMENTS

3.1.1 QUARTERLY PERFORMANCE REPORT

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.

BACKGROUND

The financial statements and performance indicators have been prepared for the period ended 30 September 2021.

Based on the information provided by responsible officers and managers Council's overall financial performance is in line with budget.

DISCUSSION

Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.

Key Financial information:

Income Statement (Attachment 1)

The Income Statement measures how well Council has performed from an operating nature. It reports revenues and expenditure from the activities and functions undertaken, with the net effect being a surplus or deficit. Capital expenditure is excluded from this statement, as it is reflected in the Balance Sheet.

Attachment 1 shows that Council generated \$19.278 million in revenue and \$7.161 million in expenses to 30 September 2021. This has resulted in an operating surplus of \$12.117 million for the three months ended 30 September 2021.

Income

Rates and charges account for 47% of the total budgeted income for 2021/22. Rates and charges are recognised when the rates have been raised, not when the income has been received. An amount of \$17.032 million has been recognised as income for the three months ended 30 September 2021.

User fees account for 4% of the total budgeted income for 2021/22 and \$0.173 million has been received to 30 September 2021. The majority of this relates to home care services, transfer station fees and fitness centre income. Income has been lower than budgeted due to several Council facilities being closed down and decreased service levels due to Covid-19, including the Town Hall, Ararat Fitness Centre, Gum San and the Alexandra Oval Community Centre.

Recurrent Operating Grants total \$1.401 million to 30 September 2021, including \$0.500 million from the Victorian Local Government Grants Commission for general purpose grants and \$0.306 million for the local roads grants.

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Non-recurrent Capital Grants total \$0.325 million to 30 September 2021. Several grants that were budgeted for 2021-22 were received in advance during 2020-21 including \$1.227 million for the Local Roads and Community Infrastructure Program and \$0.326 million for Delacombe Way Road works.

Note

It is important to note the following:

1. The Grants Operating (recurrent) figure in the Original Budget was \$7.817 million and in the Current Budget is recorded as \$4.543 million, as \$3.274 million was paid to Council in 2020/21 by the Victorian Local Government Grants Commission (VLGGC) for the 2021/22 financial year. Council has still received the expected VLGGC income, to be spent in 2021/22, however it will be reported over two financial years.
2. This change in the budget, plus the note reported under expenses, create a change in the reported surplus position from a projected surplus of \$8.865 million to a surplus of \$5.22 million for 2021/22. The year to date variance is a surplus of \$0.258 million when the actual year to date expenses are compared to the year to date budget.

Expenses

Employee Costs account for approximately 40% of the total budgeted expenditure for 2021/22. For the three months ended 30 September 2021 Council has incurred \$2.621 million in employee costs.

Materials and Services account for approximately 33% of the total budgeted expenditure for 2021/22. For the three months ended 30 September 2021, Council has incurred \$2.730 million in materials and services costs. There are a number of projects, including those carried forward from 2020/21 that are expected to be completed before the end of the financial year.

Note

It is important to note the following:

There has been an increase in expenditure on materials and services from \$9.319 million in the Original Budget to \$12.972 million in the Current Budget for 2021/22. This has resulted from a carry forward amount of \$3.653 million from the 2020/21 financial year surplus and unspent grant funds which will be used for additional activity in 2021/22.

Balance Sheet (Attachment 2)

The Balance Sheet is one of the main financial statements and reports Council's assets, liabilities and equity at a given date, in this case 30 September 2021. Comparative figures have been provided as at 30 June 2021.

Council's current assets have increased by \$12.968 million from \$27.406 million as at 30 June 2021 to \$40.374 million as at 30 September 2021. Cash and cash equivalents have decreased by \$1.085 million from \$23.049 million to \$21.964 million. Trade and other receivables have increased \$14.091 million from \$4.233 million as at 30 June 2021 to \$18.324 million as at 30 September 2021, which can be attributed to the rates & charges being recognised as income in the quarter ended 30 September 2021.

Total liabilities have increased from \$14.390 million in 2020/21 to \$15.460 million in 2021/22, with an increase of \$0.315 million in trade and other payables. The trust funds and deposits have increased by \$0.792 million from \$0.455 million in 2020/21 to \$1.247 million in 2021/22.

Statement of Cash Flows (Attachment 3)

The Statement of Cash Flows shows how changes in the Statement of Financial Position and Income Statement affect Cash and Cash Equivalents, and breaks down the analysis to operating activities, investing activities and financing activities.

The Cash and Cash Equivalents at the beginning of the financial year of \$23.049 million have decreased by \$1.085 million to \$21.964 million as at 30 September 2021.

Net cash provided by operating activities was \$0.832 million and \$1.882 million was used in investing activities.

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Investing activities includes payments for property, plant and equipment, and infrastructure totalling \$2.007 million. This included capital building works and capital road works.

Based on the information provided by responsible officers and managers the forecast year end result for cash and cash equivalents are in line with budget.

Financial Performance Indicators (Attachment 4)

The Local Government Performance Reporting Framework requires Councils to report various performance indicators at the end of each financial year.

A full list of financial performance indicators is included in attachment 4.

Indicator	30/6/2021	30/9/2021
Working capital <i>Measure - Current assets compared to current liabilities.</i> Expected values in accordance with the Local Government Performance Reporting Framework 100% to 400% Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity	202%	276%
Loans and borrowings <i>Measure - Loans and borrowings compared to rates.</i> Expected values in accordance with the Local Government Performance Reporting Framework – 0% to 70% Indicator of the broad objective that the level of interest-bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations	15.43%	15.86%
Indebtedness <i>Measure - Non-current liabilities compared to own source revenue</i> Expected values in accordance with the Local Government Performance Reporting Framework – 2% to 70% Indicator of the broad objective that the level of long-term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long-term liabilities suggests an improvement in the capacity to meet long term obligations	4.29%	4.74%
Rates concentration <i>Measure - Rates compared to adjusted underlying revenue</i> Expected values in accordance with the Local Government Performance Reporting Framework – 30% to 80% Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability	55.31%	89.86%
Expenditure level <i>Measure - Expenses per property assessment</i> Expected values in accordance with the Local Government Performance Reporting Framework \$2,000 to \$10,000 Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency	\$4,049	\$3,971

