



Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 31 January 2023

Held in the Council Chambers, Shire Offices
(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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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 R ARMSTRONG

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

There were no apologies.

1.4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Council Meetings held on 29 November 2022 be confirmed.

MOVED CR SANDERS

SECONDED CR R ARMSTRONG

That the Minutes of the Council Meetings held on 29 November 2022 be confirmed.

CARRIED 4756/23

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.

There were no Petitions or Joint Letters received.

SECTION 3 – REPORTS REQUIRING COUNCIL DECISION

3.1 CORPORATE PURCHASE CARD POLICY

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 purpose of this report is to provide information for Councillors and the Audit & Risk Committee relating to the changes made to the Council's Corporate Purchase Card Policy.

DISCUSSION

Corporate Purchase Cards were introduced to nominated employees of Council with the aim to improve Council's purchasing and payment processes in terms of cost, control, efficiency and effectiveness.

Stakeholder engagement for the review of the policy will occur with the Audit and Risk Committee, the Chief Executive Officer and Council's Financial Services Coordinator, the main alteration that has been made relating to the approval of monthly statement being:

- The cardholder's manager responsibilities have been reassigned to the CEO.
- Alterations to processes due to change of programs
- CEO statements are to be signed by the Mayor and Card Administrator.

Future review of this policy will be due in November 2024.

A copy of this policy went to the 8 December 2022 Audit & Risk Committee Meeting, where it was approved by the committee.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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

There are no budget implications.

Policy/Relevant Law

- Corporate Purchase Card Policy
- Fraud and Corruption Policy
- Fraud and Corruption Plan
- Employees Code of Conduct
- Employee Discipline Procedure
- Ararat Rural City Council Risk Register

Sustainability Implications

- This policy relates to the sustainable purchasing and payment practices of Council.

Risk Assessment

Low Risk – Managed by Financial Services with relation to use of cards

Innovation and Continuous Improvement

Use of purchase cards enables a timelier turnaround of purchases or monthly subscriptions that ensures continuity of service.

Stakeholder Collaboration and Community Engagement

Stakeholder engagement for the review of the policy will occur with the Audit and Risk Committee, the Chief Executive Officer and Council's Financial Services Coordinator

RECOMMENDATION

That the updated Corporate Purchase Card Policy be adopted.

**MOVED CR BURRIDGE
SECONDED CR BEALES**

That the updated Corporate Purchase Card Policy be adopted.

CARRIED 4757/23

ATTACHMENTS

Corporate Purchase Card Policy is provided as Attachment 3.1.



Corporate Purchase Card Policy

DOCUMENT CONTROL

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

Last Review Date: December 2021
Date Approved (CEO): xxxxx
Next Review Date: November 2024

Revision No: 4

Stakeholder Engagement:
Audit and Risk Committee
Chief Executive Officer (CEO)
Financial Services Coordinator

Corporate Purchase Card Policy



INTENT

Corporate Purchase cards have been introduced with the aim of improving Ararat Rural City Council (Council) purchasing and payment processes in terms of cost, control, efficiency and effectiveness.

The ANZ Bank is Council's card provider with Council using purchase orders and statement reconciliation for management of purchases.

The main objectives of the Corporate Purchase card program are to:

- Streamline our purchasing and payments process for low value transactions;
- Enable faster delivery turn around for items that require pre payment before shipping;
- Reduce our internal costs by streamlining internal purchasing, receipting and payment systems, and reducing the number of suppliers we deal with; and
- Improve our reporting on low dollar value transactions.

This Policy applies to all full-time and part-time employees, contractors, temporary and casual employees who use or maintain Council's asset systems and registers.

POLICY

This document must be read in conjunction with all other policy guides available within Council.

Usage

The Corporate Purchase card is to be used for purchasing goods and/or services for genuine business purposes only.

Personal transactions

Charging personal transactions to Corporate Purchase cards is not permitted.

Card issuing

The Corporate Purchase card can be issued to appropriate staff that have a need or are reasonably expected to purchase goods in line with their expenditure delegations. Corporate Purchase cards are not to be issued to temporary, casual or agency staff.

Limits

The Card Administrator will advise the limit on your Corporate Purchase card to you at the time of receiving your card. There will be a transaction and monthly card limit which will be set by the CEO. The transaction limit will represent the maximum amount you can use the card for per transaction. While your monthly credit limit will be allocated in line with your monthly spend requirements.

Card Security

The cardholder is the only person to use the card and/or card number allocated to them. The card must be retained in a safe place. If the card is lost or stolen the ANZ Bank must be notified.

Corporate Purchase Card Policy



Documentation

Adequate documentation (tax invoice/receipt) is required to support each transaction to demonstrate the nature of the goods/services purchased.

Statements

All Statements should be maintained on the Xero Finance System with all relevant attachments.

Auditing of transactions

Audits of Corporate Purchase card usage will be conducted randomly by the Finance Department, audits and the cardholder manager are to ensure compliance with the policy procedures.

Misuse of Purchasing Cards

Misuse of the purchasing card by the cardholder may lead to withdrawal of the card, internal disciplinary action, criminal charges, and in all cases of misuse, the Ararat Rural City Council reserves the right to recover any moneys from the cardholder by whatever legal means are available.

Cash Advances

Cardholders must not use their card to obtain cash advances.

Disputed transactions

Any disputed transactions must be referred to the supplier in the first instance and then escalated to the Card Administrator if reconciliation is not feasible. The bank must also be notified in writing of any disputed transactions as soon as possible.

Phone and Internet use

Purchases can be made across the counter, where the sales voucher serves as a requisition, purchase order and receipt, via the telephone or internet. The cardholder must retain all sales vouchers and maintain any other records of their transactions to facilitate reconciliation and coding of the statements of account for that card.

Acknowledgement

The Corporate Purchase Card acknowledgement form (Appendix One) is to be completed by the cardholder before their purchase card is issued.

Termination of use

Once it has been established that a cardholder no longer requires a card for reasons including;

- Termination of employment,
- Re-assignment to another position that does require the use of a card, or
- Any other reason as determined by the CEO and/or the Card Administrator.

Corporate Purchase Card Policy



The card, together with all support documentation for any outstanding transactions and other relevant documentation, plus a duly completed Termination of Use Advice, (Appendix Two), must be forwarded to the Card Administrator, who will note the return date in the Register of Cardholder's, authorise the Termination of Use form and pass it to the Human Resources team.

Human Resources shall not finalise any termination payments until appropriate clearances in respect of a cardholder's card have been obtained from the Card Administrator.

Monthly Statement Approval

The card administrator will provide monthly card statements to cardholders, for all transactions to be entered into the ApprovalMax system.

This is to be signed by the cardholder and the approving delegate as shown below:

- Employee statements signed by the CEO.
- CEO statements signed by the Mayor and Card Administrator.

Cardholders Compliance Responsibilities

Conditions of use

- Adhere to Council policy on the use of cards;
- Before being issued with a card, you must:
 - Complete the ANZ Bank Card application form;
 - Complete the "Employee Declaration" form;
 - Complete 100 Point Cardholder Identity check
 - Receive and understand the "Corporate Purchase card – Policy and Procedures".

Reconciliation and disputes

- Immediately contact supplier when transaction data is incorrect and resolve it satisfactorily.
- If the transaction cannot be resolved with the supplier, contact the Card Administrator who will email/fax a "letter of dispute" to the ANZ Bank, to advise them the transaction details.
- You must verify, code and authorise transactions each month.
- Adequate documentation (i.e. tax invoice) is required to support each transaction and demonstrate the nature of the goods/services purchased.

Managing your card transactions

- You will be provided with a monthly card statement by the Card Administrator.
- Enter the transactions into ApprovalMax with the transaction coding and attach adequate documentation to support the transaction within seven days.
- All receipts and statements must be scanned and attached to bill payment data on Council's finance system, Xero.

Help and support

If you have questions regarding these procedures, please contact the Card Administrator.

Return of goods purchased on the card

All refunds for goods/services originally purchased on the Corporate Purchase card are to be credited back to the card account. A cash refund is not to be accepted.

Corporate Purchase Card Policy



Appropriate Purchases

Where possible purchases should be charged/purchased using a purchase card. Cardholders should ensure that the purchase does not require processing through other formal channels. Typical acceptable uses for a Purchase Card include:

- Low value/high volume items
- Stationery and office supplies
- Computer consumables
- Subscriptions
- Training courses, seminars and workshops
- Business- related travel expenses, including airfares, taxis, accommodation and meals in accordance with Councils Travel policy.
- Business related catering

Excluded uses

- The withdrawal of cash through any facility, whether it be a Bank, ATM or EFTPOS facility.
- The purchases of fuel for vehicles where the appropriate fuel card should be used.
- Charging personal transactions to Corporate Purchase cards is not acceptable unless specifically approved by the Chief Executive Officer. Any such expenditure is to be reimbursed within the statement period and the Card Administrator advised immediately.

Termination of card

- Ensure Corporate Purchase cards are returned to the Card Administrator upon cessation of employment, or upon request by the Card Administrator

Management Compliance Responsibilities

The CEO shall:

- Authorise the bank application form to allow the issue of a Corporate Purchase Card to an employee in accordance with the employee's position and delegated responsibility.
- Authorise individual transaction and monthly card limits for each new cardholder.
- Authorise temporary/permanent increases/decreases in transaction and monthly card limits for each cardholder.
- Ensure that the cardholder adheres to the Ararat Rural City Council policy for the use of Corporate Purchase cards
- Ensure the cardholder supplies all supporting documentation for all business related expenses that appear on the card statement
- Approve employee card transactions in ApprovalMax.
- Review and sign all cardholder statements on a monthly basis.

Corporate Purchase Card Policy



Card Administrators Compliance Responsibilities

- Ensure "Cardholder Request Form" has been completed correctly with all signatures and details
- Before issuing a Corporate Purchase card to an employee
 - Ensure employee completes the "Employee Declaration Form"
 - Cardholder training required
 - Receives a copy of the "Policy and Procedures" manual
 - Completes 100 Point Cardholder Identity check
- Conducts spot audits on card transactions
- Follow up cardholders delaying the coding/approval of their transactions
- Approve CEO card transactions in ApprovalMax after receiving email approval from the Mayor
- Pursue any irregular or unusual transactions with the respective cardholder
- Liaise with the ANZ Bank to resolve any disputed transactions
- Ensure effective operation and functionality of the card facility
- Provides training to cardholders
- Verify that cardholder transactions and limits are within approved guidelines
- Ensure all outstanding transactions of a terminated employee have documentation to substantiate transaction
- Maintain Corporate Purchase cards "Policy and Procedures" guide and training material
- Ensuring that all transactions have been coded with the appropriate transaction codes
- Provide monthly statements to cardholders.
- Notify ANZ Bank of damaged cards and request replacement
- Notify ANZ Bank immediately of lost cards and request the bank to immediately place a stop on the use of the card
- Notify ANZ Bank of cancelled cards
- Maintain register of Corporate Purchase Cards

Remuneration Officer Compliance Responsibilities

The Remuneration Officer is responsible for ensuring that the Termination of Use form (Appendix Two) has been correctly completed and authorised before finalising a terminated employee's payroll.

Corporate Purchase Card Policy



ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

DEFINITIONS

TERM	DEFINITION
Purchase Card	In this policy, refers to cards issued for use by Ararat Rural City Council
Transaction Coding	Transactions are entered through the ApprovalMax system, recording the Account, Business Unit and Tracking Details to be used in Council's finance system.
Transaction Approval	Approval is required by the CEO within the ApprovalMax system for employee cards, with the CEO's card transactions approved by the Mayor and Card Administrator.
Transaction Limit	Applies to each transaction.
Credit Limit	Monthly Limit that applies to each individual card. Once reached card will cease to work until the following calendar month.
Card Administrator	The Card Administrator shall be Financial Services Coordinator.

REFERENCES/RELATED DOCUMENTS

Fraud and Corruption Policy
Fraud and Corruption Plan
Employees Code of Conduct
Employee Discipline Procedure
Ararat Rural City Council Risk Register

APPENDICES

Corporate Purchase Card Application & Acknowledgement
Corporate Purchase Card Termination of Use Advice

Corporate Purchase Card Policy



CORPORATE PURCHASE CARD APPLICATION & ACKNOWLEDGEMENT

To the Chief Executive Officer of the Ararat Rural City Council and the Issuing Bank

I _____
(Please Print Name)

Require the purchase card for the following reasons:

Acknowledge that I am to be issued with a Corporate Purchase Card for the Ararat Rural City Council account, and I understand and agree that: -

1. I will not use the Visa Purchasing Card, nor permit it to be used, for other than authorised purposes;
2. I will not use the Visa Purchasing Card unless authorised in writing to do so by the person authorised to issue cards under this facility;
3. Misuse of the card will result in card suspension. Disciplinary or police action may be taken if appropriate;
4. If I misuse the Visa Purchasing Card (ie. use it otherwise than in accordance with the instructions given to me) I understand that proceedings may be instituted against me;
5. In the event that due to misuse of the Visa Purchasing Card I am found guilty of an offence I authorise the Council to recoup any loss to the Council from my employee entitlements;
6. I may only use the Visa Purchasing Card to my delegated monthly limit; and my maximum transaction limit; or other limits set by the Chief Executive Officer.
7. I will sign each statement and maintain adequate documentation to support each transaction to demonstrate the nature of the goods/services purchased;
8. I may only use the Visa Purchasing Card for purchasing or to pay for authorised items;
9. I am required at all times to take strict care of the Visa Purchasing Card;
10. I will not authorise any other person to use the Visa Purchasing Card that has been issued to me;
11. If the Visa Purchasing Card is lost or stolen I am to report it immediately to the ANZ Lost/Stolen Cards Unit and my Supervisor.
12. I will return the Visa Purchasing Card to my Supervisor; in the event of my retirement or resignation from Ararat Rural City, or prior to me assuming duties in another position that does not require the use of a Corporate Purchase Card;
13. I agree to attend a Purchase Card training session before receiving the card and comply with the rules associated with using the card.

I acknowledge that I have read and understood the conditions set out above and within the purchase card policy which govern the issue of a Visa Purchasing Card in my name.

.....
Signature of cardholder

Print Name:
Date:

.....
Signature of Chief Executive Officer

Print Name:
Date:

Monthly Card Limit Approved: \$.....
Transaction Limit Approved: \$.....

Corporate Purchase Card Policy



CORPORATE PURCHASE CARD TERMINATION OF USE ADVICE

This advice is to be completed and handed to the Card Administrator prior to, or on the last day of your employ with the Ararat Rural City Council, or if you are re-assigned to another position with the Ararat Rural City Council that does not warrant the holding of a Corporate Purchase Card.

The Card, plus all support documentation for any outstanding transactions must be returned with this advice.

Card Details

Cardholder's Name: _____

Position / Business Unit: _____

Corporate Purchase Card Number: _____

Surrender Date: _____

Cardholder's Signature: _____

Card Administrator

The card described above has been surrendered, support documents for outstanding transactions received and the Register of Cardholder's updated.

Signature: _____

Name: _____

Date: _____

3.2 REVIEW THE AUDIT AND RISK COMMITTEE CHARTER

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 has committed to reviewing policies through a review process to ensure that all Council policies meet legislative requirements and established internal processes.

The Audit and Risk Committee Charter was last reviewed in July 2020. It was due to be reviewed again on 21 July 2022.

Council has sought feedback from the Audit & Risk Committee on the altered Audit & Risk Committee Charter, in particular the Work Plan. Suggestions from the Audit & Risk Committee have been included.

DISCUSSION

The Audit & Risk Committee is an independent advisory committee to Council, established under section 53 of the Local Government Act 2020.

The Charter sets out the Committee's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance requirements.

The Committee provides oversight and guidance on the following matters:

- Councils financial reporting
- Compliance of Councils policies and procedures
- Councils reporting of risk management and fraud and corruption prevention
- The effectiveness of Councils system of internal controls
-

Council policies are currently reviewed on an ongoing policy and procedure review process.

The attachment outlines the review that took place for the Audit and Risk Committee Charter in December 2022, which has since included the feedback and suggestions from the Audit and Risk Committee.

Most of the changes made to the Audit & Risk Charter, were in the Annual Work Plan section.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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

There are no budget implications.

Policy/Relevant Law

- Audit & Risk Committee Charter
- Local Government Act 2020

Sustainability Implications

There are no sustainability implications.

Risk Assessment

Without the Charter in place there would be no clear objectives, roles, responsibilities and administrative requirements for the Audit & Risk Committee. This document keeps both the independent members and Council accountable for a wide range of reporting requirements.

Innovation and Continuous Improvement

None identified.

Stakeholder Collaboration and Community Engagement

Stakeholder engagement for the review of the policy has occurred with the Audit and Risk Committee, the Chief Executive Officer and Council's Financial Services Coordinator.

RECOMMENDATION

That Council adopt the Audit & Risk Committee Charter 2022.