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Indicator	30/6/2021	30/9/2021
Indicator - Revenue level <i>Measure - Average residential rate per residential property assessment</i> Expected values in accordance with the Local Government Performance Reporting Framework - \$700 to \$2,000 Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency	\$2,061	\$1,862
Indicator - Percentage of total rates collected The internal audit conducted in 2019 on Rates Revenue and Rate Debtor Management found no routine or regular reporting of large and long outstanding rates debtors. The outstanding Rates Debtors is reported in the Annual Financial report. As at 30 September 2021 the outstanding Rates Debtors totalled \$16.660 million compared to \$1.860 million as at 30 June 2021, an increase of \$14.800 million. In percentage terms 13.1% of the rates raised have been collected at 30 September 2021 compared to 9.5% up to 30 September 2020. Council issues approximately 7,500 rate notices. Last year there were 2,606 assessments paying by instalments compared with 2,799 assessments in 2019/20. Outstanding rates are currently charged 10% interest.	86.9%	13.1%
Indicator - Asset Renewal & Upgrade <i>Measure - Asset renewal & Upgrade compared to depreciation</i> Expected range in accordance with the Local Government Performance Reporting Framework - 40% to 130% Assessment of whether council assets are being renewed or upgraded as planned. It compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with depreciation. Ratios higher than 1.0 indicate there is a lesser risk of insufficient spending on Council's asset base.	164.30%	63.25%

The Local Government Performance Reporting Framework provides "Expected ranges" for each indicator. The framework has been developed to consider results at the end of the financial year so some results during the year are outside the expected range due to the timing of receipts and payments.

Explanations are provided in Attachment 4 for those indicators that are outside the "expected ranges".

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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

6 Strong and Effective Governance

Budget Implications

Council's financial performance is in line with expectations. Council's cash position was expected to reduce in the first quarter to pay for the outstanding accounts at year end.

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Policy/Relevant Law

Section 97 – Quarterly Budget Report of the Local Government Act 2020 states:

- 1 As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.
- 2 A quarterly budget report must include—
 - (a) a comparison of the actual and budgeted results to date; and
 - (b) an explanation of any material variations; and
 - (c) any other matters prescribed by the regulations.
- 3 In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Sustainability Implications

This report does not raise any sustainability implications.

Risk Assessment

Council is required to establish and maintain a budgeting and reporting framework that is consistent with the principles of sound management and this report assists Council in meeting that requirement.

Innovation and Continuous Improvement

The content of the Quarterly report is continually reviewed to ensure meaningful data is provided.

Stakeholder Collaboration and Community Engagement

Council's financial performance reports are published quarterly.

RECOMMENDATION

That the:

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 30 September 2021 be received.

**MOVED JESSICA ADLER
SECONDED JO ARMSTRONG**

That the:

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 30 September 2021 be received.

ATTACHMENTS

- 1 Quarterly performance report: Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators

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SECTION 4 – INTERNAL CONTROLS

4.1 REVIEW THE ADEQUACY AND EFFECTIVENESS OF KEY POLICIES, SYSTEMS AND CONTROLS FOR PROVIDING A SOUND INTERNAL CONTROL ENVIRONMENT

4.1.1 COUNCIL POLICY REVIEW UPDATE

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.

BACKGROUND

Council policies are reviewed on an ongoing policy and procedure review process.

This report outlines the several Administrative and Council policies which have been reviewed.

DISCUSSION

Council has committed to reviewing policies through a review process to ensure that all Council policies meet legislative requirements and established internal processes

All Council policies are accessible to Councillors, Audit and Risk Committee and staff through Microsoft Teams, hard copies in tearooms at Depot and Municipal Officers, and on Council's website.

The table below provides a list of the recently reviewed policies, noting the main changes made to the documents. Copies of the policies are provided an attachment to this report:

Administrative/ Council	Policy Title	Last Reviewed and Adopted	Current Review Date ready for Adoption	Next review
Council	<p>Procurement Policy</p> <p>Main changes:</p> <ul style="list-style-type: none"> • <i>Changes to Responsible Officers due the recent changes in staffing.</i> • <i>Update policy to reflect implementation of Local Government Act 2020.</i> • <i>Minor wording to bring the policy up to standard.</i> • <i>Inclusion of the following sections:</i> <ul style="list-style-type: none"> ○ <i>Borrowings;</i> ○ <i>Market Engagement Methods;</i> ○ <i>Cumulative Spend (previously Aggregated Spend);</i> 	16 March 2021	November 2021	June 2023

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Administrative/ Council	Policy Title	Last Reviewed and Adopted	Current Review Date ready for Adoption	Next review
	<ul style="list-style-type: none"> Non-confirming Tenders; Diversity; Collaboration between Councils; Third Party Privacy. 			
Administrative	<p>Code Red and Extreme Fire Danger Preparedness Policy</p> <ul style="list-style-type: none"> Minor wording changes to bring up to standard. Appendix 3 – review of External Services. Inclusion of Appendix 4 – Department Bushfire Obligations Summary (internal use form). 	20 December 2019	November 2021	November 2025
Administrative	<p>OHS Workplace Emergency Evacuation Policy</p> <p>Main changes:</p> <ul style="list-style-type: none"> Renamed: OHS Workplace Emergency Preparedness Policy. Change of Responsible Officer. Minor wording changes. 	February 2020	November 2021	February 2023
Administrative	<p>Corporate Purchase Card Policy</p> <p>Main changes:</p> <ul style="list-style-type: none"> Changes to Responsible Officers due to recent changes in staffing. Alterations to processes due to change of programs. 	February 2019	November 2021	November 2025

RECOMMENDATION

That the Council Policy Review Update be received.

MOVED ROBERT TOMMASINI
SECONDED HENRY BURRIDGE

That the Council Policy Review Update be received, and recommend to Council the adoption of the Procurement Policy at it's January meeting.

ATTACHMENTS

Copies of the policies listed are provided as an Attachment 4.1.1.

Note: Bring status of policies table to the next Audit & Committee Risk meeting.

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4.2 DETERMINE WHETHER SYSTEMS AND CONTROLS ARE REVIEWED REGULARLY AND UPDATED WHERE REQUIRED

NIL.

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4.3 MONITOR SIGNIFICANT CHANGES TO SYSTEMS AND CONTROLS TO ASSESS WHETHER THOSE CHANGES SIGNIFICANTLY IMPACT COUNCIL'S RISK PROFILE

4.3.1 STRATEGIC RISK REGISTER UPDATE

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.

BACKGROUND

Council's Strategic Risk Register is reviewed by the Chief Executive Officer and presented to the Audit and Risk Committee.

DISCUSSION

The Chief Executive Officer ensures that strategic risks are identified and assessed, treatment options are prioritised and implemented, actions are assigned; and performance is monitored and reviewed.

The following risk assessment matrix has been applied to each identified risk. This risk assessment matrix can also be found in the Risk Management Policy.

	CONSEQUENCES				
LIKELIHOOD	1: Insignificant	2: Minor	3: Moderate	4: Major	5: Catastrophic
Almost Certain: The event is expected to occur in most circumstances or at least twice a year	Moderate	High	High	Extreme	Extreme
Likely: Expect this event at least annually	Moderate	Moderate	High	High	Extreme
Possible: The event might occur at some time over an extended period	Low	Moderate	Moderate	High	High
Unlikely: The event could occur at some time but is not usually experienced	Low	Low	Moderate	Moderate	High
Rare: The event may occur in exceptional circumstances	Low	Low	Moderate	Moderate	High

The current Strategic Risk Register is provided for information and outlines the risk's impact, control measures, risk level, likelihood and actions/controls in place for 2021/2022.

Current Strategic Risk Status:

Risk Status	Number of Strategic Risks as at 29 November 2021
Red (Extreme)	0
Amber (High)	0
Blue (Moderate)	14
Green (Low)	2
Total Strategic Risks	16

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STRATEGIC RISK REGISTER AS AT 29 NOVEMBER 2021							
No	Risk Description	Impact	Control Measures	Risk Level	Likelihood	Due Date	Actions / Controls in Place 2021/2022
1	Procurement - Unable to successfully procure goods and services to assist in the delivery of council projects and services or failure to appropriately manage contracts	<ul style="list-style-type: none"> Ineffective project management. Inexperienced contractors. Contract overruns. 	<ul style="list-style-type: none"> Clear communication of Council's expectations to Contractors. Council Procurement Policy reviewed and updated annually. Collaborative procurement. Purchasing limits Review of Contractor Register and Preferred Suppliers. Contractor Induction. Induction session on Procurement 	Low	Unlikely	30/11/2022 Reviewed Annually	<p>Procurement Policy updated in November 2021 and presented to Audit and Risk Committee in December 2021.</p> <p>Any new staff commencing with ARCC are provided with a one- hour procurement session.</p> <p>Induction for contractors carried out prior to commencing work.</p>
2	Emergency Management – Insufficient preparation on emergency situations that could affect the community from large incidents, such as bushfires to smaller incidents such as a community event. Council as a community leader in times of crisis and assisting authorities where possible. Council to continue a leader and assist with other Council's in both response and recovery.	<ul style="list-style-type: none"> Loss of life and property damage Disruption to essential services Loss of essential communications, access and service delivery 	<ul style="list-style-type: none"> MEMO and MMR staff appointment to create Emergency Management Team Municipal Emergency Management Plan Municipal Fire Prevention Plan Emergency Animal Welfare Plan Municipal Heatwave Plan Influenza Pandemic Plan Business Continuity Plan Disaster Recovery Plan Develop and implement a program of emergency exercises. Pandemic Committee created 	Low	Unlikely	30/11/2022 Reviewed Annually	<p>Council now has a full EMT, with 3 MEMO's and 3 MMR's to cover full emergencies.</p> <p>Regular meetings held with Emergency Management external stakeholders from the Grampians region.</p> <p>Organisational and Regional COVID Meetings held on a regular basis.</p>

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STRATEGIC RISK REGISTER AS AT 29 NOVEMBER 2021							
No	Risk Description	Impact	Control Measures	Risk Level	Likelihood	Due Date	Actions / Controls in Place 2021/2022
3	Fraud and Corruption – Failure to detect and prevent occurrences of fraud and corruption risks	<ul style="list-style-type: none"> Non-compliance by staff of Council policy and procedures Inefficient monitoring of financial processes 	<ul style="list-style-type: none"> Fraud and Corruption Control Policy and Plan reviewed regularly. Staff compliance training – Fraud and Corruption module Council Procurement Policy reviewed and updated. Councillor Code of Conduct Staff Code of Conduct 	Moderate	Possible	16/03/2022 Reviewed Annually	<p>Fraud and Corruption Policy and Plan reviewed and adopted in March 2021</p> <p>Compulsory training every December for all staff to complete, which includes a unit on Fraud and Corruption.</p> <p>Councillor and Staff Code of Conducts are current and have dedicated sections on Fraud and Corruption</p>
4	Workforce Planning – Lack of workforce planning in the face of an ageing workforce and changing demographics of staff	<ul style="list-style-type: none"> Inability to recruit resulting in loss of, or delay in services. Poor retention of staff. Increase in financial cost of recruiting Loss of knowledge, skills and experience Loss of continuity and services 	<ul style="list-style-type: none"> Workforce Plan developed as part of the LGA 2020 implementation. Succession planning Flexible working arrangements. Phased in retirement. Recruitment Plan developed. Annual Performance Plans reviewed. Employee Assistance Program. Staff Code of Conduct Health and Wellbeing Program 	Moderate	Possible	31/10/2022 Reviewed Annually	<p>Workforce Plan developed and in force.</p> <p>Annual Performance Plans updated in June each year.</p>
5	Governance – Failure to manage a governance framework which embraces good governance practices and	<ul style="list-style-type: none"> Unlawful or inappropriate decisions. Poor decision making Incorrect advice 	<ul style="list-style-type: none"> Monitoring changes in legislation. Councillor Code of Conduct Staff Code of Conduct Councillor Induction Program 	Moderate	Possible	30/05/2022 Reviewed Annually	<p>Continuing to monitor updates from LGV.</p> <p>Council policies, delegation and authorisations, and Personal Interests Returns</p>