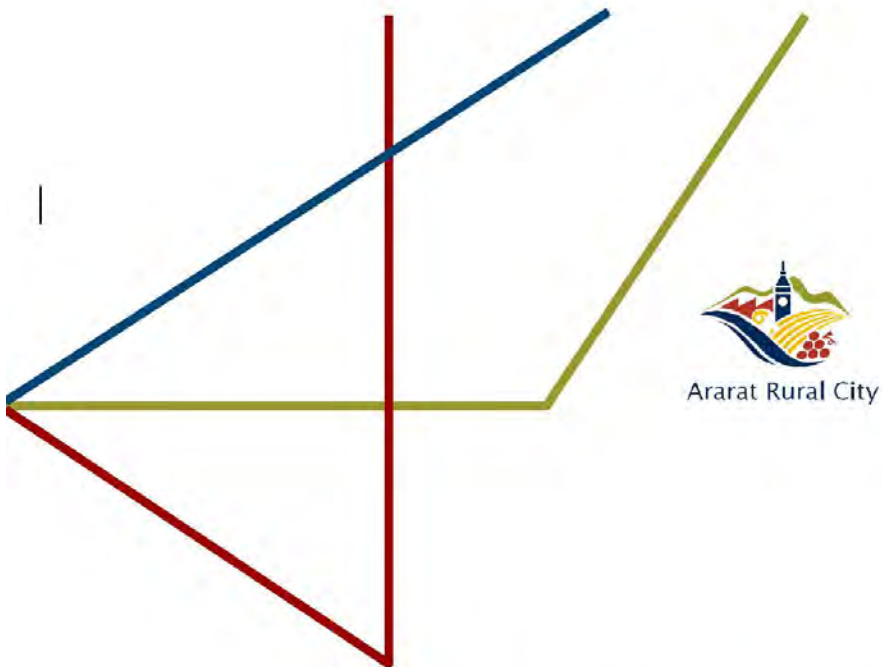
**MOVED CR R ARMSTRONG
SECONDED CR BEALES**

That Council adopt the Audit & Risk Committee Charter 2022.

CARRIED 4758/23

ATTACHMENTS

Audit & Risk Committee Charter is provided as Attachment 3.2



Style Definition: TOC 2: Tab stops: 18.23 cm,
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Ararat Rural City Council Audit and Risk Committee Charter

DOCUMENT CONTROL

Category Type: Policy
Type: Council
Responsible Officer: Chief Executive Officer

Date Last Reviewed: N/A
Date Approved: 24 July 2020
Review Date: TBC 24 July 2022

Revision No: New

Stakeholder Engagement:
Councillors
Chief Executive Officer

Audit and Risk Committee Charter



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Audit and Risk Committee Charter



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Audit and Risk Committee Charter



1 PURPOSE

Ararat Rural City Council has established an Audit & Risk Committee (the Committee) pursuant to Section 53 of the Local Government Act 2020 (the Act) to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements. It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee as outlined in this Charter enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

2 AUTHORITY

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee will have no delegated authority from Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Approve internal and external audit plans, including internal audit plans with an outlook of greater than one year;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Council Officers (who are expected to co-operate with the Committee's requests) and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

3 MEMBERSHIP AND TENURE

The Committee will consist of five members, appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Details of membership and tenure are set out below:

Independent Members

- 3.1 Independent members will be appointed for three-year terms;
- 3.2 Independent members may be reappointed for two additional three-year terms subject to satisfactory performance, that is, a maximum of nine years;
- 3.3 Independent members will collectively have expertise in financial management and reporting and risk management and also experience in public sector management;
- 3.4 Independent members terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;
- 3.5 Remuneration will be paid to independent members as approved by Council from time to time;

Audit and Risk Committee Charter



Councillor Members

- 3.6 Councillor members will be appointed to the Committee by Council annually;
- 3.7 Councillors are not entitled to a fee for sitting as a member of the Committee; Should an appointed Councillor member not be able to attend a Committee meeting, Council may appoint an alternate member to act in such circumstances, either on a meeting by meeting basis or for the entire year;

Chairperson

- 3.8 The Chairperson of the Committee must be an independent member;
- 3.9 Council will appoint the Chairperson of the Committee;
- 3.10 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending members;

Quorum for Meetings

- 3.11 A quorum shall comprise at least one Councillor member and two independent members

4 MEETINGS

The Committee will meet four times a year, with authority to convene additional meetings, as circumstances require;

- 4.1 A schedule of meetings will be developed annually and agreed by members;
- 4.2 All Committee members are expected to attend each meeting in person, although in special circumstances members can attend through electronic means;
- 4.3 The Committee will invite members of Council's management team, the internal and external auditors and other personnel as appropriate to attend meetings, in consultation with the Chief Executive Officer, The Chief Executive Officer and Manager Corporate Support the will attend all meetings, except for confidential matters;
- 4.4 Committee members and the internal and external auditors can request the Chairperson to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen;
- 4.5 Meeting agendas and appropriate briefing materials will be provided to members at least one week before each meeting;
- 4.6 Minutes will be prepared for all meetings;

5 RESPONSIBILITIES

The Committee will be responsible for:

Financial and Performance Reporting

- 5.1 At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- 5.2 At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;
- 5.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- 5.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- 5.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 5.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

Internal Control Environment

- 5.7 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a three to four year period;
- 5.8 Determine whether systems and controls are reviewed regularly and updated where required;
- 5.9 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;

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- 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.

Risk Management

- 5.12 Review annually the effectiveness of Council's risk management framework;
- 5.13 Review Council's risk appetite statement and the degree of alignment with Council's risk profile;
- 5.14 Review Council's risk profile and the changes occurring in the profile from meeting to meeting;
- 5.15 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 5.16 Review the insurance program annually prior to renewal; and
- 5.17 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

Fraud Prevention Systems and Controls

- 5.18 Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programs at least every two years;
- 5.19 Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 5.20 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

Internal Audit

- 5.21 Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;
- 5.22 Review and approve the three-year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- 5.23 Review progress on delivery of annual internal audit plan;
- 5.24 Review and approve proposed scopes for each review in the annual internal audit plan;
- 5.25 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- 5.26 Meet with the leader of the internal audit function at least annually in the absence of management;
- 5.27 Monitor action by management on internal audit findings and recommendations;
- 5.28 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- 5.29 Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change;
- 5.30 Recommend to Council, if necessary, the termination of the internal audit contractor.

External Audit

- 5.31 Annually review and approve the external audit scope and plan proposed by the external auditor;
- 5.32 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- 5.33 Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;
- 5.34 Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views;
- 5.35 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- 5.36 Meet with the external auditor at least annually in the absence of management.

Compliance Management

- 5.37 Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;
- 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; and

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5.40 Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

6 REPORTING TO COUNCIL

- 6.1 Minutes of Committee meetings will be provided to Council at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting;
- 6.2 The Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

7 PERFORMANCE EVALUATION

The Committee shall undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

8 COMMITTEE MEMBER REGULATORY OBLIGATIONS

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

9 REVIEW OF CHARTER

The Committee shall review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.

10 ANNUAL WORK PROGRAM

Section 54(3) of the Local Government Act 20202 requires that an Audit and Risk Committee must adopt an annual work program. Details of the annual work program is included in Appendix B.

Audit and Risk Committee Charter



Appendix A Committee Member Regulatory Obligations

Guidance to Members

LGA Section	LGA Requirement
Misuse of Position	
123(1)	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> a) Making improper use of information acquired as a result of being a member of the Committee; or b) Disclosing information that is confidential information; or c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e) Using public funds or resources in a manner that is improper or unauthorised; or f) Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Information	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
Conflicts of Interest	
126	A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p>Please Note</p> <p>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</p>	

Audit and Risk Committee Charter



Appendix B Committee Annual Work Plan

Financial and Performance Reporting						
Ref.	Item	Sept	Dec	Mar	Jun	As req
5.1	Review significant accounting and external reporting issues	✓				
5.2	Review changes to the Local Government Performance Reporting Framework	✓				
5.3	Review the annual financial report and annual performance statement	✓				
5.4	Review with management and the external auditors the results of the audit Annual review of outcomes of the external audit with management and the auditors	✓				
5.5	Recommend the adoption of the annual financial report and annual performance statement to Council	✓				
5.6	Review the appropriateness of the format and content of periodic management financial reports and performance statements		✓			
Internal Control Environment						
Ref.	Item	Sept	Dec	Mar	Jun	As req
5.7	Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment*		✓			
5.8	Determine whether systems and controls are reviewed regularly and updated where required*		✓			
5.9	Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile Annual review of significant changes to key systems and consider impact of changes on Council's risk profile		✓			
5.10	Annual review to ensure 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			✓		
Risk Management						
Ref.	Item	Sept	Dec	Mar	Jun	As req
5.12	Review annually the effectiveness of Council's risk management framework				✓	
5.13	Review Council's risk appetite statement and the degree of alignment with Council's risk profile				✓	
5.14	Review Council's risk profile and the changes occurring in the profile from meeting to meeting	✓	✓	✓	✓	
5.15	Review Council's treatment plans for significant risks				✓	
5.16	Review the insurance program annually prior to renewal				✓	
5.17	Review the approach to business continuity planning arrangements framework			✓		
Fraud Prevention Systems and Controls						
Ref.	Item	Sept	Dec	Mar	Jun	As req
5.18	Annually r Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programs and fraud awareness programs			✓		
5.19	Receive reports from management about actual or suspected instances of fraud or corruption					✓
5.20	Review reports by management about the actions taken by Council to report any incidents of fraudulent or corrupt behaviour such matters to the appropriate integrity bodies.					✓

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Audit and Risk Committee Charter



| *relates to Audit and Risk Committee Rolling Four Year Review of Internal Control Environment

Audit and Risk Committee Charter



Internal Audit						
Ref.	Item	Sept	Dec	Mar	Jun	As req
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			✓		
5.23	Review progress on Quarterly report to review progress on delivery of annual internal audit plan	✓	✓	✓	✓	
5.24	Quarterly Review and approve proposed scopes for each review in the annual internal audit plan	✓	✓	✓	✓	✓
5.25	Review reports on internal audit reviews, including recommendations for improvement arising from those reviews	✓	✓	✓	✓	
5.26	Meet with the leader of the internal audit function at least annually in the absence of management				✓	
5.27	Monitor action by management on internal audit findings and recommendations	✓	✓	✓	✓	
5.28	Annually Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work				✓	
5.29	Ensure that the Committee is aware of and appropriately represented has involvement with regard to any proposed changes to the appointment of the internal audit service provider					✓
5.30	Recommend to Council, if necessary, the termination of the internal audit contractor					✓
External Audit						
Ref.	Item	Sept	Dec	Mar	Jun	As req
5.31	Annually review and approve the external audit scope and plan proposed by the external auditor			✓		
5.32	Discuss with the external auditor any audit issues encountered in the normal course of audit work including any restriction on scope of work or access to information	✓				
5.33	Quarterly review to ensure that managements responses to any external audit findings ensure that significant findings and recommendations made by the external auditor, and managements responses to them, are appropriate and are acted upon in a timely manner	✓	✓	✓	✓	
5.34	Quarterly review Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) reports to assess the impacts on Council is aware of the Committee's views	✓	✓	✓	✓	
5.35	Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them		✓			
5.36	Meet with the external auditor at least annually in the absence of management	✓				
Compliance Management						
Ref.	Item	Sept	Dec	Mar	Jun	As req
5.37	Review the systems and processes implemented by Council to monitor compliance with legislation and regulations. Management to report any instances of non-compliance for monitoring compliance with relevant legislation and regulations			✓		

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Audit and Risk Committee Charter



5.38	Annually rReview the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code.			✓		
5.39	Annual review Obtain briefings on any significant compliance matters			✓		✓
5.40	Receive reports from management on the findings of any examinations by regulatory or integrity agencies Annual review of reports by regulatory and integrity agencies on investigations and relevance for Council					✓

Ref.	Item	Other	Sept	Dec	Mar	Jun	As req
6	Biannual report to Council		✓		✓		
7	Annual performance evaluation			✓			

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3.3 CHANGES TO MEETING DATE 2023

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 8341

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 8 November 2022, Council resolved that the Council Meetings be held on the last Tuesday of each month.

This report outlines a proposed change to the meeting date of the April 2023 Council Meeting, due to ANZAC Day falling on the last Tuesday of the month.

DISCUSSION

In line with the change in scheduling from the last Tuesday to the second last Tuesday of the month, it is now proposed to change the date of the April 2023 Council Meeting, as it falls on ANZAC Day, which is a national public holiday.

Proposed changes to the current schedule are as follows:

- April 2023 Council Meeting will be set one week earlier to 18 April 2023.

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

Advertising of Council Meeting dates is allocated in the Annual Budget 2022/2023.

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 24 January 2023.

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 2023.

RECOMMENDATION

That Council:

- 1 Adopts the revised Council Meeting dates for 2023 as follows:
6.00pm - Tuesday 18 April 2023; and*
- 2 Advertises the dates and times of the Council Meeting dates for 2023 in a local newspaper and on Council's website.*

**MOVED CR ALLGOOD
SECONDED CR BURRIDGE**

That Council:

- 1 Adopts the revised Council Meeting dates for 2023 as follows:
6.00pm - Tuesday 18 April 2023; and**
- 2 Advertises the dates and times of the Council Meeting dates for 2023 in a local newspaper and on Council's website.**

CARRIED 4759/23

ATTACHMENTS

There are no attachments in relation to this item.

3.4 AUDIT COMMITTEE MEMBERSHIP

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 8486

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 Audit Charter states independent members shall be appointed for a term of three years. At the conclusion of their first three years, existing members will be eligible to apply to be reappointed at the discretion of Council for a second three-year term. Independent members can only serve a maximum period of nine years.

The Chairperson, Mr Brian Keane has announced that he will be retiring in July 2023. Council will therefore need to advertise for this position in the coming months.

The Chairman's report that went to September 2021 Audit & Risk Committee Meeting outlines that the two independent members expiry date is 21/07/2023. It was suggested at the December 2022 Audit & Risk Committee meeting, that Council need to establish new expiry dates for members, to ensure continuity of members

DISCUSSION

Mr. Brian Keane has been an independent member for the last 8 years and has made significant contributions in that time, including his role as Chair on the Audit Committee.

At the Council meeting held 15 October 2019 Council resolved to appoint Mr. Brian Keane as the Chair of the Audit Committee until 30 November 2020 and has since held this position to date.

Mr Brian Keane has notified the Chief Executive Officer, that he will be retiring as of 31 July 2023 and will not seek another term, as that will take him just over the 9-year term that the Charter stipulates.

Council appointed Ms. Jessica Adler and Mr Robert Tommasini as the independent members of the Audit Committee. Both Jessica and Robert's membership is due to expire on 21/07/2023.

Section 3- Membership and Tenure, of the Audit and Risk Committee Charter states:

- 3.4 Independent members terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;

It has been suggested by Mr Brian Keane, that at the time of his replacement, the two remaining independent members expiry dates are amended to allow a new member expiring in 2026, and the other two existing members in 2025 and the other in 2024.

The following table proposes new membership expiry dates:

Name	Role	Current expiry	Proposed new expiry
Mr Brian Keane	Independent Chair	21/07/2023	N/A
Mr Robert Tommasini	Independent Member	21/07/2023	21/07/2025
Ms Jessica Adler	Independent Member	21/07/2023	21/07/2024
Cr Jo Armstrong	Internal member	30/11/2023	N/A
Cr Henry Burrridge	Internal member	30/11/2023	N/A

RECOMMENDATION

That:

- 1 The CEO advertises for the position of a Chairperson for the Audit & Risk Committee and appoints a new Chair prior to the current Chairs expiry date in July 2023; and*
- 2 Council adopt the staggered membership expiry dates of independent members, to ensure continuity of the committee.*

MOVED CR BURRIDGE SECONDED CR BEALES

That:

- 1 The CEO advertises for the position of a Chairperson for the Audit & Risk Committee and appoints a new Chair prior to the current Chairs expiry date in July 2023; and**
- 2 Council adopt the staggered membership expiry dates of independent members, to ensure continuity of the committee.**

CARRIED 4760/23

ATTACHMENTS

There are no attachments relating to this item.

3.5 QUARTERLY PERFORMANCE REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 8561

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 financial statements and performance indicators have been prepared for the period ended 31 December 2022.

Based on the information provided by responsible officers and managers Council's overall financial performance is in line with budget. It has been determined that a revised budget is not required at this stage.

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 \$23.873 million in revenue and \$16.828 million in expenses to 31 December 2022. This has resulted in an operating surplus of \$7.045 million for the six months ended 31 December 2022.

Income

Rates and charges account for 64% of the total budgeted income for 2022/23. Rates and charges are recognised when the rates have been raised, not when the income has been received. An amount of \$17.392 million has been recognised as income for the six months ended 31 December 2022.

User fees account for 5% of the total budgeted income for 2022/23 and \$0.693 million has been received to 31 December 2022. The majority of this relates to transfer station fees and fitness centre income.

Recurrent Operating Grants total \$1.591 million to 31 December 2022, including \$0.575 million from the Victorian Local Government Grants Commission for general purpose grants and \$0.372 million for the local roads grants.

Non-recurrent Operating Grants total \$1.418 million to 31 December 2022, as detailed in the table below. The amounts shown as unearned income will be treated as income in future accounting periods once the performance obligations of the grant have been met.

	Budget 2022/23 \$'000	Income 2022/23 \$'000	Unearned Income \$'000
Non-Recurrent Operating Grants			
Women Building Surveyors Program	-	16	46
Household Recycling Reform	-	-	79
Education and Behaviour Change Grant	-	-	25
New Arrivals Settlement Program	-	208	123
Pilot Coordination Grampians Workforce	-	72	127
Business Concierge & Hospitality Support Program	-	57	-
Aradale Solution-Economic & Social Development Strategy	-	500	-
Ararat Housing Transition	-	-	250
Digital Twin Victoria	-	-	1,000
Free Public WiFi Services	-	1	917
LSIF Ararat Bowls Club Lighting	-	23	18
Rural Roads Support Program	-	-	57
Supported Playgroups	60	21	11
Council Flood Support Fund	-	500	-
Unlocking Ararat North East	-	-	85
Other Minor Grants	30	20	15
	90	1,418	2,753

Non-recurrent Capital Grants total \$2.211 million to 31 December 2022, as detailed in the table below. The amounts shown as unearned income will be treated as income in future accounting periods once the performance obligations of the grant have been met.

	Budget 2022/23 \$'000	Income 2022/23 \$'000	Unearned Income \$'000
Non-Recurrent Capital Grants			
Gordon Street Recreation Reserve Development	-	1,330	975
Delacombe Way	-	64	-
Wilson Street	-	24	3
Urban Drainage Works	-	295	-
Ararat East Development Zone Trunk Infrastructure Project	-	123	668
Transfer Station Upgrade Fund	-	-	132
COVID Safe Outdoor Activation Fund	-	108	-
Pollands Bridge	-	267	-
Power Your Future	-	-	38
Ararat Regional Playgrounds All Abilities Redevelopment	-	-	72
	-	2,211	1,888

Note

It is important to note the following:

- The Grants Operating (recurrent) figure in the Original Budget was \$7.489 million and in the Current Budget is recorded as \$2.587 million, as \$4.960 million was paid to Council in 2021/22 by the Victorian Local Government Grants Commission (VLGGC) for the 2022/23 financial year. Council has still received the expected VLGGC income, to be spent in 2022/23, 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 \$0.612 million to a deficit of \$2.020 million for 2022/23. The year-to-date variance is a surplus of \$3.145 million when the actual year to date surplus is compared to the year to date budget.

Expenses

Employee Costs account for approximately 41% of the total budgeted expenditure for 2022/23. For the six months ended 31 December 2022 Council has incurred \$5.749 million in employee costs.

Materials and Services account for approximately 31% of the total budgeted expenditure for 2022/23. For the six months ended 31 December 2022, Council has incurred \$6.397 million in materials and services costs. There are a number of projects, including those carried forward from 2021/22 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 \$8.421 million in the Original Budget to \$13.208 million in the Current Budget for 2022/23. This has resulted from a carry forward amount of \$4.787 million from the 2021/22 financial year surplus and unspent grant funds which will be used for additional activity in 2022/23.

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 31 December 2022. Comparative figures have been provided as at 30 June 2022.

Council's current assets have increased by \$4.304 million from \$25.514 million as at 30 June 2022 to \$29.818 million as at 31 December 2022. Cash and cash equivalents have decreased by \$7.323 million from \$21.515 million to \$14.192 million. Trade and other receivables have increased \$11.607 million from \$3.922 million as at 30 June 2022 to \$15.529 million as at 31 December 2022, which can be attributed to most rates & charges being recognised as income in the quarter ended 30 September 2022.

Total liabilities have decreased from \$11.995 million in 2021/22 to \$8.805 million in 2022/23, with a decrease of \$0.434 million in trade and other payables.

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 \$21.515 million have decreased by \$7.323 million to \$14.192 million as at 31 December 2022.

Net cash used in operating activities was \$3.279 million and \$3.965 million was used in investing activities.

Investing activities includes payments for property, plant and equipment, and infrastructure totalling \$4.140 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	30/6/2022	30/9/2022	31/12/2022
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	225%	355%	365%
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	3.41%	3.27%	3.02%
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	3.30%	3.61%	3.44%
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	55.29%	90.28%	80.47%
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	\$4,064	\$1,153	\$2,312
Indicator - Revenue level <i>Measure – Average rate per 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	\$2,028	\$2,011	\$2,017

Indicator	30/6/2022	30/9/2022	31/12/2022
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 31 December 2022 the outstanding Rates Debtors totalled \$12.874 million compared to \$1.742 million as at 30 June 2022, an increase of \$11.132 million. In percentage terms 33.1% of the rates raised have been collected at 31 December 2022 compared to 36.9% up to 31 December 2021. Council issues approximately 7,500 rate notices. This year there are 2,843 assessments paying by instalments compared with 2,636 assessments in 2021/22. Outstanding rates are currently charged 10% interest.	90.1%	13.6%	33.1%
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.	174.50%	39.98%	63.02%

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

5. 1 – Good Governance through Leadership

Budget Implications

Council's financial performance is in line with expectations. Council's cash position was expected to reduce in the first half of the year to pay for the outstanding accounts at year end and the capital works program. Lump sum payment of rates are due on 15 February 2023.

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 31 December 2022 be received and adopted.

**MOVED CR BEALES
SECONDED CR SANDERS**

That the Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 31 December 2022 be received and adopted.

CARRIED 4761/23

ATTACHMENTS

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators are provided as Attachment 3.5

Attachment 1
Comprehensive Income Statement for the six months ended 31 December 2022

	Original Budget \$'000	Current Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Variance
Income						
Rates and charges	17,743	17,743	17,427	17,392	(35)	0%
Statutory fees and fines	276	276	138	91	(47)	-34%
User fees	1,398	1,398	708	693	(15)	-2%
Contributions - cash capital	-	-	-	50	50	0%
Contributions - cash operating	94	94	80	63	(17)	-21%
Grants - Operating (recurrent)	7,489	2,587	1,506	1,591	85	6%
Grants - Operating (non-recurrent)	90	3,533	49	1,418	1,369	2794%
Grants - Capital (recurrent)	533	533	-	-	-	0%
Grants - Capital (non-recurrent)	-	3,614	-	2,211	2,211	0%
Net gain/(loss) on disposal of property, plant and equipment, infrastructure	28	28	100	97	(3)	-3%
Other income	225	225	113	267	154	136%
Total income	27,876	30,031	20,121	23,873	3,752	
Expenses						
Employee costs	11,135	11,135	5,750	5,749	(1)	0%
Materials and services	8,421	13,208	6,643	6,397	(246)	-4%
Depreciation and amortisation	7,338	7,338	3,669	4,524	855	23%
Borrowing costs	15	15	8	8	-	0%
Other expenses	355	355	151	150	(1)	-1%
Total expenses	27,264	32,051	16,221	16,828	607	4%
Surplus for the year	612	(2,020)	3,900	7,045	3,145	81%
Other comprehensive income						
Net asset revaluation increment	-	-	-	-	-	
Total comprehensive result	612	(2,020)	3,900	7,045	3,145	

Printed 24/01/2023

Attachment 2
Balance Sheet as at 31 December 2022

	31/12/2022 \$'000	30/06/2022 \$'000
Assets		
Current assets		
Cash and cash equivalents	14,192	21,515
Trade and other receivables	15,529	3,922
Inventories	91	64
Other assets	6	13
Total current assets	29,818	25,514
Non-current assets		
Trade and other receivables	8	9
Property, plant and equipment, infrastructure	277,712	278,159
Investment property	1,499	1,499
Total non-current assets	279,219	279,667
Total assets	309,037	305,181
Liabilities		
Current liabilities		
Trade and other payables	1,106	1,540
Trust funds and deposits	308	254
Unearned Income	4,670	7,175
Provisions	2,012	2,245
Interest-bearing loans and borrowings	71	143
Total current liabilities	8,167	11,357
Non-current liabilities		
Provisions	184	184
Interest-bearing loans and borrowings	454	454
Total non-current liabilities	638	638
Total liabilities	8,805	11,995
Net Assets	300,232	293,186
Equity		
Accumulated surplus	92,963	85,917
Reserves	207,269	207,269
Total Equity	300,232	293,186

Printed 24/01/2023

Attachment 3

Statement of Cash Flows for the six months ended 31 December 2022

	Six months to 31/12/2022	Forecast Year End to 30/06/2023
	Inflows/ (Outflows)	Inflows/ (Outflows)
	\$'000	\$'000
Cash flows from operating activities		
Rates and charges	6,020	17,716
Statutory fees and fines	92	276
User fees	748	1,398
Grants - operating	2,222	6,802
Grants - capital	466	4,147
Contributions - monetary	80	94
Interest received	171	100
Trust funds and deposits taken	32	-
Other receipts	107	125
Net GST refund/payment	812	781
Employee costs	(6,009)	(11,136)
Materials and services	(7,701)	(15,299)
Trust funds and deposits repaid	(168)	-
Other payments	(151)	(355)
Net cash provided by (used in) operating activities	(3,279)	4,649
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(4,140)	(12,850)
Proceeds from sale of property, plant and equipment, infrastructure	175	200
Net cash provided by (used in) investing activities	(3,965)	(12,650)
Cash flows from financing activities		
Finance costs	(8)	(15)
Repayment of borrowings	(71)	(142)
Net cash provided by (used in) financing activities	(79)	(157)
Net increase (decrease) in cash and cash equivalents	(7,323)	(8,158)
Cash and cash equivalents at the beginning of the financial year	21,515	21,515
Cash and cash equivalents at the end of the period	14,192	13,357

Printed 24/01/2023

Attachment 4

Financial Performance Indicators for the six months ended 31 December 2022

Result

Material Variations

LIQUIDITY

Dimension - Operating position

Indicator - Adjusted underlying result

Measure - Adjusted underlying surplus (or deficit)

[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100

22.14%

Outside The adjusted underlying result of **Expected** 22.14% is high because the total **Range** amount of rates & charges has been recognised as income and the expenses are only for half of the financial year.

Expected range in accordance with the Local Government Performance Reporting Framework -20% to 20%

Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position

Dimension - Liquidity

Indicator - Working capital

Measure - Current assets compared to current liabilities

[Current assets / Current liabilities] x100

355% No material variation

Expected range 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

Indicator - Unrestricted cash

Measure - Unrestricted cash compared to current liabilities

[Unrestricted cash / Current liabilities] x100

30.27% No material variation

Expected range in accordance with the Local Government Performance Reporting Framework 10% to 300%

Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity

OBLIGATIONS

Dimension - Obligations

Indicator - Loans and borrowings

Measure - Loans and borrowings compared to rates

[Interest bearing loans and borrowings / Rate revenue] x100

3.02% No material variation

Expected range 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

Loans and borrowings repayments compared to rates

[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100

0.45% No material variation

Expected range in accordance with the Local Government Performance Reporting Framework 0% to 20%

Financial Performance Indicators for the six months ended 31 December 2022	Result	Material Variations
Indicator - Indebtedness		
<i>Measure - Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	3.44%	No material variation
Expected range 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		
Indicator - Asset renewal (& Asset Upgrade included now also)		
<i>Measure - Asset renewal & Upgrade compared to depreciation</i> [Asset renewal expenses / Asset depreciation] x100	63.02%	No material variation
Expected range in accordance with the Local Government Performance Reporting Framework	40% to 130%	
Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations		
STABILITY		
Dimension - Stability		
Indicator - Rates concentration		
<i>Measure - Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	80.47%	<p>Outside Expected Range The rates concentration indicator of 80.47% is slightly above the expected range because the total amount of rates & charges has been recognised as income and the timing of the receipt of government grants varies</p>
Expected range 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		
Indicator - Rates effort		
<i>Measure - Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.28%	No material variation
Expected range in accordance with the Local Government Performance Reporting Framework	0.15 to 0.75%	
Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden		

Financial Performance Indicators for the six months ended 31 December 2022	Result	Material Variations
EFFICIENCY		
Dimension - Efficiency		
Indicator - Expenditure level		
<i>Measure - Expenses per property assessment</i>	\$2,312.17	No material variation
[Total expenses / Number of property assessments]		
Expected range in accordance with the Local Government Performance Reporting Framework - \$2,000 to \$5,000		
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		
Indicator - Revenue level		
<i>Measure - Average rate per property assessment</i>	\$2,016.90	
[Total rate revenue (general rates and municipal charges) / Number of property assessments]		
Expected range 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		

3.6 FILM PRODUCTION - COUNCIL CONTRIBUTION

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 8562

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

VAM Paddock Productions, Live Rural and Stand By have approached Council to assist with covering the costs of accommodation for the 50 cast and crew members that will be required to film SURVIVE, during the 20 March and 28 April 2023.

VAM Paddock Productions is proposing a major feature film to be shot in Ararat Rural City. The film will engage with the lives of rural people and focus on some key challenges of rural life.

It is recommended that Council contribute \$15,000 to assist with the costs of accommodating the 50 cast and crew members. The production will yield significant benefits to the local economy, including a potential \$200,000 contribution to local accommodation and hospitality providers.

DISCUSSION

VAM Paddock Productions is proposing to shoot a major feature film in Ararat Rural City. It will be based on important themes relating to living in rural communities. Filming will take place in a range of locations across the municipality such as Tatyoon, Ararat, Maroona and Willaura.

The feature film creates an opportunity for a significant economic impact on our local communities and to provide a lasting exposure of Ararat Rural City to the world.

Around 50 cast and crew will be living in and around Ararat for up to six weeks during filming. This will have a potential economic impact on accommodation providers of up to \$200,000 alone.

VAM Paddock Productions have requested financial assistance from Council to assist in providing accommodation for cast and crew. It is recommended that Council provide \$15,000 in sponsorship for the film. Council's contribution will be funded from savings in the 2022/2023 Council Budget and will not require any draw on Council financial reserves.

In return for this contribution the Ararat Rural City Council will receive a credit in the opening credits of the film as well as the end roll credits. Council will also be able to use this film in advertising material and be in all media releases associated with the film. The sponsorship provides an opportunity to provide a small amount of material support to a locally based film production company embarking on their first major feature film.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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.

- 5.3 Partner with community groups, not-for-profits, and traditional owner organisations to develop Ararat Rural City as a more inclusive and diverse community.

Budget Implications

The recommended \$15,000 contribution will be drawn from savings in the 2022/2023 Budget, and will not require any draw on Council's financial reserves.

Policy/Relevant Law

None identified.

Sustainability Implications

This report does not raise any sustainability implications.

Risk Assessment

None identified.

Innovation and Continuous Improvement

None identified.

Stakeholder Collaboration and Community Engagement

The CEO presented the suggestion to the Mayor and Councillors at the Council Briefing held on 24 January 2023.

RECOMMENDATION

That Council make a contribution of \$15,000 to VAM Paddock Productions, to support the accommodation of cast and crew for shooting of their upcoming feature film.

**MOVED CR BEALES
SECONDED CR SANDERS**

That Council make a contribution of \$15,000 to VAM Paddock Productions, to support the accommodation of cast and crew for shooting of their upcoming feature film.

CARRIED 4762/23

ATTACHMENTS

There are no attachments in relation to this item.

3.7 JAIL HOUSE ROCK FESTIVAL 2023 - COUNCIL CONTRIBUTION

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 8569

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 newly appointed Jail House Rock Festival Committee approached the CEO to outline their 2023 program. This year's festival will be run over the course of three days, from 17-19 March.

It is recommended that Council facilities such as the Ararat Town Hall, Alexandra Oval Community Centre and the Alexandra Oval are offered in-kind, in order to assist the new committee in having a successful first year.

As well as offering the Council facilities in-kind, it is recommended that Council contribute \$5,000 to become a platinum sponsor of the event. This will assist the new committee to cover costs of the event and hopefully enable them to continue to run the event annually, as it has been done so in the past.

DISCUSSION

The Jail House Rock Festival has been an Ararat tradition for over 20 years. It was not run between 2019-2022, due to COVID and management circumstances. The festival is now under new management, and they have a jam-packed program for 2023.

During a meeting between the new committee and the CEO, the committee communicated that their number one focus was to host an event that both locals and visitors can thoroughly enjoy, with the aim of bringing money into the community, all whilst supporting as many local businesses as possible.

The event will utilise multiple Council facilities and will allow the committee to showcase these great assets to both locals and visitors to the municipality.

The Jail House Rock Festival has the potential to bring thousands of dollars to the Ararat community, boosting our economy. With a strong new committee and a clear vision, this event is likely to be one that encourages visitors to return not only annually for this event, but also for other events throughout the year.

Supporting this event would be a benefit to both the Jail House Rock Festival committee and many other Ararat businesses that profit from the occasion.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

- 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.
- 5.3 Partner with community groups, not-for-profits, and traditional owner organisations to develop Ararat Rural City as a more inclusive and diverse community.

Budget Implications

There are no direct budget impact with offering Council facilities in-kind. The \$5,000 platinum sponsorship will be paid for from Council's existing sponsorship budget.

Policy/Relevant Law

None identified.

Sustainability Implications

This report does not raise any sustainability implications.

Risk Assessment

None identified.

Innovation and Continuous Improvement

None identified.

Stakeholder Collaboration and Community Engagement

The CEO met with the new Jail House Rock Festival committee on the 12 January 2023.