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STRATEGIC RISK REGISTER AS AT 29 NOVEMBER 2021							
No	Risk Description	Impact	Control Measures	Risk Level	Likelihood	Due Date	Actions / Controls in Place 2021/2022
	ensures the delivery of customer focused services.		<ul style="list-style-type: none"> Staff delegation and authorisations Policies and Procedures, including Public Transparency Policy Governance Rules Personal Interests Returns 				reviewed and updated as per legislative requirements. Councillor induction program completed.
6	Legislative Compliance – Ensuring compliance with an understanding of Council's policies and legislative requirements.	<ul style="list-style-type: none"> Breach of privacy, confidentiality or other legislation. Reputational harm and loss of confidence in the Council. 	<ul style="list-style-type: none"> Monitoring changes in legislation. Councillor Code of Conduct Staff Code of Conduct Councillor Induction Program Access to legal advice Privacy procedures 	Moderate	Possible	31/01/2022 Reviewed every 6 months	Continual monitoring of changes to legislations. Councillor induction program completed.
7	Business Continuity – Failure to plan adequately for the impacts of a disruption to Council's normal operating environment	<ul style="list-style-type: none"> Disruption to services. Breakdown of community networks 	<ul style="list-style-type: none"> BCP reviewed and updated in order to identify critical service requirements. Annual simulation testing exercises. Emergency Management Plan Insured risk. Disaster Recovery Plan 	Moderate	Possible	25/01/2022 Reviewed Annually	Business Continuity Plan and Disaster Recovery Plan currently under review for presentation to Audit and Risk Committee and Council in February 2022.
8	Climate Change – Council faces a challenge in relation to an increase in inclement weather patterns (flood, heat waves, drought, windstorm). Having sufficient financial resources, lack of knowledge and flexibility to address these challenges may become increasingly difficult	<ul style="list-style-type: none"> Poor planning decisions. Increased cost of services. Reactive solutions to environmental issues. 	<ul style="list-style-type: none"> Liaison with partners/advice to residents on energy saving, reduction in carbon emission, wellbeing etc. Preparation of Climate Action Plan. Waste and Resource Recovery Strategy adopted February 2021 Municipal Emergency Management Plan 	Moderate	Possible	30/04/2022 Reviewed Annually	Environmental Working Group currently advertising for members, meetings will commence in 2022.

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STRATEGIC RISK REGISTER AS AT 29 NOVEMBER 2021							
No	Risk Description	Impact	Control Measures	Risk Level	Likelihood	Due Date	Actions / Controls in Place 2021/2022
			<ul style="list-style-type: none"> Asset Management Plan 2021-2031 developed Environmental Working Group. 				
9	Occupational Health and Safety (OH&S) and Wellbeing – Work Health Safety compliance and risk management to people safety.	<ul style="list-style-type: none"> Death, injury or illness. Council non-compliance with legislative requirements. Increased costs and insurance premiums. Council staff non-compliance with Council policies and procedures. Increase in preventable accidents and injuries. 	<ul style="list-style-type: none"> Staff Induction and training protocols Ensure policies and procedures are in place to monitor, report and minimise health and safety risks in the workplace. Safety Committee Meetings Incident and hazard assessments. Toolbox meetings to discuss WHS matters. Regular maintenance schedules. 	Moderate	Possible	30/06/2022 Reviewed Annually	<p>All policies and procedures in relation to OHS are reviewed on an ongoing basis.</p> <p>Safety Committee meet every month to discuss relevant issues.</p>
10	Records Management – Insufficiently maintained records management, including corporate information not being appropriately recorded, managed or maintained resulting in inefficiencies, breach of legislation, loss of information and inappropriate disposal.	<ul style="list-style-type: none"> Loss of records and data. Breaches of privacy. 	<ul style="list-style-type: none"> Continuous training and auditing to be undertaken Maintain up to date IT systems Ongoing use of appropriate Records storage system Induction Session on Records Management 	Moderate	Possible	30/04/2022 Reviewed Annually	<p>Records management staff are trained in the use of the Councilwise records management system.</p> <p>Any new staff commencing with ARCC are provided with a one hour Records session.</p>

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STRATEGIC RISK REGISTER AS AT 29 NOVEMBER 2021							
No	Risk Description	Impact	Control Measures	Risk Level	Likelihood	Due Date	Actions / Controls in Place 2021/2022
11	IT Infrastructure – Failure to keep up with technology trends and to provide efficient, reliable, secure technology systems to support the delivery of council services	<ul style="list-style-type: none"> Inability to access data, records and systems. Disruption to services. Loss of business continuity Unauthorised use of information. 	<ul style="list-style-type: none"> Continuous monitoring of advances in technology and upgrading programmes to meet the Council's requirements. Information Technology Policy reviewed on a regular basis Protective Data Security Plan reviewed as per legislation Induction Session on IT. 	Moderate	Possible	31/08/2022 Reviewed Annually	<p>Organisation has transitioned to use of cloud infrastructure instead of on premises infrastructure.</p> <p>Any new staff commencing with ARCC are provided with a one hour IT session.</p>
12	Waste Management Service Delivery – Failure to plan and resource a suitable waste management program or facilities which are sustainable, reduce environmental degradation, improve public safety and complies with regulatory requirements.	<ul style="list-style-type: none"> Lack of planning leads to ineffective waste service. Loss of community confidence. 	<ul style="list-style-type: none"> Waste and Resource Recovery Strategy adopted February 2021. Review of Waste Management Services commenced in 2021. 	Moderate	Possible	30/06/2022 Reviewed Annually	<p>Waste and Resource Recovery Strategy – action identified and implementation commenced.</p> <p>Confidential review of Council's waste management services has commenced. Report to Council on</p>
13	Strategic Leadership and Advocacy – Ineffective or weakened relationships with Government, Council's stakeholders and the community to develop projects, support industry and provide opportunities.	<ul style="list-style-type: none"> Lack of community Trust Poor decision making 	<ul style="list-style-type: none"> Advocacy Program adopted by Council Community Satisfaction Survey results increase. Community Engagement Policy implemented. Regular external stakeholder meeting with Councils, Ministers and Government bodies. Engage Ararat Platform created and Council website Mayoral Column Public Transparency Policy 	Moderate	Possible	15/01/2022 Reviewed Annually	<p>Advocacy program adopted by Council for 2021/2022.</p> <p>Community Satisfaction Survey results for 2021 reported increases.</p> <p>Engage Ararat platform created and used to advocate on various documents/issues.</p> <p>Staff have shifted their thinking to a customer</p>