The CEO presented the sponsorship suggestion to the Mayor and Councillors at the Council Briefing held on 24 January 2023.

RECCOMENDATION

That:

- 1 Council make a contribution of \$5,000 to become a platinum sponsor of the Jail House Rock Festival
- 2 Council offer facilities such as Alexandra Oval Community Centre, Ararat Town Hall and Alexandra Oval in-kind to the committee, to reduce the costs of running the event in their first year.

MOVED CR SANDERS

SECONDED CR ALLGOOD

That:

- 1 Council make a contribution of \$5,000 to become a platinum sponsor of the Jail House Rock Festival
- 2 Council offer facilities such as Alexandra Oval Community Centre, Ararat Town Hall and Alexandra Oval in-kind to the committee, to reduce the costs of running the event in their first year.

CARRIED 4763/23

ATTACHMENTS

There are no attachments in relation to this item.

3.8 DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL STAFF S6

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO's OFFICE
REFERENCE: 8574

OFFICERS 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 purpose of this report is for Council to consider adoption of the revised Instrument of Delegation from Council to Members of Council Staff.

DISCUSSION

Delegations to Council staff are necessary to enable Council to conduct business efficiently by enabling Council staff to make routine decisions under different Acts.

Various Acts, including the Local Government Act 2020, empower Council to delegate statutory functions, powers and duties. This report recommends that specific functions, powers and duties be delegated to identified staff positions in accordance with the attached *S6 – Instrument of Delegation by Council to Members of Council Staff*.

A review of current delegates to this Instrument of Delegation has been carried out and the Instrument of Delegation has recently been updated by Maddocks Lawyers. The changes made to the S6 Instrument of Delegation – Council to Members of Council Staff are as follows:

Regulations 25(a) and (b) of the Planning and Environment Regulations 1987 have been slightly amended by the Planning and Environment Amendment Regulations 2022, to refer to the public availability requirements.

Section 52 of the Cemeteries and Crematoria Act 2003 has been inserted relating to the duty and report annually to the Secretary, but this is not applicable to Ararat Rural City Council

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6 Strong and Effective Governance

Budget implications

There are no budget implications arising from the review of the S6 Instrument of Delegation – Council to Members of Council Staff.

Policy/Relevant Legislation

The Council is required to keep a register of delegations and it must be made available for public inspection.

This report is presented to reflect several changes to legislation.

The Council can amend or revoke any delegated power at any time. Council must review all delegations within a period of 12 months after a general election.

Sustainability Implications

There are no economic, social or environmental implications in relation to S6 Instrument of Delegation – Council to Members of Council Staff.

Risk Assessment

The amendment of the *Instrument of Delegation from Council to Members of Council Staff* ensures ongoing legislative compliance for Ararat Rural City Council.

It is essential that the Instruments of Delegation are kept up to date to ensure that the members of staff are properly empowered to undertake their roles.

The formal delegation of legislated powers, duties and functions via instruments of delegation, supported by consistent policies allow Council staff to perform day to day duties and make decisions that may otherwise need to be decided upon by Council.

Stakeholder Collaboration and Community Engagement

The amendment of the *Instrument of Delegation from Council to Members of Council staff* has been updated using the Maddocks Lawyers Delegations Service and RelianSys software.

The delegation service provides two updates per year and mini updates as required when legislation changes.

Chief Executive Officer and relevant officers have reviewed the document.

RECOMMENDATION

That:

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Ararat Rural City Council (Council) resolves that -

- 1 There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation Council to Members of Council Staff (S6), the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;*
- 2 The instrument comes into force immediately the common seal of Council is affixed to the instrument;*
- 3 On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked;*
- 4 The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and*
- 5 The instrument be signed under the seal of the Council.*

MOVED CR SANDERS SECONDED CR BEALES

That:

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Ararat Rural City Council (Council) resolves that -

- 1 There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation Council to Members of Council Staff (S6)*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;**
- 2 The instrument comes into force immediately the common seal of Council is affixed to the instrument;**

- 3 On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked;
- 4 The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and
- 5 The instrument be signed under the seal of the Council.

CARRIED 4764/23

ATTACHMENTS

The Instrument of Delegation from Council to Members of Council Staff S6 is provided as Attachment 3.8



ARARAT RURAL CITY COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

31st January 2023

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

CEO means Chief Executive Officer
CE1 means Civil Engineer1
CE2 means Civil Engineer2
CE3 means Civil Engineer3
CSAM means Coordinator Strategic Asset Management
EMC means Emergency Management Coordinator
FSC means Financial Services Coordinator
HRBP means HR Business Partner
MDR means Manager Development & Regulation
N/A means Not Applicable
NOT means Not Delegated Below CEO
PAYO means Payroll Officer
PDO1 means Planning and Development Officer 1
PDO2 means Planning and Development Officer 2
PDO3 means Planning and Development Officer 3
RGL means Risk and Governance Lead
CSOs means Community Safety Officers
EHOs means All Environmental Health Officers
PDOs means All Planning and Development Officers
POs means All Planning Officers
TOAs means All Technical Officer Assets

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 31st January 2023 and

3.2 the delegation:

- 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

The COMMON SEAL of the
ARARAT RURAL CITY COUNCIL
was affixed hereto in accordance with
the resolution of Council made on
30 August 2022

Mayor _____

Chief Executive Officer _____

Date: _____

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	N/A	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	N/A	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	N/A	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	N/A	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	N/A	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	N/A	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	N/A	
s 15(4)	Duty to keep records of delegations	N/A	
s 17(1)	Power to employ any persons necessary	N/A	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	N/A	
s 17(3)	Power to determine the terms and conditions of employment or engagement	N/A	Subject to any guidelines or directions of the Secretary

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(3)	Duty to comply with a direction from the Secretary	N/A	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	N/A	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	N/A	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	N/A	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	matters relating to cemeteries (including the matters set out in s 18J(2))		
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	N/A	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	N/A	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	N/A	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	N/A	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	N/A	The application must include the requirements listed in s 66(2)(a)-(d)
s 72(2)	Duty to comply with request received under s 72	N/A	
s 74(3)	Duty to offer a perpetual right of interment	N/A	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	N/A	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	N/A	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	N/A	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84l(4)	Power to exercise the rights of a holder of a right of interment	N/A	
s 84l(5)	Duty to pay refund to the previous holder or holders of the right of interment	N/A	
s 84l(6)(a)	Power to remove any memorial on the place of interment	N/A	
s 84l(6)(b)	Power to grant right of interment under s 73	N/A	
s 91(1)	Power to cancel a right of interment in accordance with s 91	N/A	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	N/A	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	N/A	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	N/A	
s 100(3)	Power to recover costs of taking action under s 100(2)	N/A	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	N/A	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	N/A	
s 103(3)	Power to recover costs of taking action under s 103(2)	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	N/A	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	N/A	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	N/A	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	N/A	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	N/A	Subject to s 133(2)
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	N/A	
sch 1 cl 8(8)	Power to regulate own proceedings	N/A	Subject to cl 8
sch 1A cl 8(8)	Power to regulate own proceedings	N/A	Where Council is a Class A cemetery trust Subject to cl 8

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CEO	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEO, EHOs	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEO, EHOs	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO, EHOs	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	CEO, EHOs	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, EHOs	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, EHOs	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEO, EHOs	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEO, EHOs	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEO, EHOs	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEO, EHOs	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEO, EHOs	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, EHOs	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEO, EHOs	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, EHOs	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, EHOs	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CEO, EHOs	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, PDO3, EHOs	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, EHOs	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEO, EHOs	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, EHOs	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEO, EHOs	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEO, EHOs	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEO, EHOs	Where Council is the registration authority
	Power to register or renew the registration of a food premises	CEO, EHOs	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CEO, EHOs, PDOs	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, EHOs	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEO, EHOs	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEO, EHOs	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEO, EHOs	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CEO, EHOs	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEO, EHOs	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEO, EHOs	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CEO, EHOs	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEO, EHOs	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEO, EHOs	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEO, EHOs	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEO, EHOs	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEO, EHOs	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEO, EHOs	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEO, PDO3, EHOs	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEO, EHOs	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEO, EHOs	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	CEO, EHOs	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	CEO, EHOs	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, PDO3, EHOs	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEO, EHOs	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, EHOs	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, EHOs	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40E	Duty to comply with direction of the Secretary	CEO, EHOs	
s 40F	Power to cancel registration of food premises	CEO, EHOs	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, PDO3, EHOs	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	CEO, EHOs	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEO, EHOs	Where Council is the registration authority
s 45AC	Power to bring proceedings	CEO, EHOs	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEO, EHOs	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, MDR	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	NOT, CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CEO, MDR	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CEO, MDR, POs	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	CEO, MDR, POs, PDOs	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	CEO, MDR, POs, PDOs	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO, MDR	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, MDR	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO, MDR	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO, MDR	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, MDR	
s 12B(1)	Duty to review planning scheme	CEO, MDR	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, MDR	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO, MDR	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, MDR	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, MDR, PDOs	
s 17(2)	Duty of giving copy s 173 agreement	CEO, MDR, PDOs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, MDR	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, MDR, POs, PDOs	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO, MDR	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, MDR, POs	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, MDR, POs	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, MDR, POs, PDOs	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CEO, MDR, POs	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, MDR, POs	Except submissions which request a change to the items in s 22(5)(a) and (b)

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, MDR, POs	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, MDR, POs	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, MDR, POs	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, MDR, POs	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, MDR, POs, PDOs	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CEO, MDR, POs, PDOs	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	CEO, MDR	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CEO, MDR	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	CEO, PDO1, MDR	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, PDO1, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, MDR	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, MDR, POs	
s 32(2)	Duty to give more notice if required	CEO, MDR, POs	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, MDR, POs	
s 36(2)	Duty to give notice of approval of amendment	CEO, MDR, POs	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, MDR, POs	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, MDR, POs	
s 40(1)	Function of lodging copy of approved amendment	CEO, MDR, POs	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, MDR, POs, PDOs	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, MDR, POs, PDOs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, MDR, POs	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	CEO, MDR, POs	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO, MDR, POs	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO, MDR, POs	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, MDR, POs	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, MDR, POs	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO, MDR, POs	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, MDR, POs	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO, FSC, CSAM, MDR, POs	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO, FSC, CSAM, MDR, POs	
s 46GP	Function of receiving a notice under s 46GO	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO, FSC, CSAM, MDR, POs	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CEO, FSC, CSAM,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDR, POs	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, FSC, CSAM, MDR, POs	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO, FSC, CSAM, MDR, POs	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO, FSC, CSAM, MDR, POs	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, FSC, CSAM, MDR, POs	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO, FSC, CSAM, MDR, POs	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO, FSC, CSAM, MDR, POs	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land	CEO, FSC, CSAM,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	MDR, POs	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO, FSC, CSAM, MDR, POs	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO, MDR, POs	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO, FSC, CSAM, MDR, POs	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the	CEO, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	plan, as responsible for those works, services or facilities		This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, MDR, POs	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	CEO, FSC, CSAM, MDR, POs	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, MDR, POs	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO, FSC, CSAM,	Where Council is a development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDR, POs	
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CEO, MDR, POs	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	CEO, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	CEO, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO, FSC, CSAM,	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDR, POs	This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	CEO, FSC, CSAM, MDR, POs	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, MDR, POs	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO, FSC, CSAM, MDR, POs	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	CEO, FSC, CSAM, MDR, POs	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, MDR, POs	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, MDR	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, MDR	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, MDR	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, MDR	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, MDR	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, MDR	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, MDR	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, MDR	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, MDR	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, MDR	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, MDR	Must be done in accordance with Part 3

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, MDR	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, MDR	
s 46QD	Duty to prepare report and give a report to the Minister	CEO, MDR, POs	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	N/A	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	N/A	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	N/A	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	N/A	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, MDR	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, MDR, POs, PDOs	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 50(4)	Duty to amend application	CEO, MDR, POs, PDOs	
s 50(5)	Power to refuse to amend application	CEO, MDR	
s 50(6)	Duty to make note of amendment to application in register	CEO, MDR, POs	
s 50A(1)	Power to make amendment to application	CEO, MDR	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, MDR, POs	
s 50A(4)	Duty to note amendment to application in register	CEO, MDR, POs, PDOs	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	would not cause material detriment to any person		
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, MDR, POs	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, MDR, POs	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, MDR, POs	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, MDR, POs	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CEO, MDR, POs	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, MDR, POs	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, MDR, POs	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, MDR, POs	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1)	Power to require the applicant to provide more information	CEO, MDR, POs	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, MDR, POs	
s 54(1B)	Duty to specify the lapse date for an application	CEO, MDR, POs	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, MDR, POs	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, MDR, POs	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, MDR, POs	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, MDR, POs	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, MDR, POs, PDOs	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(5)	Power to refuse to amend application	CEO, MDR	
s 57A(6)	Duty to note amendments to application in register	CEO, MDR, POs	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, MDR, POs	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, MDR, POs	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, MDR, POs	
s 58	Duty to consider every application for a permit	CEO, MDR, POs	
s 58A	Power to request advice from the Planning Application Committee	N/A	
s 60	Duty to consider certain matters	CEO, MDR, POs	
s 60(1A)	Duty to consider certain matters	CEO, MDR, POs	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, MDR, POs	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, MDR, POs	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, MDR, POs	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, MDR	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	N/A	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	N/A	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	N/A	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, MDR, POs	
s 62(2)	Power to include other conditions	CEO, MDR, POs	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, MDR, POs	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, MDR, POs	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, MDR, POs	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, MDR, POs	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, MDR, POs	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, MDR, POs	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75A

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, MDR, POs	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, MDR, POs, PDOs	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, MDR, POs	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, MDR, POs	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, MDR, POs	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, MDR, POs	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, MDR, POs	
s 69(2)	Power to extend time	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 71(1)	Power to correct certain mistakes	CEO, MDR, POs	
s 71(2)	Duty to note corrections in register	CEO, MDR, POs, PDOs	
s 73	Power to decide to grant amendment subject to conditions	CEO, MDR, POs	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, MDR, POs	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, MDR, POs, PDOs	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, MDR, POs, PDOs	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, MDR, POs	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, MDR, POs	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CEO, MDR, POs	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, MDR, POs	
s 83	Function of being respondent to an appeal	CEO, MDR, POs	
s 83B	Duty to give or publish notice of application for review	CEO, MDR, POs	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, MDR	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, MDR, POs	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, MDR, POs	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CEO, MDR, POs, PDOs	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, FSC, CSAM,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDR, POs	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CEO, MDR, POs, PDOs	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, MDR	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, MDR, POs	
s 91(2)	Duty to comply with the directions of VCAT	CEO, MDR, POs, PDOs	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, MDR, POs, PDOs	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CEO, MDR, POs	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, MDR, POs	
s 95(3)	Function of referring certain applications to the Minister	CEO, MDR, POs	
s 95(4)	Duty to comply with an order or direction	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, MDR, POs	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, MDR	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, MDR	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, MDR	
s 96F	Duty to consider the panel's report under s 96E	CEO, MDR	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	CEO, MDR, POs	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, MDR	
s 96J	Duty to issue permit as directed by the Minister	CEO, MDR, POs	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CEO, MDR	
s 97C	Power to request Minister to decide the application	CEO, MDR	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, MDR	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, MDR, POs	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, MDR, POs, PDOs	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	N/A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	N/A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, MDR, POs	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, MDR, POs	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97Q(4)	Duty to comply with directions of VCAT	CEO, MDR, POs	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, MDR, POs, PDOs	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, MDR	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, MDR	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, MDR	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, MDR	
s.107(1)	function of receiving claim for compensation	CEO, MDR	
s 107(3)	Power to agree to extend time for making claim	CEO, MDR	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, MDR	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, MDR, POs	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, MDR, POs	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, MDR	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, MDR	Except Crown Land
s 129	Function of recovering penalties	CEO, MDR	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, MDR, POs	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, MDR, POs	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, MDR, POs	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO, MDR	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CEO, MDR	
s 171(2)(g)	Power to grant and reserve easements	CEO, MDR	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, FSC, CSAM, MDR	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, FSC, CSAM, MDR	Where Council is a collecting agency specified in an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, FSC, CSAM, MDR	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, MDR	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, MDR	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO, MDR, POs	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, MDR, POs	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, MDR	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, MDR	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, MDR	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, MDR	
s 178A(5)	Power to propose to amend or end an agreement	CEO, MDR, POs	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, MDR, POs	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, MDR, POs	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, MDR, POs	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, MDR, POs	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, MDR, POs	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, MDR	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, MDR	If no objections are made under s 178D

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, MDR	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, MDR	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, MDR	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, MDR	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, MDR	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, MDR	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, MDR	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, MDR	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, MDR	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, MDR	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO, MDR	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, MDR	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, MDR	
s 182	Power to enforce an agreement	CEO, MDR, POs	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, MDR, POs	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, MDR	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	application is made to VCAT for review of a failure to amend or end an agreement		
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, MDR	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, MDR	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, MDR	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, MDR	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CEO, MDR	
s 198(1)	Function to receive application for planning certificate	CEO, MDR, POs, PDOs	
s 199(1)	Duty to give planning certificate to applicant	CEO, MDR, POs, PDOs	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(3)	Duty to make declaration	CEO, MDR	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, MDR, POs	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, MDR, POs	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, MDR, POs	
	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, MDR, POs	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, MDR	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CEO, MDR	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, EHOs	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 522(1)	Power to give a compliance notice to a person	CEO, EHOs	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO, EHOs	
s 525(4)	Duty to issue identity card to authorised officers	CEO, EHOs	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEO, EHOs	
s 526A(3)	Function of receiving report of inspection	CEO, EHOs	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, EHOs	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO, CSAM	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, CSAM	
s 11(9)(b)	Duty to advise Registrar	CEO, CSAM	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, CSAM	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, CSAM	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Power to discontinue road or part of a road	CEO, CSAM	Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	CEO, CSAM	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	CEO	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	CEO	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	CEO, CSAM	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	CEO, CSAM	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO, CSAM	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, CSAM	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, CSAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, CSAM	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, CSAM	
s 15(2)	Duty to include details of arrangement in public roads register	CEO, CSAM	
s 16(7)	Power to enter into an arrangement under s 15	CEO, CSAM	
s 16(8)	Duty to enter details of determination in public roads register	CEO, CSAM	
s 17(2)	Duty to register public road in public roads register	CEO, CSAM	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, CSAM	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CEO, CSAM	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO, CSAM	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CEO, CSAM	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Power to designate ancillary area	CEO, CSAM	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CEO, CSAM, TOAs	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, CSAM, TOAs	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, CSAM, TOAs	
s 21	Function of replying to request for information or advice	CEO, CSAM	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, CSAM	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	CEO, CSAM	
s 22(5)	Duty to give effect to a direction under s 22	CEO, CSAM	
s 40(1)	Duty to inspect, maintain and repair a public road.	CE2, CEO, CE1, CSAM, CE3, TOAs	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CE2, CEO, CE1, CSAM, CE3	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CE2, CEO, CE1, CSAM, CE3, TOAs	
s 42(1)	Power to declare a public road as a controlled access road	CEO, CSAM	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO, CSAM	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO, CSAM	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO, CSAM	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, CSAM	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	CEO, CSAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49	Power to develop and publish a road management plan	CEO, CSAM	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, CSAM	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, CSAM	
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, CSAM	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, CSAM	
s 54(6)	Power to amend road management plan	CEO, CSAM	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, CSAM	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, CSAM	
s 63(1)	Power to consent to conduct of works on road	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, CE1, EMC, CSAM, TOAs	Where Council is the infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(1)	Duty to comply with cl 13 of sch 7	CEO, CSAM	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	NOT, CEO	
s 72	Duty to issue an identity card to each authorised officer	HRBP, CEO, PAYO	
s 85	Function of receiving report from authorised officer	CEO, MDR	
s 86	Duty to keep register re s 85 matters	CEO, CSAM	
s 87(1)	Function of receiving complaints	CEO, RGL, CSAM	
s 87(2)	Duty to investigate complaint and provide report	CEO, CE1	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, CSAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 112(2)	Power to recover damages in court	CEO, CSAM	
s 116	Power to cause or carry out inspection	CEO, CE1, CSAM, TOAs	
s 119(2)	Function of consulting with the Head, Transport for Victoria	CEO, CSAM	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CE2, CEO, CE1, CE3	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CE2, CEO, CE1, CE3	
s 121(1)	Power to enter into an agreement in respect of works	CEO, CSAM	
s 122(1)	Power to charge and recover fees	CEO, CSAM, TOAs	
s 123(1)	Power to charge for any service	CEO, CSAM	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO, CSAM	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, CSAM	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, CSAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, CSAM	
sch 2 cl 5	Duty to publish notice of declaration	CEO, CSAM	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, CSAM, TOAs	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CE2, CEO, CE1, CE3	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CEO, CSAM, TOAs	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	CEO, CSAM, TOAs	Where Council is the infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(1)	Power to consent to proposed works	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CEO, CSAM	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CEO, CSAM	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	NOT, CEO	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, CSAM	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, CSAM	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, CSAM, TOAs	Power of responsible road authority where it is the coordinating road authority or

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	CEO, CSAM	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	CEO, CSAM	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	CEO, CSAM	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	N/A	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	N/A	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	N/A	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	N/A	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	N/A	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	N/A	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 30(2)	Power to release cremated human remains to certain persons	N/A	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	N/A	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	N/A	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	N/A	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	N/A	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	N/A	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	N/A	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	N/A	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	N/A	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	N/A	
r 40	Power to approve a person to play sport within a public cemetery	N/A	
r 41(1)	Power to approve fishing and bathing within a public cemetery	N/A	
r 42(1)	Power to approve hunting within a public cemetery	N/A	
r 43	Power to approve camping within a public cemetery	N/A	
r 45(1)	Power to approve the removal of plants within a public cemetery	N/A	
r 46	Power to approve certain activities under the	N/A	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Regulations if satisfied of regulation (1)(a)-(c)		
r 47(3)	Power to approve the use of fire in a public cemetery	N/A	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	N/A	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	N/A	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	N/A	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	N/A	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	N/A	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	N/A	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	N/A	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	N/A	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	N/A	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	N/A	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	N/A	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	N/A	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	N/A	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	N/A	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	N/A	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO, MDR, POs	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CEO, MDR, POs	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CEO, MDR, POs	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	CEO, MDR, POs	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, MDR, POs	where Council is not the planning authority and the amendment affects land within Council's municipal district; or

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, MDR	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, MDR	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CEO, MDR	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	CEO, EHOs	
r 10	Function of receiving application for registration	CEO, EHOs	
r 11	Function of receiving application for renewal of registration	CEO, EHOs	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, EHOs	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, EHOs	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, EHOs	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, EHOs	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEO, EHOs	
r 12(4) & (5)	Duty to issue certificate of registration	CEO, EHOs	
r 14(1)	Function of receiving notice of transfer of ownership	CEO, EHOs	
r 14(3)	Power to determine where notice of transfer is displayed	CEO, EHOs	
r 15(1)	Duty to transfer registration to new caravan park owner	CEO, EHOs	
r 15(2)	Duty to issue a certificate of transfer of registration	CEO, EHOs	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, EHOs	
r 17	Duty to keep register of caravan parks	CEO, EHOs	
r 18(4)	Power to determine where the emergency contact person's details are displayed	CEO, EHOs	
r 18(6)	Power to determine where certain information is displayed	CEO, EHOs	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEO, EHOs	
r 22(2)	Duty to consult with relevant emergency services agencies	CEO, EHOs	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, EHOs	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, EHOs	
r 25(3)	Duty to consult with relevant floodplain management authority	CEO, EHOs	
r 26	Duty to have regard to any report of the relevant fire authority	CEO, EHOs	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEO, EHOs	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, EHOs	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, EHOs	
r 41(4)	Function of receiving installation certificate	CEO, EHOs	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CEO, EHOs	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	CEO, EHOs	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	CEO, CSAM	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, CSAM	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, CSAM	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, CSAM	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, CSAM	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, CSAM	
r 16(3)	Power to issue permit	CEO, CSAM, TOAs	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, CSAM, TOAs	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	NOT, CEO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, CSAM	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, CSAM, CSOs	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, CSOs	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	CEO, CSAM, TOAs	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	CEO, CSAM, TOAs	Where Council is the coordinating road authority

3.9 APPOINTMENT AND AUTHORISATIONS (PLANNING AND ENVIRONMENT ACT 1987) S11A

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO's OFFICE
REFERENCE: 8575

OFFICERS 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

This report seeks Council's endorsement of the S11A Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987*.

DISCUSSION

The Local Government Act 1989 provides for the appointment of Authorised Officers for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

The Chief Executive Officer, by authority conferred by instrument of delegation from Council makes these appointments. Under the Planning and Environment Act 1987, however, Authorised Officers can only be appointed by Council resolution as the Act prohibits delegation of the power to appoint Authorised Officers under the Act.

This report identifies changes since the S11A Instrument of Appointment and Authorisation was adopted on 25 October 2022

A review of current delegates to this Instrument of Delegation has been carried out.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6 Strong and Effective Governance

Budget implications

There are no budget implications arising from the Appointment of Authorised Officers.

Policy/Relevant Law

Section 224 of the *Local Government Act 1989* is a provision that remains in force and continues to be the authorising provision for the S11A Instrument of Appointment and Authorisation.

The power to commence proceedings - section 313 of the Local Government Act 2020.

Sustainability Implications

There are no economic, social or environmental implications in relation to appointment of Authorised Officers.

Risk Assessment

The regular updating of the Instrument of Appointment and Authorisation ensures ongoing legislative compliance for Ararat Rural City Council and that staff members are properly empowered to undertake their roles.

Innovation and Continuous Improvement

The appointment of Authorised Officers is essential to the effective control and policing of the municipal district.

Stakeholder Consultation and Communication

The Instrument of Appointment and Authorisation has been updated by referencing the Maddocks Lawyers Delegations Service.

RECOMMENDATION

That;

In the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987 (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (S11A) (the instrument), Ararat Rural City Council (Council) resolves that -

- 1 The members of Council staff referred to in the instruments be appointed and authorised as set out in the instrument;*
- 2 The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it; and*
- 3 The instruments be signed under the seal of the Council.*

MOVED CR SANDERS

SECONDED CR BURRIDGE

That;

In the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987 (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (S11A) (the instrument), Ararat Rural City Council (Council) resolves that -

- 1 The members of Council staff referred to in the instruments be appointed and authorised as set out in the instrument;**
- 2 The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it; and**
- 3 The instruments be signed under the seal of the Council.**

CARRIED 4765/23

ATTACHMENTS

The Instrument of Appointment and Authorisation (Planning and Environment Act 1987) S11A is provided as Attachment 3.9.

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)



Ararat Rural City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

In this instrument "officer" means -

Robert Fillisch	Manager Development and Regulation
Lyndon Turner	Community Safety Officer
Leigh Jeffrey	Community Safety Officer
Danielle Jenkins	Community Safety Officer
Dot Jerram	Planning and Development Officer
Mandy Tucker	Planning and Development Officer
Ainsley Cameron	Planning and Development Officer
Anthony Komives	Environmental Health Officer
Mary Galea	Environmental Health Officer

By this instrument of appointment and authorisation Ararat Rural City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ararat Rural City Council on 31 January 2023.

The COMMON SEAL of the
ARARAT RURAL CITY COUNCIL
was affixed hereto in accordance with
the resolution of Council made on
31 January 2023

Mayor _____

Chief Executive Officer _____

SECTION 4 – INFORMATION REPORTS

4.1 MAYORS, DEPUTY MAYORS AND COUNCILLORS ALLOWANCES

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 8544

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 change to Councillor Allowances under the Local Government Act 2020 is the transfer of responsibilities in determining Mayoral, Deputy Mayor and Councillor allowances to the Victorian Independent Remunerations Tribunal (VIRT).

On 8 December 2022 the VIRT made the Allowances payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No 01/2022. The determination took effect from 18 December 2022.

The purpose of this report is to provide a summary of the Mayor's, Deputy Mayor's and Councillors Allowance as determined by the VIRT.

DISCUSSION

The VIRT Determination sets a base allowance for each Council member, which is based the role and the Council allowance category. Ararat Rural City Council falls under Category 1.

The VIRT decided to phase-in the increases over five years for Mayors. An 1.5% increase applies from 18 December 2022.

The Councillors allowances will be phased in over 3 years, with a 4% increase applying from 18 December 2021 and a 6% increase to apply in two equal portions on 18 December 2022 and 2023.

In the VIRT determination the annual allowance and payment in lieu of superannuation are combined into a base rate.

The base allowance values which apply from 18 December 2022 are set out in the table below.

Allowance category ^(a)	Value of base allowance from 18 December 2022 (\$ p.a.) ^(b)		
	Mayors	Deputy Mayors	Councillors
Category 1	77,933	38,967	25,147
Category 2	100,637	50,319	31,353
Category 3	124,469	62,235	37,565
Category 4 – Melbourne City Council	248,941	124,470	56,346

A 1.5 per cent increase has also been applied to the base allowance values which take effect on:

- 18 December 2023

- 18 December 2024 (only applicable to Mayors and Deputy Mayors)
- 18 December 2025 (only applicable to Mayors and Deputy Mayors).

A Mayor, Deputy Mayor or Councillor may elect to —

- (a) to receive the entire allowance to which they are entitled; or
- (b) to receive a specified part of the allowance to which they are entitled; or
- (c) to receive no allowance.

Previous Allowances

The previous Mayor and Councillors Allowances were Mayors - \$62,884 and Councillors - \$21,049. In addition to the allowance Mayors and Councillors were entitled to an additional payment of 10% which was equivalent to the superannuation guarantee contribution. There was no separate allowance for Deputy Mayor prior to the VIRT Determination.

Remove Area Travel Allowance

The VIRT determined to set a remote area travel allowance for a Councillors who normally resides more than 50km by the shortest practicable road distance from the location or locations specified for the conduct of ordinary, unscheduled or committee meetings of the Council, or any municipal or community functions which have been authorised by Council resolution for the Council member to attend.

The remote area travel allowance was previously set at \$44 per day up to a maximum of \$5,500. The VRIT has determined to apply a 1.5% increase to the value of the Remote Area Travel Allowance. From 18 December 2022, the Remote Area Travel Allowance will be \$45 per day for eligible Council members, up to a maximum of \$5,625 per annum.

A full copy of the Victorian Independent Remuneration Tribunal report can be downloaded from <https://www.vic.gov.au/allowances-mayors-deputy-mayors-and-councillors>.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6 Strong and Effective Governance

Budget Implications

Mayor's, Deputy Mayor's and Councillors Allowances are allocated in the 2022/2023 budget.

Policy/Relevant Law

The Local Government Act 2020:

Section 39(1) states that a Mayor or a Deputy Mayor is entitled to receive from the Council an allowance as a Mayor or a Deputy Mayor in accordance with a Determination of the Victorian Independent Remuneration Tribunal under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019; and

Section 39(2) states a Councillor is entitled to receive from the Council an allowance as a Councillor in accordance with a Determination of the Victorian Independent Remuneration Tribunal under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019; and

Section 39(5) states that a Mayor, Deputy Mayor or Councillor may elect—

- (a) to receive the entire allowance to which they are entitled; or
- (b) to receive a specified part of the allowance to which they are entitled; or
- (c) to receive no allowance.

Sustainability Implications

There are no economic, social or environmental implications in relation to Mayors, Deputy Mayors and Councillors Allowances.

Risk Assessment

Council is obliged to comply with this process under the various provisions of the Local Government Act 2020.

Stakeholder Collaboration and Community Engagement

The Chief Executive Officer briefed Councillors on the VIRT's Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No 01/2022 at the Councillor briefing held on Tuesday 24 January 2023.

RECOMMENDATION

That the Mayors, Deputy Mayors and Councillor Allowance Report be received.

MOVED CR BEALES

SECONDED CR WATERSTON

That the Mayors, Deputy Mayors and Councillor Allowance Report be received.

CARRIED 4766/23

ATTACHMENTS

VIRT- Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination 2022 document is provided as Attachment 4.1.

Victorian
Independent
Remuneration
Tribunal

Allowance payable to
Mayors, Deputy Mayors
and Councillors (Victoria)
Annual Adjustment
Determination 2022





DETERMINATION

[2022] DCMA 01

Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 (Vic)

Part 3—Determinations for annual adjustments in relation to Mayors, Deputy Mayors and Councillors.

Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination 2022



- A. Pursuant to section 23B(1) of the *Victorian Independent Remuneration Tribunal and Improving Parliament Standards Act 2019* (Vic) (VIRTIPS Act), the Tribunal determines to make the following adjustments to the *Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022*.