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STRATEGIC RISK REGISTER AS AT 29 NOVEMBER 2021							
No	Risk Description	Impact	Control Measures	Risk Level	Likelihood	Due Date	Actions / Controls in Place 2021/2022
			<ul style="list-style-type: none"> Customer focused approach in every daily interaction 				focus, which is a priority of the CEO.
14	Asset Management – Failure to manage and implement a Council wide framework for sustainable Asset Management which provides the desired level of services to the community	<ul style="list-style-type: none"> Failure of infrastructure assets due to lack of maintenance Inefficient work practices. Reduced ability to provide services. Assets that don't meet community expectations. Investigate other income sources to supplement asset renewal and upgrading. Loss of essential communications, access and service delivery. Emergency response capability inhibited. 	<ul style="list-style-type: none"> Asset Plans reviewed Annual building reviews undertaken by Assets to identify defects and remedial action Maintenance program. Recreation Reserve review. Regular building, bridge, road and footpath inspections carried out. 	Moderate	Possible	15/12/2021 Reviewed Annually	<p>Asset Management Plans currently being reviewed.</p> <p>Asset Management review to be completed by 31 March 2022.</p> <p>Annual building reviews and maintenance program to be incorporated into review of Asset Management.</p>
15	Financial Sustainability – Inadequate financial planning and management significantly impacting service delivery, and financial sustainability to meet projects and strategic objectives in Council Plan	<ul style="list-style-type: none"> Loss of, or reduction in services. Fraud Financially unsustainable Hold up, theft, misappropriation 	<ul style="list-style-type: none"> Council Plan developed with focus on key objectives. Financial Plan 2021-2031 developed Revenue and Rating Strategy 2021-2025 developed. Long Term Financial Plan Monthly financial reports to Council Dual authorisations. Duress button, security. 	Moderate	Possible	28/02/2022 Reviewed Annually	<p>All legislative requirements have been met with the Council Plan, Financial Plan, Revenue and Rating Strategy developed.</p> <p>New performance platform established with regular reporting to Council commencing soon.</p>

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STRATEGIC RISK REGISTER AS AT 29 NOVEMBER 2021							
No	Risk Description	Impact	Control Measures	Risk Level	Likelihood	Due Date	Actions / Controls in Place 2021/2022
			<ul style="list-style-type: none"> Staff training in security protocols. Insurance Policy 				
16 (248)	Cyber Attack – Failure to repel or recover from a Cyber-attack including targeted ransomware, malware, and Distributed Denial of Service (DDoS) attacks. The move to home working has increased the vulnerability to malware issues.	<ul style="list-style-type: none"> Unauthorised access to programs and data Data held for ransom Significant financial loss Harm to reputation 	<ul style="list-style-type: none"> Security and ICT usage policies in place and regularly updated. Cyber insurance Cyber risk training. 	Moderate	Possible	31/03/2022 Reviewed Annually	<p>IT Policy updated on 26 April 2021.</p> <p>IT staff are updated on the current issues from our Risk Management providers. They also provide training on cyber related matters.</p> <p>IT department alert staff on any suspected spam attacks and these are dealt with immediately.</p> <p>Council maintains its firewall and end point protection with industry standards.</p>

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RECOMMENDATION

That the Strategic Risks Update be received.

**MOVED ROBERT TOMMASINI
SECONDED JO ARMSTRONG**

That the Strategic Risks Update be received.

ATTACHMENTS

There are no attachments relating to this item.

Note:

- Include consequences column
- Control measures separate column
- Jenny Woolcock and Robert to liaise about changes to the Strategic Risk Register
- Further work is to be conducted, prior to presentation to Council.



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SECTION 5- RISK MANAGEMENT

NIL.

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SECTION 6- FRAUD PREVENTION

NIL.

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SECTION 7- INTERNAL AUDIT

7.1 REVIEW REPORTS ON INTERNAL AUDIT REVIEWS, INCLUDING RECOMMENDATIONS FOR IMPROVEMENT ARISING FROM THOSE REVIEWS

7.1.1 STRATEGIC INTERNAL AUDIT PROGRAM STATUS UPDATE

BACKGROUND

AFS & Associates (AFS) are Council's Internal Auditors. This report outlines the audit program that AFS will undertake over the next three years.

DISCUSSION

AFS & Associates have provided the current status of the Internal Audit Program. AFS completed the Depot Operations Audit and Past Issues Audit in May 2021, the Management Report for both of these audits were presented to the September Audit & Risk Committee meeting.

An audit was conducted in July 2021 in relation to Cash Handling. The Draft Internal Audit Report for Cash Handling has been issued to management. The outcomes of the Cash Handling audit are included in Item 7.2.1.

RECOMMENDATION

That the Strategic Internal Audit Program Status Update report be received.

MOVED JO ARMSTRONG SECONDED JESSICA ADLER

That the Strategic Internal Audit Program Status Update report be received.

ATTACHMENTS

The Strategic Internal Audit Program Status Update report is provided as Attachment 7.1.1.

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7.1.2 INTERNAL AUDIT- CASH HANDLING

BACKGROUND

AFS & Associates are Council's Internal Auditors and have recently conducted an audit on Ararat Rural City Council's cash handling.

DISCUSSION

The objective was to review the reliability and effectiveness of the current controls over cash handling.

The audit concluded there were 8 areas of strength. 2 areas rated as moderate risks, 4 areas rated as minor risks and 1 area of opportunity. The definition of a moderate risk is medium likelihood and/or consequence – requires attention over six months. The definition of a minor risk is low likelihood and/or consequence – attention within 12 months. Recommendations from and responses to the Cash Handling audit are included in Item 7.2.1- Internal Audit- Audit Review Outcomes Update.