- A.1 Delete Table 2 and replace it with the following:

Table 2: Value of the base allowance for Mayors, by Council allowance category, 18 December 2022 until 17 December 2023

Council allowance category	Value of allowance (\$ per annum)
Category 1	77,933
Category 2	100,637
Category 3	124,469
Category 4 – Melbourne City Council	248,941

- A.2 Delete Table 3 and replace it with the following:

Table 3: Value of the base allowance for Mayors, by Council allowance category, 18 December 2023 until 17 December 2024

Council allowance category	Value of allowance (\$ per annum)
Category 1	80,040
Category 2	103,357
Category 3	127,833
Category 4 – Melbourne City Council	255,669

A.3 Delete Table 4 and replace it with the following:

**Table 4: Value of the base allowance for Mayors, by Council allowance category,
18 December 2024 until 17 December 2025**

Council allowance category	Value of allowance (\$ per annum)
Category 1	82,146
Category 2	106,078
Category 3	131,198
Category 4 – Melbourne City Council	262,398

A.4 Delete Table 5 and replace it with the following:

**Table 5: Value of the base allowance for Mayors, by Council allowance category,
from 18 December 2025**

Council allowance category	Value of allowance (\$ per annum)
Category 1	84,252
Category 2	108,797
Category 3	134,562
Category 4 – Melbourne City Council	269,125

A.5 Delete Table 7 and replace it with the following:

**Table 7: Value of the base allowance for Deputy Mayors, by Council allowance category,
18 December 2022 until 17 December 2023**

Council allowance category	Value of allowance (\$ per annum)
Category 1	38,967
Category 2	50,319
Category 3	62,235
Category 4 – Melbourne City Council	124,470

A.6 Delete Table 8 and replace it with the following:

**Table 8: Value of the base allowance for Deputy Mayors, by Council allowance category,
18 December 2023 until 17 December 2024**

Council allowance category	Value of allowance (\$ per annum)
Category 1	40,019
Category 2	51,679
Category 3	63,917
Category 4 – Melbourne City Council	127,834

A.7 Delete Table 9 and replace it with the following:

Table 9: Value of the base allowance for Deputy Mayors, by Council allowance category, 18 December 2024 until 17 December 2025

Council allowance category	Value of allowance (\$ per annum)
Category 1	41,073
Category 2	53,039
Category 3	65,598
Category 4 – Melbourne City Council	131,199

A.8 Delete Table 10 and replace it with the following:

Table 10: Value of the base allowance for Deputy Mayors, by Council allowance category, from 18 December 2025

Council allowance category	Value of allowance (\$ per annum)
Category 1	42,126
Category 2	54,399
Category 3	67,280
Category 4 – Melbourne City Council	134,563

A.9 Delete Table 12 and replace it with the following:

Table 12: Value of the base allowance for Councillors, by Council allowance category, 18 December 2022 until 17 December 2023

Council allowance category	Value of allowance (\$ per annum)
Category 1	25,147
Category 2	31,353
Category 3	37,565
Category 4 – Melbourne City Council	56,346

A.10 Delete Table 13 and replace it with the following:

Table 13: Value of the base allowance for Councillors, by Council allowance category, from 18 December 2023

Council allowance category	Value of allowance (\$ per annum)
Category 1	25,851
Category 2	32,232
Category 3	38,618
Category 4 – Melbourne City Council	57,926

A.11 In clause 10.1, delete '\$44' and '\$5,500' and replace with '\$45' and '\$5,625', respectively.

A.12 In Schedule A, delete 'Moreland City Council' and replace with 'Merri-bek City Council'.

B. This Determination commences on 18 December 2022.

C. The Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria)
Determination No. 01/2022 as varied is available on the Tribunal's website.



Warren McCann

Chair

Victorian Independent
Remuneration Tribunal



The Honourable
Jennifer Acton

Member

Victorian Independent
Remuneration Tribunal



Laurinda Gardner

Member

Victorian Independent
Remuneration Tribunal

Date: 08/12/2022

Victorian
Independent
Remuneration
Tribunal

Allowance payable to
Mayors, Deputy Mayors
and Councillors (Victoria)
Annual Adjustment
Determination 2022

Statement of Reasons

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Abbreviations and glossary



Term or abbreviation	Definition
2022 Local Government Annual Adjustment Determination	The Tribunal's <i>Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination 2022</i>
ABS	Australian Bureau of Statistics
AWOTE	Average weekly ordinary time earnings
Comprehensive Determination	The Tribunal's <i>Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022</i>
Council member	A Mayor, Deputy Mayor or Councillor
CPI	Consumer Price Index
DTF	Department of Treasury and Finance
FWC	Fair Work Commission
GDP	Gross Domestic Product
GSP	Gross State Product
Pre-Election Budget Update	<i>2022 Victorian Pre-Election Budget Update</i> , a document prepared by DTF
RBA	Reserve Bank of Australia
Victorian Financial Report	<i>2021/22 Financial Report (incorporating Quarterly Financial Report No. 4)</i> , a document prepared by DTF
VIRTIPS Act	<i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 (Vic)</i>
WPI	Wage Price Index

Summary

- The Victorian Independent Remuneration Tribunal is required to make an annual adjustment to the values of the allowances payable to Mayors, Deputy Mayors and Councillors (Council members) in Victoria.
- The Tribunal has determined to apply a 1.5 per cent increase to the value of the base allowance payable to each Council member from 18 December 2022, taking into account a variety of considerations, including:
 - current and projected economic conditions and trends
 - the financial position and fiscal strategy of the State of Victoria
 - recent remuneration adjustments for comparable roles
 - the limited period of time that has passed since the Tribunal made its first Determination setting the values of allowances for Council members.
- The resultant base allowances payable from 18 December 2022 are set out below:

Allowance Category	Value of base allowance from 18 December 2022 (\$ p.a.)		
	Mayor	Deputy Mayor	Councillor
Category 1	77,933	38,967	25,147
Category 2	100,637	50,319	31,353
Category 3	124,469	62,235	37,565
Category 4	248,941	124,470	56,346

- The 1.5 per cent increase has also been applied to the value of base allowances that take effect on:
 - 18 December 2023
 - 18 December 2024 (Mayors and Deputy Mayors only)
 - 18 December 2025 (Mayors and Deputy Mayors only).
- The Tribunal has also decided to increase the value of the Remote Area Travel Allowance by 1.5 per cent (rounded to the nearest dollar for the daily rate, with a consequential effect on the maximum annual amount). From 18 December 2022, the Remote Area Travel Allowance will be \$45 per day for eligible Council members, up to a maximum of \$5,625 per annum.

1 Context

The Victorian Independent Remuneration Tribunal is required to make an annual adjustment to the values of the allowances payable to Mayors, Deputy Mayors and Councillors (Council members) set in a Determination under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* (Vic) (VIRTIPS Act).¹

The Determination in effect is the *Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022* (Comprehensive Determination), which was made on 7 March 2022.²

The Comprehensive Determination set a base allowance for every Council member in Victoria, the value of which varies according to role (Mayor, Deputy Mayor or Councillor) and the allowance category to which a Council has been assigned.

The Comprehensive Determination also provides for a Remote Area Travel Allowance, and sets eligibility criteria for claiming it.

The Tribunal is required to include a Statement of Reasons in a Determination.³ This Statement of Reasons relates to the *Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination 2022* (2022 Local Government Annual Adjustment Determination).

The 2022 Local Government Annual Adjustment Determination takes effect on 18 December 2022.

1.1 Legislative requirements

Before making a Determination, the VIRTIPS Act requires the Tribunal to:

- publish notice of its intention to make a Determination (s. 24(1)(a))
- include details about the proposed Determination in the public notice (s. 24(1)(b))

¹ VIRTIPS Act, s. 23B.

² Victorian Independent Remuneration Tribunal (2022a).

³ VIRTIPS Act, s. 24(3)

- give any affected person or class of persons a reasonable opportunity to make a submission in relation to the proposed Determination (s. 24(1)(c)).

In making a Determination, the VIRTIPS Act requires that the Tribunal take into account:

- any statement or policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent) and the remuneration and allowances of any specified occupational group (s. 24(2)(a))
- the financial position and fiscal strategy of the State of Victoria (s. 24(2)(b))
- current and projected economic conditions and trends (s. 24(2)(c))
- submissions received in relation to the proposed Determination (s. 24(2)(d)).

In performing its functions and exercising its powers, the Tribunal must act independently and impartially and is not subject to the control or direction of any person, including the Minister.⁴

1.2 Consultation

In accordance with section 24(1) of the VIRTIPS Act, the Tribunal:

- published notice of its intention to make a Determination on its website, including details about the proposed Determination, in October 2022
- gave any affected person or class of affected persons a reasonable opportunity to make a submission regarding the proposed Determination.

Due to the impact of flooding on some Councils in October and November 2022, the Tribunal extended the closing date for making a submission from Friday 28 October to Friday 11 November 2022.

The notice of intention included a summary of the matters the Tribunal was required to consider in the making of the Determination and called for submissions.

The Tribunal received two submissions, which have been published on the Tribunal's website. One submission was made by a currently serving Council member — Cr Laura Binks, the Mayor of Strathbogie Shire — and the other submission was made by an individual who requested to be de-identified.

⁴ VIRTIPS Act, s. 5.

The submission from Cr Binks stated that there should be a 'consistent wage' for Mayors, Deputy Mayors and Councillors across the whole of Victoria (i.e. that there should be a single allowance category for all Councils).

It went on to say that:

Given we are all bound by the Local Government Act 2020 and required to perform our duties accordingly, the size of our shire has no bearing on our requirements under the [Act] and I find the current division of councils into various categories inconsistent with other levels of government and not reflective of the enormous amount of work mayors, deputy mayors and councillors do in the smaller shires.

The other submission commented on the relativities between the base allowances for different roles. In relation to the Tribunal's decision to introduce a separate base allowance for Deputy Mayors equal to 50 per cent of the base allowance for Mayors, the submission stated that:

... the big discrepancy between the allowances for Councillors and Deputy Mayors has seen ... a lot of Councillors wanting to become the Deputy Mayor, not because they'd be good in a leadership role, but because they will get paid double with very little extra commitments attached.

The submission went on to say that the base allowance payable to Councillors was inadequate and should be increased to be within \$10,000 of the base allowance payable to Deputy Mayors, with no change to the base allowances payable to Mayors or Deputy Mayors.

The substantive matters raised by these submissions — namely, the grouping of Councils into allowance categories and relativities between allowances for different roles — were considered by the Tribunal earlier this year in making its Comprehensive Determination.⁵ The Tribunal is not persuaded that it should revisit these matters in determining the current annual adjustment.

⁵ Victorian Independent Remuneration Tribunal (2022a), pp. 112-121.

2 Economic factors

In accordance with section 24(2) of the VIRTIPS Act, the Tribunal is required to consider:

- current and projected economic conditions and trends
- the financial position and fiscal strategy of the State of Victoria
- any statement or policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent) and the remuneration and allowances of any specified occupational group.

2.1 Current and projected economic conditions and trends

The Tribunal examined international, Australian and Victorian economic and financial conditions and trends. There is considerable uncertainty about future conditions, with geopolitical factors being significant in this regard. The Tribunal relied upon the data and forecasts available to it at the time of making this Determination.

International economic conditions

The Reserve Bank of Australia's (RBA) latest *Statement on Monetary Policy* (November 2022) observed that global inflation has persisted near multi-decade highs, with little sign of moderation in measures of core inflation. However, it also noted that headline inflation may have peaked in many economies due to the easing of pressures associated with supply chain disruptions and elevated commodity prices.⁶ The RBA expects growth in the global economy to slow to well below pre-pandemic rates, as central banks increase interest rates to combat high inflation.

⁶ RBA (2022b), pp. 1, 5.

Australian economic conditions

Data from the Australian Bureau of Statistics (ABS) indicate that Australia's Gross Domestic Product (GDP) rose by 0.9 per cent in the June quarter 2022, which was the first full quarter of re-opened domestic and international borders since the start of the COVID-19 pandemic. This contributed to year-on-year growth of 3.9 per cent, the strongest since 2011-12.⁷ The RBA expects GDP to grow 'solidly' over the second half of 2022 before slowing in subsequent years. Under its 'central scenario', it forecasts growth of 3 per cent over 2022 and 1.5 per cent over 2023.⁸

The RBA noted that inflation is high and broad based.⁹ The Consumer Price Index (CPI) increased by 7.3 per cent over the 12 months to the September quarter 2022 — the highest annual growth since 1990. Meanwhile, trimmed mean inflation (the RBA's preferred measure of underlying inflation) was 6.1 per cent over the same period.¹⁰ The RBA's November Statement revised up its forecasts for inflation. CPI growth and trimmed mean inflation are now expected to peak by the end of 2022 at around 8 per cent and 6.5 per cent, respectively, before slowing to 3.25 per cent (just above the top of the RBA's target range of 2 to 3 per cent) by the end of 2024.¹¹

In response to inflationary pressures, the RBA has raised its target for the cash rate at each of its meetings between May and November. These increases — the first since November 2010 — have brought the cash rate target from an all-time low of 0.1 per cent to 2.85 per cent. In announcing the RBA's decision to increase the cash rate target at its meeting of 1 November 2022, Governor Lowe flagged further increases over the period ahead, stating:¹²

The size and timing of future interest rate increases will continue to be determined by the incoming data and the [RBA] Board's assessment of the outlook for inflation and the labour market. The [RBA] Board remains resolute in its determination to return inflation to target and will do what is necessary to achieve that.

⁷ ABS (2022a).

⁸ RBA (2022b), p. 67.

⁹ RBA (2022b), p. 53.

¹⁰ ABS (2022d).

¹¹ RBA (2022b), p. 67-68.

¹² RBA (2022a).

The RBA's November Statement noted that the labour market is very tight.¹³ The seasonally-adjusted national unemployment rate decreased to 3.4 per cent in October 2022,¹⁴ its lowest level in almost 50 years. Meanwhile, the seasonally-adjusted participation rate remains at historically high levels, being 66.5 per cent in September 2022.¹⁵ The RBA forecast the unemployment rate to remain around 3.5 per cent until mid-2023, when it is forecast to begin rising due to slowing economic growth.¹⁶

According to the RBA, aggregate wages growth has increased over recent months, driven in part by strong demand in a tight labour market.¹⁷ According to ABS data, the seasonally-adjusted Wage Price Index (WPI) rose by 3.1 per cent over the 12 months to the September quarter 2022 — the largest annual increase since March 2013.¹⁸ The RBA forecast annual growth in the WPI to increase to around 3.75 per cent by mid-2023 and 4 per cent by mid-2024, before stabilising as the unemployment rate rises.¹⁹ If realised, the latter would represent the fastest growth since 2009.²⁰

The Fair Work Commission (FWC) issued its *Annual Wage Review 2021-22 Decision* on 15 June 2022. This Decision increased the National Minimum Wage by \$40 per week (5.2 per cent), with effect from 1 July 2022.²¹ It also increased modern award minimum wages by 4.6 per cent, subject to a minimum increase of \$40 per week.²² The increases to modern award minimum wages were effective from 1 July 2022, with the exception of certain awards in the aviation, hospitality and tourism sectors, where increases took effect on 1 October 2022.²³ The FWC stated that its Decision would provide relief to low paid workers in the context of rising inflation without having a 'significant adverse effect on the performance and competitiveness' of the Australian economy.²⁴

¹³ RBA (2022b), p. 21.

¹⁴ ABS (2022e).

¹⁵ ABS (2022e).

¹⁶ RBA (2022b), p. 67.

¹⁷ RBA (2022b), p. 72.

¹⁸ ABS (2022f).

¹⁹ RBA (2022b), p. 73.

²⁰ ABS (2022f).

²¹ FWC (2022), pp. 44, 60.

²² FWC (2022), p. 46.

²³ FWC (2022), pp. 61-62.

²⁴ FWC (2022), pp. 45-47.

Victorian economic conditions

ABS data state that Victoria's Gross State Product (GSP) rose 5.6 per cent in 2021-22. This was the strongest result for any state or territory, reflecting the lifting of pandemic-related restrictions which constrained economic activity in the previous two financial years.²⁵

ABS data also show that the seasonally-adjusted Victorian unemployment rate remained at 3.5 per cent in October 2022, after reaching an all-time low of 3.1 per cent in July.²⁶ Meanwhile, the seasonally-adjusted Victorian participation rate was steady at 66.6 per cent in October 2022, which is high by historical standards.²⁷

Regarding movements in prices, the All Groups CPI for Melbourne increased by 2.1 per cent over the three months to the September quarter 2022, resulting in annual growth of 7.4 per cent.²⁸

Regarding movements in wages, the Victorian WPI increased by 3.1 per cent over the 12 months to the September quarter 2022,²⁹ while another commonly used measure of wages growth — the annual change in the average weekly ordinary time earnings (AWOTE) of full-time adults in Victoria declined by 0.02 per cent.³⁰ The decline in AWOTE was likely due to compositional changes in the labour force.³¹ An additional measure of wages growth, the average annualised wage increase for federal enterprise agreements which commenced in Victoria during the June quarter 2022, was 2.8 per cent.³²

The *2022 Victorian Pre-Election Budget Update* (Pre-Election Budget Update), released in November 2022, outlined the Victorian Government's latest forecasts for the Victorian economy (Table 2.1). In summary:³³

- real GSP is forecast to grow by 3 per cent in 2022-23, and by 1.75 per cent in 2023-24

²⁵ ABS (2022b).

²⁶ ABS (2022e).

²⁷ ABS (2022e).

²⁸ ABS (2022d).

²⁹ ABS (2022f).

³⁰ ABS (2022c).

³¹ According to the ABS, the 'increase ... in full-time employment in some lower paid industries, such as Accommodation and food services, moderated the strength seen in wages growth'. By comparison, AWOTE for full-time Victorian adults in the public sector increased by 3.1 over the same period. ABS (2022c).

³² Department of Employment and Workplace Relations (Dew) (2022), p. 30.

³³ DTF (2022b), p. 4.

- the Victorian unemployment rate is expected to average 3.75 per cent in 2022-23 and 4 per cent in 2023-24
- annual growth in the Melbourne CPI is expected to average 7.25 per cent in 2022-23 and 4 per cent in 2023-24
- annual growth in the Victorian WPI is expected to average 3.25 per cent in 2022-23 and 3.5 per cent in 2023-24.

Table 2.1: Pre-Election Budget Update forecasts for the Victorian economy

Indicator	2022-23	2023-24	2024-25	2025-26
Real GSP ^(a)	3.00	1.75	2.75	2.75
Unemployment rate ^(b)	3.75	4.00	4.25	4.50
Melbourne CPI ^(a)	7.25	4.00	2.75	2.50
Victorian WPI ^(a)	3.25	3.50	3.25	3.25

Notes: (a) Values represent percentage change in year-average terms compared to the previous financial year.

(b) Values represent average rate across the financial year.

Source: DTF (2022b), p. 4.

The Pre-Election Budget Update notes that the 'risks to Victoria's economic outlook remain greater than normal'.³⁴ Key sources of risk include:³⁵

- significant uncertainty around the outlook for inflation and interest rates, both domestically and internationally
- geopolitical conditions
- recent flood events impacting parts of regional Victoria
- the ongoing impact of the COVID-19 pandemic.

2.2 Financial position and fiscal strategy of the State of Victoria

The Tribunal's analysis of financial and fiscal factors draws on the 2021/22 *Financial Report* (Victorian Financial Report) and Pre-Election Budget Update, both prepared by the Department of Treasury and Finance (DTF), and the latest report by the Victorian Auditor-General on Victoria's finances.

Victorian Financial Report

The Victorian Financial Report, released in October 2022, noted that the State's financial results for 2021-22 were 'heavily impacted by COVID-19'. The general government sector recorded an operating deficit of \$13.8 billion in 2021-22. This

³⁴ DTF (2022b), p. 11.

³⁵ DTF (2022b), p. 3.

represents an improvement of \$3.8 billion compared with the revised estimate in the *Victorian Budget 2022/23*, partly due to expenses being \$2.7 billion lower than expected.³⁶

Net debt for the general government sector was \$100 billion (19.4 per cent of GSP) at 30 June 2022, compared to \$73 billion (15.3 per cent of GSP) at 30 June 2021. According to the Victorian Financial Report, the increase in net debt reflects 'additional borrowings required to finance an increase in service delivery, including the Government's response to the COVID-19 pandemic, and ... the Government's infrastructure program'.³⁷

Pre-Election Budget Update

The Pre-Election Budget Update forecast an operating deficit (for the general government sector) of approximately \$10.2 billion for 2022-23. Smaller deficits are forecast for the following years, before an expected return to an operating surplus in 2025-26. Meanwhile, a return to an operating cash surplus is forecast for 2022-23.³⁸

Net debt is forecast to be \$116 billion (20.3 per cent of GSP) in June 2023 and \$165.9 billion (24.6 per cent of GSP) by June 2026, lower than was forecast in the *Victorian Budget 2022/23*.³⁹

Auditor-General's report

According to the *Auditor-General's Report on the Annual Financial Report of the State of Victoria: 2021-22*, released in October 2022, the 'COVID-19 pandemic continues to affect the State's financial performance and position, with longer-term consequences for its financial sustainability'.⁴⁰ The report stated that the Victorian Government's estimated timeframes for steps two and three of its fiscal strategy — returning to an operating cash surplus and operating surplus, respectively — were 'at risk' due to delays in achieving cost savings via targeted staff reductions in the public sector.⁴¹

³⁶ DTF (2022a), p. 5.

³⁷ DTF (2022a), pp. 5, 7.

³⁸ DTF (2022b), p. 14.

³⁹ DTF (2022b), p. 14.

⁴⁰ Victorian Auditor-General's Office (2022), p. 1.

⁴¹ Victorian Auditor-General's Office (2022), p. 1.

2.3 Wages Policy

Box 2.1 reproduces the Victorian Government Wages Policy, which applies to departments and agencies in the Victorian public sector and is in force at the time of making this Determination.

Box 2.1: Victorian Government Wages Policy

The Victorian Government Wages Policy has three pillars:

- Pillar 1: Wages — increases in wages and conditions will be capped at a rate of growth of 1.5 per cent per annum over the life of the agreement. In practice this means employee wages and conditions will be allowed to grow at this rate.
- Pillar 2: Best Practice Employment Commitment — all public sector agencies will be required to make a Best Practice Employment Commitment which will outline measures to operationalise elements of the Government's Public Sector Priorities^(a) that reflect good practice within Government and can be implemented operationally or without significant costs.
- Pillar 3: Additional strategic changes — additional changes to allowances and other conditions (not general wages) will be capped at 0.5 per cent per annum of the salary base and will only be allowed if the Government agrees that the changes will address key operational or strategic priorities for the agency, and/or one or more of the Public Sector Priorities.

A 'Secondary Pathway' is also available for public sector agencies whose current enterprise agreement reaches its nominal expiry date between 1 January 2022 and 31 December 2022 which permits one annual wage and allowance increase capped at 2 per cent (instead of at 1.5 per cent).

Note: (a) The Public Sector Priorities are: the delivery of exceptional services and value for Victorians; a professional and responsive public sector; government as a fair and best practice employer.

Source: Industrial Relations Victoria (2022).

3 Tribunal's considerations

The Tribunal now turns to determining an annual adjustment to the values of the allowances payable to Council members.

In determining an adjustment to base allowances and the Remote Area Travel Allowance, the Tribunal has, as required by legislation, considered a range of information on current and projected economic conditions, the fiscal strategy and financial position of the State of Victoria, the Wages Policy and submissions received by the Tribunal.

The Tribunal has also considered other relevant information, including recent adjustments to:

- allowances for Council members in other Australian jurisdictions
- remuneration for Members of the Parliament of Victoria (MPs).

3.1 Base allowance

In early 2022, the Tribunal made the Comprehensive Determination — its first Determination setting the values of the allowances payable to Council members.

Compared to the previous equivalent allowances, the values of the base allowances determined by the Tribunal for Mayors and Councillors were increased by 20 per cent and 10 per cent respectively. The Comprehensive Determination also introduced a separate base allowance for Deputy Mayors.⁴²

The Tribunal decided to phase in the increases to base allowances over five years for Mayors, and over three years for Councillors, as follows:

- an initial increase of eight per cent was applied to Mayoral base allowances (backdated to 18 December 2021), with the remaining 12 per cent increase

⁴² Prior to the making of the Comprehensive Determination, Deputy Mayors received the same allowance as other Councillors.

to be applied in four equal portions on 18 December each year from 2022 to 2025

- an initial increase of four per cent was applied to Councillor base allowances (backdated to 18 December 2021), with the remaining six per cent increase to be applied in two equal portions on 18 December 2022 and 18 December 2023.

Deputy Mayoral base allowances were set at 50 per cent of Mayoral base allowances, with increases also phased in over five years.

Since it made the Comprehensive Determination in early 2022, the Tribunal has observed material changes in current and projected economic conditions and relevant data, particularly with regard to the rate of inflation, as well as adjustments to remuneration for comparable roles.

Regarding inflation, ABS data show that between the December quarter 2021 and September quarter 2022, the Melbourne CPI increased by 6.3 per cent, while the trimmed mean — the RBA's preferred measure of underlying inflation — rose 4.9 per cent.⁴³ By comparison, the Victorian WPI increased by 2.6 per cent over the same period.⁴⁴ In November, the RBA forecast the national CPI to peak at around eight per cent in late 2022.⁴⁵

All but one Australian jurisdiction has recently increased the values of the allowances payable to Council members by between two and three per cent (Table 3.1).

Table 3.1: Adjustments to allowances for Council members in other Australian jurisdictions

Jurisdiction ^(a)	Adjustment (%)	Effective date
New South Wales	2	1 July 2022
Queensland	2 ^(b)	1 July 2022
South Australia	3	Start of next Council term
Western Australia	2.5	1 July 2022
Tasmania	2.9 ^(c)	1 November 2022
Northern Territory	Nil	N/A

Notes: (a) The Australian Capital Territory does not have a third level of government. (b) Allowances for Brisbane City Council, which are determined by a different body than other Queensland Councils, were increased by 2.5 per cent from 1 July 2022. (c) Under the *Local Government (General) Regulations 2015* (Tas), allowances are automatically indexed on 1 November each year in line with the annual change in the Tasmanian WPI.

⁴³ ABS (2022d).

⁴⁴ ABS (2022f).

⁴⁵ RBA (2022b), p. 59.

In June 2022, the Tribunal increased the values of the basic salary, additional salaries and expense allowances provided to Victorian MPs by 2.75 per cent from 1 July 2022.⁴⁶

On balance, the Tribunal has determined to apply an increase of 1.5 per cent to the value of the base allowance payable to each Council member from 18 December 2022.

While current and projected economic conditions, the financial position and fiscal strategy of the State of Victoria and some recent remuneration adjustments for comparable roles may warrant a larger increase, other wage considerations and the limited period of time that has passed since the Tribunal made the Comprehensive Determination serve to limit the increase.

A further annual adjustment for Council members must be made in 2023. In early 2023, the Tribunal proposes to issue notices of its intention to make annual adjustments to the values set in the current Determinations in relation to executives employed in public service bodies and prescribed public entities. The Tribunal also proposes to issue a notice of its intention to make the 2023 annual adjustment for Council members at the same time.

The Tribunal's annual adjustments in relation to executives employed in public service bodies and prescribed public entities are typically made in June, and take effect from 1 July each year. The Tribunal will seek submissions on whether the timing of the 2023 annual adjustment for Council members should be aligned with the timing of the 2023 annual adjustments for these other occupational groups.

The 1.5 per cent increase the Tribunal has determined to apply to the value of the base allowance payable to each Council member from 18 December 2022 will also be applied to the values of base allowances contained in the Comprehensive Determination which take effect on:

- 18 December 2023
- 18 December 2024 (Mayors and Deputy Mayors only)
- 18 December 2025 (Mayors and Deputy Mayors only).

Tables 3.2 – 3.4 set out the new base allowance values, incorporating the phased increases and 1.5 per cent annual adjustment rate.

⁴⁶ Victorian Independent Remuneration Tribunal (2022b).

Table 3.2: Values of Mayoral base allowances

Council allowance category	Value of base allowance from 18 December (\$ per annum)			
	2022	2023	2024	2025
Category 1	77,933	80,040	82,146	84,252
Category 2	100,637	103,357	106,078	108,797
Category 3	124,469	127,833	131,198	134,562
Category 4 – Melbourne City Council	248,941	255,669	262,398	269,125

Table 3.3: Values of Deputy Mayoral base allowances

Council allowance category	Value of base allowance from 18 December (\$ per annum)			
	2022	2023	2024	2025
Category 1	38,967	40,019	41,073	42,126
Category 2	50,319	51,679	53,039	54,399
Category 3	62,235	63,917	65,598	67,280
Category 4 – Melbourne City Council	124,470	127,834	131,199	134,563

Table 3.4: Values of Councillor base allowances

Council allowance category	Value of base allowance from 18 December (\$ per annum)	
	2022	2023
Category 1	25,147	25,851
Category 2	31,353	32,232
Category 3	37,565	38,618
Category 4 – Melbourne City Council	56,346	57,926

3.2 Remote Area Travel Allowance

As part of the Comprehensive Determination, the Tribunal increased the value of the Remote Area Travel Allowance by 10 per cent. This was consistent with the total increase applied to the base allowance for Councillors.

Consistent with this approach, and taking into account the legislative factors it is required to consider and the other factors to which the Tribunal has referred in determining the increase to the base allowance, the Tribunal has also determined to apply a 1.5 per cent increase to the value of the Remote Area Travel Allowance (rounding the daily rate to the nearest dollar, with a consequential effect on the maximum annual amount). From 18 December 2022, the Remote Area Travel Allowance will be \$45 per day for eligible Council members, up to a maximum of \$5,625 per annum.

3.3 Other matters

On 15 September 2022, following public consultation, Moreland City Council announced that it would be changing its name to Merri-bek City Council.⁴⁷ The name change came into effect on 26 September 2022.⁴⁸ As part of the 2022 Local Government Annual Adjustment Determination, the Tribunal has amended the Comprehensive Determination, and updated its website, to reflect this change.

3.4 Conclusion

This Statement of Reasons explains the Tribunal's considerations in making the 2022 Local Government Annual Adjustment Determination.

In October 2022, the Tribunal published notice of its intention to make a Determination on its website, including details about the proposed Determination and a summary of the matters it was required to consider. The Tribunal also gave any affected person or class of affected persons a reasonable opportunity to make a submission regarding the proposed Determination. The Tribunal received two submissions.

In accordance with the VIRTIPS Act, the Tribunal has determined to make an annual adjustment to the values of the allowances payable to Council members, taking into account a range of considerations including:

- current and projected economic conditions and trends
- the financial position and fiscal strategy of the State of Victoria
- recent remuneration adjustments for comparable roles
- the limited period of time that has passed since the Tribunal made its first Determination setting the values of allowances for Council members.

This Determination adjusts the value of the base allowance payable to each Council member by 1.5 per cent. This Determination also adjusts the value of the Remote Area Travel Allowance by the same percentage.

This Determination will take effect on 18 December 2022.

⁴⁷ Merri-bek City Council (2022).

⁴⁸ *Victoria Government Gazette*, G 37, 15 September 2022, p. 3871.

References



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——— (2022c), *Average Weekly Earnings, Australia*, May 2022.

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——— (2022e), *Labour Force, Australia*, November 2022.

——— (2022f), *Wage Price Index, Australia*, September 2022.

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Victorian Independent Remuneration Tribunal (2022a), *Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022*, Melbourne.

——— (2022b), *Members of Parliament (Victoria) Annual Adjustment Determination 2022*, Melbourne.

4.2 COMMUNITY ASSET COMMITTEES' HALF YEAR REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 8558

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 (CAC) 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 CACs in the last six months.

DISCUSSION

Chief Executive Officer Update

I have attended a variety of different meetings of Council's CACs 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.

Our CAC members perform a brilliant service to our communities. Their contribution to the health and wellbeing of communities is huge and without their passion, hard work and energy our community life would be greatly diminished. I enjoy working with our CACs and wish to express my admiration for their work.

I provide the following report in relation to the activities of CACs.

1 COVID-19 Update

With the lifting of COVID related restrictions the meeting schedules of our CACs has returned to normal during the latter part of 2022. This has meant that the work of the CACs in maintaining and improving our community assets is ramping up particularly as we see a return to the use of our recreation facilities and halls by our community members and sporting clubs.

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.

Community Asset Committee	Meetings held during the report period	Meetings scheduled advised
Alexandra Hall	14 July 2022, and 10 November 2022	23 February 2023
Buangor Community Sports Centre	13 July 2022, 9 November 2022, (AGM & Ordinary) 7 December 2022	8 February 2023
Elmhurst Public Hall	9 November 2022	8 February 2023, 10 May 2023, 9 August 2023; and 8 November 2023 (AGM & Ordinary).
Lake Bolac Memorial Hall	No meetings held.	No meetings scheduled.
Maroona Recreation Reserve	5 September 2022 (AGM)	No meetings scheduled.
Mininera Recreation Reserve	1 September 2022, and 24 November 2022 (AGM)	No meetings scheduled.
Moyston Public Hall	8 November 2022 (AGM)	1 February 2023
Pomonal Hall and Recreation Reserve	11 October 2022, 2 November 2022 and 8 November 2022	1 February 2023
Streatham Memorial Hall	No meetings held.	No meetings scheduled.
Tatyoona Hall and Recreation Reserve	14 June 2022, 27 September 2022, and 5 October 2022 (AGM & Ordinary)	Meeting to be held in February 2023.
Warrak Public Hall	6 June 2022, 5 September 2022; and 7 November 2021 (AGM)	Meeting to be held in February 2023.
Westmere Hall	No meetings held.	No meetings scheduled.
Wickliffe Recreation Reserve	No meetings held.	No meetings scheduled.
Willaura Memorial Hall	4 August 2022, 6 October 2022 (Ordinary & AGM); and 1 December 2022.	2 February 2023
Willaura Recreation Reserve	14 July 2022, 11 August 2022, 7 September 2022, 6 October 2022 (AGM & Ordinary), 16 October 2022, and 12 December 2022	No meetings scheduled.
Yalla-Y-Poorra Community Centre	20 March 2022, 7 November 2022 (AGM)	No meetings scheduled.

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

Governance

A review of the Community Asset Committee Governance Manual was conducted mid-way through 2022. This was completed and forwarded to all Community Asset Committees in August 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. Capital Works Programs

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

- **Buangor Community Sports Centre \$270,000**
This project is to undertake renovation and extension of the Buangor Recreation Reserve kitchen. Design work has been completed and quantity surveyed costing has been provided. This was undertaken at the height of the COVID related materials shortages and cost “blowouts” meant that the pricing was significantly in excess of budget. It was agreed to defer the work to allow the market to regain some equilibrium before going to tender.
- **Lake Bolac Complex \$218,000**
This project is to renovate the kitchen at the Lake Bolac Complex for use by the golf club and facility hirers. Council engineering staff have been working with Golf Club members to develop a suitable design. This work is nearing completion.
- **Lake Bolac Hall \$20,000**
This project will 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 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. AN architect will commence activity with the Rec Committee to finalise design and establish a cost estimate. The Committee will then work with Council to lobby for State and Commonwealth Government funds to support the completion of the project.

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 funding are allocated in the current Council 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 2022.