RECOMMENDATION

The Audit and Risk Committee recommends management:

- 1 *Develop and implement a procedure for ensuring Point of Sale (POS) system printouts are provided to the Vincent Street – Council Office reception when delivering banking for deposit. This process should be rolled out to the following sites which have a POS system with appropriate functionality: Vincent Street – Council Office (Reception), Ararat Fitness Centre, Alexandra Oval, Art Gallery, Visitor Information Centre and Town Hall;*
- 2 *Ensure adequate formalised agreements with the football clubs are in place regarding the Alexandra Oval Bar. These should clearly state: cash handling requirements, dealing with variances in stock or cash and where obligations for shortfalls lie and profit share arrangements;*
- 3 *Implement the following controls to mitigate the inherent risks of cash handling: reasonableness assessment on total income received based on data, trend monitoring for cash received, sampled, independent review of cash reconciliations, periodic review of cancelled or deleted receipts within POS systems and review of banking deposit amounts;*
- 4 *Nominate responsibility for monitoring cash transactions and performing additional analyses over cash transaction values, include these responsibilities within the development of procedure documents (as per Item 3) and relevant position descriptions;*
- 5 *Investigate POS systems (CouncilWise and PerfectGym) to ascertain their capacity to implement tiered access restrictions for cancelling transactions, implement access restrictions in line with requirements of the individual's role, perform periodic access level reviews across both platforms to ensure staff members continue to only have the required access for the role and produce and retain daily reports that highlight cancelled cash transactions; and*
- 6 *Investigate: capacity of CouncilWise and PerfectGym POS systems to integrate with opening the till only if a purchase is made, capacity of Vectron to disable the 'no sale' function and integrate opening the till only for a cash sale and implementing cameras to provide additional security monitoring over tills and volumes of waste presented for disposal.*

MOVED JO ARMSTRONG
SECONDED HENRY BURRIDGE

The Audit and Risk Committee recommends management adopt the recommendations from the Cash Handling report.

ATTACHMENTS

The Audit of Cash Handling report is provided as Attachment 7.1.2.



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7.1.3 INTERNAL AUDIT- SELF-ASSESSMENT REPORT

BACKGROUND

Council appointed AFS & Associates from Bendigo as Council's Internal Auditors. The self-assessment survey was distributed to Audit & Risk Committee members in November 2021.

DISCUSSION

The last AFS & Associates self-assessment survey was conducted in May 2018, results from the November 2021 survey have been distributed to members and show a comparison between the two.

The overall average response score from Audit & Risk Committee members on a scale of 1 to 6 was 5.12, comparing to 2018: 4.31. Based upon the lowest scores in the survey and comments for improvement for Audit & Risk Committee members, suggestions for improvement exist around the Audit & Risk Committee reviewing the following:

- More detailed risk reporting would help the Audit and Risk Committee fulfil its obligations.
- Continually refining the Work Plan of the Audit and Risk Committee to cover off key areas of risk.
- Receiving rolling presentations of key risks and how they are managed in different (major) operational areas.
- Annual presentation by management of OHS risk management.
- Annual presentation of the maturity and effectiveness and embeddedness of the Risk Management Framework.
- Receiving assurance that key compliance obligations are being achieved (and the compliance function is across it all)
- Work to improve the organisation's performance reporting framework has commenced and will provide more useful and timely information to the Audit and Risk Committee. In turn this will enhance the Audit and Risk Committee's capacity to examine and report on council's operations.
- Clarification of process for Audit and Risk Committee reporting to Council
- Opportunity to have senior people present to Audit and Risk Committee from time to time.
- Further refinement of the agenda would be beneficial (this is currently underway).
- There are possibilities to develop a more collaborative mode of operation for the Audit and Risk Committee.

RECOMMENDATION

That the AFS & Associates November 2021 Self-Assessment report be received.

MOVED HENRY BURRIDGE

SECONDED BRIAN KEANE

That the AFS & Associates November 2021 Self-Assessment report be received.

ATTACHMENTS

2021 Audit & Risk Committee Self-Assessment Survey results report.

Note:

- Terms of Reference to include initial conversation to occur between the CEO and the external auditor (VAGO)
- Half-year summary assessment is reported to Council
- In-camera review with internal & external auditor to be included on charter for September

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7.2 MONITOR ACTION BY MANAGEMENT ON INTERNAL AUDIT FINDINGS AND RECOMMENDATIONS

7.2.1 INTERNAL AUDIT- AUDIT REVIEW OUTCOMES UPDATE

BACKGROUND

Council appointed AFS & Associates from Bendigo as Council's Internal Auditors. Council has reviewed the recommendations made by the Internal Auditor in relation to the internal audit reviews and these are presented as an attachment to this report.

DISCUSSION

An Audit Review Outcomes Action Plan was developed to capture the recommendations highlighted in the various internal audits conducted by AFS.

The Audit Review Outcome Action Plan lists the recommendations and subsequent outcomes and projected completion dates.

RECOMMENDATION

That the Audit Review Outcomes Update report be received.

ATTACHMENTS

The Audit Review Outcomes Update report is included as Attachment 7.2.1.

Note: Last item needs to be removed from table, as it is not a recommendation.

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SECTION 8- EXTERNAL AUDIT

8.1 CONSIDER THE FINDINGS AND RECOMMENDATIONS OF ANY RELEVANT PERFORMANCE AUDITS UNDERTAKEN BY VAGO AND MONITOR COUNCIL'S RESPONSES TO THEM

8.1.1 FINAL MANAGEMENT LETTER FOR FINANCIAL YEAR ENDED 30 JUNE 2021

BACKGROUND

Ms. Cassandra Gravenall of Crowe Australasia has been appointed by the Victoria Auditor-General's office to undertake the annual financial audit for the year ending 30 June 2021.

DISCUSSION

Crowe Australasia conducted an off-site interim audit in March 2021. The assessment which this letter is based upon, is divided into two categories: internal control weaknesses and financial reporting and performance statement reporting.

The objective of this audit is to enable the Auditor-General to express an opinion on Councils financial report and performance statement. The Final Management Letter produced 8 key findings. Of these 8 key findings, 3 were rated high, 3 were rated moderate and 2 rated low.

RECOMMENDATION

That the Final Management Letter for the financial year ended 30 June 2021 be received.

MOVED JESSICA ADLER SECONDED HENRY BURRIDGE

That the Final Management Letter for the financial year ended 30 June 2021 be received.

ATTACHMENTS

The VAGO Final Management Letter is provided as Attachment 8.1.1.

Note: Circulate table with management's comments on the VAGO Final Management letter recommendations

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SECTION 9- COMPLIANCE

9.1.1 LOCAL GOVERNMENT INSPECTORATE – REVIEW INTO PERSONAL INTERESTS RETURNS

BACKGROUND

In October 2021 the Local Government Inspectorate released its report “Personal Interests Returns – Encouraging Disclosures and Increasing Transparency”.

This report outlines the recommendations coming out of the report, and Council’s response to the recommendations.

DISCUSSION

The Local Government Inspectorate conducted a review of the Interests Returns provided by Councillors between October 2016 and February 2020 under the Local Government Act 1989. This review made recommendations for the new personal interests returns provisions in the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020.

The Local Government Inspectorate reviewed the websites of 79 Councils in August 2021. This review looked at the summary of Personal Interests from December 2020 and March 2021.

The final report and recommendations were released in October 2021.

The recommendations outlined in the report are listed below and incorporates a comment from Council to the recommendations.

Recommendations	Council's Comments
1. The Local Government Act 2020 should be amended to: <ul style="list-style-type: none"> include a deadline for the publication of the summary on the council website after the end of the prescribed period require councils to have personal interests summaries available online for the duration of the council term. 	Summary of all Personal Interests Returns are on Council's website. These have all met the legislative timeframe.
2. The Local Government Act 2020 and Local Government (Governance and Integrity) Regulations 2020 should be amended to make it mandatory for CEOs to use a form in a Schedule to the Regulations when creating a summary of personal interests to ensure consistency across the local government sector.	Council currently uses the summary template provided by Local Government Victoria.
3. Local Government Victoria should provide improved guidance to councils regarding: <ul style="list-style-type: none"> how to determine which staff should qualify as nominated officers who are required to submit a personal interests return a standard approach to compiling and presenting summaries on their websites, to assist comparison across councils. 	Currently all senior staff members complete a Personal Interests Return (<i>note: at the submission dates 1 September to 30 September 2021 this included the CEO and 3 senior staff members</i>)
4. The Local Government Act 2020 and Local Government (Governance and Integrity) Regulations 2020 should be amended to make it mandatory for people required to submit personal interests returns to use a form in a Schedule to the Regulations to ensure consistency of personal interests return submissions across the local government sector.	Council currently uses the Personal Interests Return template provided by Local Government Victoria.
5. LGV should finalise its draft guidance material, which is currently in draft form on the Engage Victoria website. The final guidance material should: <ul style="list-style-type: none"> be written in plain English with all legal terms explained 	Council currently uses the summary template provided by Local Government Victoria.

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Recommendations	Council's Comments
<ul style="list-style-type: none"> include information about how the accurate completion of their interests returns can assist them to identify possible conflicts of interest include real-life examples of interests to be disclosed be easily accessible on the LGV website be promoted through its communication channels. 	
<p>6. LGV should communicate to councils and councillors:</p> <ul style="list-style-type: none"> the importance of their obligation of completing accurate, complete, and timely personal interests returns for the integrity of local government processes that the personal interests returns will be relied upon by IBAC and other integrity bodies in the event of an investigation. 	<p>Councillor Code of Conduct – Councillors acknowledge that it is a requirement to complete Personal Interests Returns and when to complete a return.</p> <p>The Code of Conduct also notes the penalty for failure to complete a return.</p>
<p>7. The Local Government (Governance and Integrity) Regulations 2020 be amended to include the topic of personal interests returns in the induction training for councillors.</p>	<p>Councillors have not had any formal training in relation to Personal Interests Return.</p> <p>Councillors did receive a copy of the Guide on Personal Interests Returns provided by Local Government Victoria.</p>
<p>8. The Local Government (Governance and Integrity) Regulations 2020 be amended to introduce annual refresher training in personal interests returns for councillors.</p>	<p>Council will ensure that a Personal Interests Returns session will be held with Councillors prior to the March 2022 submission period, if the Regulations have not yet been amended.</p>
<p>9. Councils should introduce annual training for their nominated officers and delegated committee members to increase their knowledge of the personal interests returns process.</p>	<p>The Governance Unit will ensure that all nominated officers, including the CEO receive annual personal interests return training prior to completing March and September returns.</p>
<p>10. LGV should provide regular updates to councillors to remind them of their obligations and to keep them informed about legislative amendments in relation to personal interests returns.</p>	<p>LGV</p>
<p>11. LGV should investigate the feasibility of creating a common electronic form that provides a standardised personal interests returns template that councils can incorporate into their IT platforms.</p>	<p>LGV</p>
<p>12. The Local Government Act 2020 should be amended to give the Inspectorate specific power to issue infringement notices for strict liability offences.</p>	<p>LGI</p>
<p>13. LGV should consider amending the Local Government Act 2020 to introduce non-monetary sanctions (such as temporary suspension or disqualification from civic office) to provide a more appropriate, proportional, and scalable sanction for persons who consistently flout the personal interests returns provisions of the Act.</p>	<p>LGV</p>
<p>14. The Local Government Act 2020 should be amended to require CEOs to report suspected breaches of the personal interests' returns provisions to the Inspectorate, including failure to submit returns or submitting inaccurate or late returns.</p>	<p>LGV</p>

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RECOMMENDATION

That the "Local Government Inspectorate - Review into Personal Interests Returns" report be received.

**MOVED ROBERT TOMMASINI
SECONDED JO ARMSTRONG**

That the "Local Government Inspectorate - Review into Personal Interests Returns" report be received.

ATTACHMENTS

Local Government Inspectorate report "Personal interests return: Encouraging disclosure and increasing transparency", October 2021 provided as Attachment 9.1.1.

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9.1.2 VAGO REPORT – MAINTAINING LOCAL ROADS

BACKGROUND

The Victorian Auditor-General's Office (VAGO) conduct audits on Local Government on various topics throughout the year. In March 2021 VAGO presented its report on Maintaining Local Roads.

DISCUSSION

VAGO issued a report in March 2021 to ensure that roads are safe and functional and being maintained in a cost efficient and financially sustainable way.

The report assessed whether councils use asset data, budget information and community feedback to inform their planning for road maintenance. VAGO also looked at whether councils are finding and implementing ways to achieve value for money and their ability to maintain roads in timely manner.

The audit recommended that all Victorian Councils adopt the following:

- 5 recommendations about improving the information used for road maintenance planning;
- 3 recommendations relating to collecting and reporting accurate performance data; and
- 2 recommendations about assessing council performance on road management plans.

Management have developed an action plan to address the recommendations made from the VAGO report, which is included as an attachment.

A full copy of the VAGO audit report is available at <https://www.audit.vic.gov.au/report/maintaining-local-roads?section=>

RECOMMENDATION

That the VAGO – Maintaining Local Roads report be received.

**MOVED HENRY BURRIDGE
SECONDED JO ARMSTRONG**

That the VAGO – Maintaining Local Roads report be received.

ATTACHMENTS

The VAGO Maintaining Local Roads Report Recommendations action plan is provided as an Attachment 9.1.2.

Note: To present an update on this spreadsheet at the March Audit & Risk Committee meeting.

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SECTION 10- GENERAL BUSINESS

10.1 2021/2022 CAPITAL WORKS

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.

BACKGROUND

This report details the current status of Council's 2021/2022 Capital works program.

DISCUSSION

The capital works program is progressing well with approximately 67% of the roads budget expended to 30 November 2021. Internal road, bridge and drainage maintenance works are progressing well with the bulk of the works expected to be completed after harvest and into Autumn 2022. The operations depot will commence urban street construction works in the new year.

There are a number of continual improvement strategies being implemented into the new year to assist with quality and operator efficiency in the works area.

The road reseal program is progressing well and will be completed by mid-April 2022, which is within our contracted window with Inroads.

Externally contracted road construction works are either complete or due to be completed by the Christmas closure period, with the exception of Chatsworth-Wickliffe Road which will commence in the new year following harvest.

Works are progressing at the Gordon Street Oval with the majority of planning and site works completed. Community consultation is occurring with the Buangor community in relation to design options offered by the architect for their sport pavilion extension.

RECOMMENDATION

That the 2021/2022 Capital Works report be received.

**MOVED ROBERT TOMMASINI
SECONDED JO ARMSTRONG**

That the 2021/2022 Capital Works report be received.

ATTACHMENTS

2021/2022 Capital Works Summary provided as an Attachment 10.1.

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SECTION 11 – FUTURE MEETINGS

11.1 FUTURE MEETING DATES

Future meetings of the Audit and Risk Committee are scheduled as follows:

- Tuesday 1 March 2022 at 1pm
- Tuesday 7 June 2022 at 1pm
- Tuesday 6 September 2022 at 1pm
- Tuesday 6 December 2022 at 1pm

The meeting was declared closed at 2:40 PM.

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ALIGNMENT WITH AUDIT & RISK COMMITTEE CHARTER

Ref.	Item in Charter	Item in Agenda
5.6	Review the appropriateness of the format and content of periodic management financial reports and performance statements	3.1
5.7	Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment*	4.1
5.8	Determine whether systems and controls are reviewed regularly and updated where required*	4.2
5.9	Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile	4.3
5.25	Review reports on internal audit reviews, including recommendations for improvement arising from those reviews	7.1
5.27	Monitor action by management on internal audit findings and recommendations	7.2
5.35	Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them	8.1

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SECTION 12- NEXT MEETING/CHARTER ITEMS

MARCH 2022	
Ref.	Item in Charter
5.10	Ensure that a program is in place to test compliance with systems and controls
5.11	Assess whether the control environment is consistent with Council's Governance Principles
5.18	Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programs
5.21	Review the Internal Audit Charter regularly
5.22	Review and approve the three-year strategic internal audit plan, the annual internal audit plan
5.25	Review reports on internal audit reviews, including recommendations for improvement arising from those reviews
5.27	Monitor action by management on internal audit findings and recommendations
5.31	Annually review and approve the external audit scope and plan proposed by the external auditor
5.37	Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations
5.38	Review the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code
5.39	Obtain briefings on any significant compliance matters
5.40	Receive reports from management on the findings of any examinations by regulatory or integrity agencies
	Strategic Risks report/matrix

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.

**MOVED CR BEALES
SECONDED CR ALLGOOD**

That the Informal Meetings of Councillors Report be received.

CARRIED 4560/22

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 6.1.

Councillor Briefing

Date: Tuesday 18 January, 2022
Commencement: 5.00 pm
Location: Alexandra Oval Community Centre

Present

Councillors: Cr Jo Armstrong
Cr Gwenda Allgood
Cr Rob Armstrong
Cr Peter Beales
Cr Henry Burridge
Cr Bob Sanders
Cr Bill Waterston

Officers: CEO, Dr Tim Harrison

Attendees:

Apologies:

Disclosure of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131 and Chapter 5, Section 6 of the Governance Rules*).

Matters Considered:

1	Mayor's roundup
2	Extreme weather event (flash flooding) 6th and 7th January 2022
3	Leisure Centre community consultation and implementation
4	Waste management update and actions
5	Provision of child care
6	HACC service update
7	Procurement policy review
8	Dean St sealing project – resident complaint
9	Economic development update
10	Skate Park mural revisited
11	Community Asset Committees
12	Annual Plan implementation
13	Workforce Pilot project update
14	2022/2023 Capital Works program

Assembly Closed: 6:50 PM
DR TIM HARRISON

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*.

There no Urgent Business items received.

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

6:25PM 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.

MOVED CR BEALES
SECONDED CR BURRIDGE

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.

CARRIED 4561/22

6:30PM OPEN COUNCIL MEETING RECOMMENCEMENT

RECOMMENDATION

That the Open Council Meeting recommence.

MOVED CR BEALES
SECONDED CR BURRIDGE

That the Open Council Meeting recommence.

CARRIED 4563/22

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.*

MOVED CR BEALES
SECONDED CR BURRIDGE

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.

CARRIED 4564/22

9.1 CONTRACT No. 668 – SUPPLY AND DELIVERY OF NEW MOBILE GARBAGE BINS

MOVED CR BEALES
SECONDED CR ALLGOOD

That:

1. Council award the contract for the supply and delivery of new mobile garbage bins (Contract No. 668) to Mastec Australia for the contract sum of \$581,552 excluding GST and before the buyback of the existing bins.
2. The Chief Executive Officer sign the Contract Agreement: and
3. The confidentiality of the decision be lifted.

CARRIED 4562/22

Meeting closed at 6:31 PM

I HEREBY CERTIFY THAT PAGES 3900 TO 4139 INCLUDING PAGES 260 TO 263 OF THE CLOSED SESSION ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

MAYOR – CR JO ARMSTRONG