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 4767/23

ATTACHMENTS

Community Asset Committee Meeting Minutes provided as Attachment 4.2

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT
MINUTES OF A MEETING HELD IN THE GUIDE
HALL AT 7:00pm 14/07/2022

WELCOME:

VICE.Chairman R.Cocu extended a welcome to members present.

PRESENT:

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

APOLOGIES

Received from Chairman W.Gason & M.Egan

C.Healy

That apologies be accepted.

K.Leggett

CARRIED

MINUTES OF MEETING HELD 12/05/2022

H.Gunstone

That Minutes of Meeting held

H.Lockland

12/05/2022 be taken as true

and correct.

CARRIED

BUSINESS ARISING OUT OF MINUTES:

NO ACTION ON THE FOLLOWING.

1. Heating for halls.

2. Replacement of large table Main Hall

3 Dummy Security Lighting -General Business

INWARDS CORRESPONDENCE:

N I L

OUTWARDS CORRESPONDENCE

1. To A.R.C, enclosing Minutes of last meeting held 12/05/2022

2 To A.R.C. Advice of A.G.M. for advertising.

3. To Mrs. K.Leggett – Congratulations on recognition for the
.....volunteer work in the community for a long period of time.

4...To Ararat Girl Guides – Mrs.K.Leggett requesting excess
... furniture be removed from Alex.Hall & Guide Hall as soon as
.....possible.

K.Leggett

That Outwards Correspondence

C.Healy

be approved.

CARRIED

Page 2.....

TREASURER'S REPORT:

Complete Financial Report of Income and Expenditure is attached which is the same as presented for the A.G.M. to Follow. Income down to \$5,919.68 with expenditure \$11,110.55 means \$5,190.87, loss Investment account Balance is \$43,996.84 which leaves \$49,996.84 total of funds available for further repairs or improvements.

J.Gunstone

That the Treasurer's
Report be received.

K.Leggett

CARRIED

GENERAL BUSINESS

Main Hall Floor - The yearly Deb Ball training is being held at another venue this year. Loss of income for this Committee but should preserve the new floor for a longer period of time.

Dummy Security Lighting

Quote has been received for these at \$69.95 and left in the capable hands of R.Cocu.

Guide Hall - Verandah Railing.

The northern end of the railing requires attention as this area feels unstable when leant against. Council workmen will be contacted to rectify the problem.

Collings St.Frontage Retaining Garden Edge/Water Puddle.

The paver/brick tiles at the end of this area are again broken away and need replacing with some strong cement or glue. This area is where the water lies continually and becomes slippery which could be dangerous. Another request for the maintenance people.

SET MEETING DATES for 2022/23

R.Cocu

That Nov. 10th 2022, Feb. 23rd 2023,

C.Healy

May 18th 2023, with July 27th 2023

Two(2) meetings including A.G.M.

CARRIED

There was no further General Business the meeting was declared closed at 7:38pm.

R.Cocu

Vice Chairman

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT.
MINUTES OF A MEETING HELD IN THE GUIDE HALL
AT 7:00PM THURSDAY 10/11/2022

WELCOME:

Chairman Wayne Gason extended a welcome to members present.

PRESENT:

R.Coco, C.Healy, M.Egan, K.Leggett, H.Lockland, W.Gason. & J.Gunstone.

APOLOGIES

H.Gunstone

C.Healy

H.Lockland

That Apologies be accepted.

CARRIED

MINUTES OF MEETING HELD 14/07/2022.

.K.Leggett

R.Cocu

That Minutes of previous Meeting held 14/07/2022 be taken as true and correct.

CARRIED

BUSINESS ARISING OUT OF MINUTES.

1. Table Tennis Room door difficult to open. Pad bolt and pad lock have replaced the door lock.
2. Security lighting (fake) Rob Cocu to report.
3. Replacement table for Main Hall. Dr.Harrison arranged a replacement which is very suitable and most appropriate.
4. Yearly Deb Ball training moved to another hall which solved the problem of hire of the main hall saving new flooring.
5. Collings St.frontage of Alex. Hall continues to have bad drainage and a further number of the retaining wall tiles are again loose.

INWARDS CORRESPONDENCE.

1. From Ararat Rural City enclosing Facilities Maintenance Grant of \$2,400.00 for 2022-2023.
2. From Origin Vic regarding our query as to the recent A/c Addressed as correct but the Tax Invoice for Ararat Bowling Club.
3. From A.R.C. Advising the Key System Upgrade of the Council owned buildings, to ensure greater security and monitoring of building access across the municipality.
4. From Ambulance Vic. Re Electrode Pad Expiry (In main OUTWARDS CORRESPONDENCE.
1. To Ararat Rural City enclosing copy of Minutes of Meeting together with Annual General Minutes held on 14/07/2022.
K.Leggett
M.Egan

That Outwards Correspondence be approved and Inwards received

CARRIED

10/11/2022

Page 2

TREASURER'S REPORT.
INCOME AND EXPENDITURE 12/05/2022 - 01/11/2022

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire Guides	\$950.00.	Power -Guides	\$290.54)
" " Badminton	\$440.00	Main	\$270.08) \$560.62
" " Trash & Treas.	\$325.00	Maintenance (Sec.Lights)	\$69.95
" "Suicide Prev'n	\$140.00		
Incorrect Pay In Error	\$417.00	Reversal Incorrect Pay In	\$417.00
Casual Hire	\$310.00		
Council Grant	\$2,400.00		
Bank Interest	.23		
<u>TOTAL</u>	<u>\$4,982.23</u>	<u>TOTAL</u>	<u>\$1,047.57</u>

BANK RECONCILIATION

Balance Carried Forward	\$5,640.92
Income	<u>\$4,982.23</u>
<u>TOTAL</u>	\$10,623.15
Less Expenditure	<u>\$1,047.57</u>
<u>TOTAL</u>	<u>\$9,575.58</u>

<u>TERM DEPOSIT ACCOUNT</u>	
Balance Carried Forward	\$43,920.31
Interest	<u>\$76.53</u>
<u>TOTAL</u>	<u>\$43,996.84</u>

Total funds available. **\$53,572.42**

Treasurer requested re-imburement of \$55.75- Postage & stationary
\$15.35, Disinfectant, rubbish bags, and toilet rolls \$40.40

R.Cocu
H.Lockland

That the Treasurer's Report be
received, and re-imburement
of \$55.75 be paid . CARRIED

Page 3

Page 3.....

10/11/2022

GENERAL BUSINESS.

HOLES IN MAIN HALL WALL

Repairs have been completed , paint is a good match– and blends in with the other finish.

WATER LEAKING FROM SKY LIGHT IN LADIES WASH ROOM.

Sec. reported on the damage the water is causing to the floor covering in the area, but the main concern is someone could quite easily fall and sustain an injury. The leak appears to be coming from around the skylight . On four different occasions I have mopped up approx 1/3rd of a bucket of water and arranged for one other group to clean the area one evening when a visiting group were using the facilities and I was unavailable. I have spoken to the maintenance workers about the problem and they don't think it can be repaired. Is it possible for a formal request to ascertain if a portion of the roof could be replaced , we have money for maintenance surely from the funds in hand we could employ a plumber or whatever tradesman is required for a successful job.

SPOUTING.

We seem to have grass growing in some areas of spouting. Who is able to clear/clean spouting, do we speak with the Council workmen or outside contractors?

K.Leggett
M.Egan

That a letter be forwarded to Council requesting attention be given to spouting cleaning, the skylight in ladies change room be replaced/repared and graffiti removed from north wall of Guide Hall

CARRIED

REMOVAL OF OBSOLETE ITEMS IN GUIDE HALL..

What can be discarded? Would it be possible to contact the various Units of Brownies, Guides and any other clubs which may have claim to the equipment,? as for many years this equipment has been left unattended and is taking up space in the store room. Who can be contacted to remove the goods. It is understood number of items will be removed in the near future.

AED REGISTER :ELECTRODE PAD EXPIRY DATE ALERT.

(defibrillator)

This unit is on the wall inside the Eastern entrance to the main hall. The Badminton Association applied for this unit through a Grant many years ago and has regularly maintained same. The person who attended to the machine has now retired and it is felt that the same maintenance will not be carried forward as before. We discussed the situation and it was suggested that the Hall Committee may be able to take over the unit, which is available should the need arise. This has been available to all user groups since the installation and maybe,we should have this unit maintained. It was handed to our Risk Officer R.Cocu to liaise with Ambulance Victoria and it then become the responsibility of this Committee in the future

NEXT MEETING DATE February 23rd 2023. 7:00pm

There being no further General Business the Meeting was declared closed at 8:15pm.....

W.Gason - Chairman

BCSC General Meeting- 13/7/2022

Open – 6:40pm

Attending – Alison T, John M, Rich D, Dan J, Josiah P, Melinda D, Mark D, Dr T Harrison

Apologies – Tayla F, Jodie S, Katie S, Mary B

Welcome to Country – Djab wurrung

I wish to acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present, and the Aboriginal Elders of other communities who may be here today.

Correspondence – NA

Treasurer Report – Rich reported \$39,335 at start of month with exp. and income now at \$43192 less \$5000 of which needs to come out for garden equipment from grant.

Items from Previous Minutes – (Moved – John Seconded – Melinda)

* Liquor Licence – Focus on compliance - 1 designated person at a time behind the bar & chain used to stop people gravitating into kitchen/bar area. **Everyone** – remind about compliance including fill out of book.

* Pizza oven fencing/guarding – spoke to Leigh today and he's going to inspect 9am Sunday morning to make a plan – **Dan**

* Andrew - Pavilion Extension – community feedback favours 'option 2', with a pitched roof with dark roller door. Further conversations to be had to Andrew & Council to finalise the project, so it can be put out to tender – Dr Tim advised QS has completed costing and its come in at \$576,000 – Dr Tim to talk to Council about the project and pricing to determine next steps. **Dr Tim to advise Alison**

* **Shade & Sails Blinds** - Installation is due for 3rd week of July – Not complete to date **Katie** Booked for install this Friday.

* **C&C Cool Room** – completed? - partially removed, speak Ben Fenn to arrange to remove rest this Sunday.

* **Cricket Club Rep** - Request for new Cricket Club representative. Apparently there is a lot of interest and Athol will follow up with some conversation. Athol / Mark . Chammo to stay on as president of CC, can have further conversation with Chammo.

* **Oval** - Quote to be supplied by council for cost of sand. Chops to spray the onion grass (complete), and then we need to maintain the mowing. Council is happy to assist where we can, once we know what is required. Potentially move towards getting Chops in once a year for spraying etc, for approx. \$800-1000, and we maintain it. – Rich spoke to Chops and can get away with 100tonne of sand. Obtain a quote for sand from Byron – Race course left over sand might be available. Start with quote from Ryan. Council may be able to help with carting **Dr Tim Rich**

* **C&C kitchen fridge** - Race Club got 8 new ones through a grant – look into grant. Mark has acquired approx. 12 fridges and they're in the C&C Mark Completed

* **Letter from Baird & McGregor Re: Alistair Brebner donation of \$5,000.00.** Solicitors haven't forwarded on the letter of thanks. A copy is to be dropped in their mailboxes. **Katie** Delivered by John. Completed

* **Town Water Tank** - Council to take over responsibility of tank & finalise paperwork from GWM. Once completed, quotes for C&C coach mural and available grants will be looked into. **Katie Dr Tim** Council has completed the paperwork & it has been returned to GWM. Waiting to find out what the next step is from GWM.

* **Committee restructure** - Potentially have a 'maintenance crew' – those who have expressed a willingness to help around the grounds. Less for the main committee to be doing. – Possibly get together Sunday morning as 'maintenance crew' **Rich/Mark**

- Need a list of those who may be interested in joining the main committee moving forward.

- Community meetings ("community conversations") – open to everyone to attend and discuss ideas/issues etc.

- AGM to be advertised widely

Move – Josiah Second – Mark

Agenda Items

Title	Discussion	Who is following up
Pavilion Extension Information	*Council will look into the septic and if the current system is sufficient with the new bathrooms	Dr Tim advised extension to septic

	<p>*Potential idea to move the fireplace to the west wall (where the current wood box sits). If we are to get a new fireplace (committee purchase or get a donation), there is a greater chance it can be installed etc within the extension works – this may include getting the hearth supplied and installed too. What do we want to do with this?</p> <p>*Flooring – Potentially have marine grade carpet or tiled squares to allow for easy replacement & durability. Otherwise possibly industrial vinyl planks (unsure if this will create an echo effect in the space).</p> <p>*External conduit access on north/east side of extension to enable power access to big shed.</p>	required and heritage permit issue to be worked through.
Tennis Club Insurance	Annual invoice from <i>Tennis Victoria Association</i> for \$605 has been sent through to Rich for payment by July 20 th .	Paid
New cleaning roster	New roster to be circulated. Katie not on, as she did a double week last roster.	Sent
Tayla – stood down	Tayla has stood down from the committee. She had put her position out to the wider school staff/community to see who would be able to take her place, but got no support. Is having Dan/Josiah as a BCSC & school link enough?	
Sally Peacock BPS	Community dinner idea. Committee support the idea, details to be confirmed.	
Send off for Schwabby	Went well – provide a thank you to Steve and payment for food. Schwabby was over the moon by the event.	Mark to ask Steve for \$ amount
Machinery Auction	Commission from machinery sale to be chased up. Could be about \$5k	Rich
Black and white stool	Committee happy to cover cost of \$100 for recovering.	
Mower	Beaufort Golf Club mower may be available – follow up to determine what it is	Alison

Meeting closed 8:25pm

Next meeting – Wed, August 17th @ 6:30pm

Working Bee Jobs (orange indicated what will be focussed on at next working bee)

- *Cricket Shed Tank stand to be created (Josiah and John to complete)
- * Clean under C&C
- * Burn pile near big shed
- * C&C bar doors
- *Mowing/spraying/weeding etc.
- * Clean out big shed
- *Trees to be cut
- *C&C Landing screen
- * C&C windows -re paint/varnish (nth side especially)

Community Dates to be mindful of...

- * Pavilion Booking – Sunday, August 14th – deFegely family

Future points to discuss...

- * Working Bee – wait for a couple of weeks

Pavilion Extension Notes... (provided to Council & Andrew during meeting on June 14th)

- * External power access to enable power to big shed.
- * External painting
- * Septic – will existing system suffice?
- * Solar Panels
- * Floor covering for whole building
- * Replace wood heater? New harth? (Gason's to donate?)

AGM Minutes – positions for 2022/2023

Chair – Dr Tim Harrison

Open – 6:55pm

Welcome (Alison Pitcher) – Welcome to Country.

President – Josiah Pitcher (Nominated by everyone). Elected

Secretary – Katie Sanford (Nominated by John). Elected

Treasurer – David Gregg (Nominated by John). Elected

Committee Members:

Present - Jodie Simpson, Mary Brennan, John McGrath, Dan Jess, Marcus Cuthbertson (on block – all re-elected)

Absent – Tim Webby (new member)

Standing down – Melinda Draffin, Alison Tonkin, Rich de Fegely, Mark Dyer

Treasures Report (Passed – John. Seconded – Dan)

***Opening (Aug 2021)-** \$17,00.00 approx **Closing (Nov 2022) -** \$35,000.00 approx

Closed – 7:15pm

BCSC General Meeting- 9/11/2022

Open – 7:15pm

Previous Minutes – (Move – Josiah Second – Mary)

* Pavilion Extension –Council have not backed the \$576k. Options are to scale down project or get a QS in 6 months to see if prices come down and then go to tender. Put on hold for time being. Dr Tim can hold funding already available of \$270k. **Dr Tim** **Alison** Ongoing

* Oval -\$30/tonne landed for sand required. No senior cricket here this year. 250 tonnes required for whole oval for really good outcome. 100-150tonne would do reasonable job. Start at pitch and work your way out to accommodate juniors first. Committee agreed with 100-150 tonne proposal when dryer. Would have to be mown every week, a good maintenance regime required. **Dr Tim** **Rich** Ongoing.

* Sally Peacock BPS - Community dinner idea. Successful event. Plans to be held 2-4 times across the year.

* Send off for Schwabby - Mark to ask Steve for \$ amount Ongoing.

* Machinery Auction - Commission from machinery sale to be chased up. Could be about \$5k **Rich** Ongoing.

* Mower - Beaufort Golf Club mower may be available – follow up to determine what it is **Alison** Not available.

* Black & White stool - Does \$100 seem reasonable (too cheap)? Who will get \$ to Jane **Dan** Ongoing

* 2022-23 Volunteer Grants – EOI submitted. Potential grants of \$1,000 - \$5,000. EOI not submitted

* Maintenance crew - Possibly get together Sunday morning – waiting for things to dry out. Ongoing.

* Schooners - Get a quote from Thomas Catering in Ballarat and purchase a few to try. **Dan** Stick to current pots.

Agenda Items

Title	Discussion	Who is following up
Fireplace	Lee (Bricklayer) to come and put bricks up on either side of fireplace. Bill to be finalised once job is complete.	Dan
Sheep Drive	Nov 27 th If pick up is needed, please let main contacts know. Flyer to be created & circulated.	Katie
Christmas Function	Sun, Dec 18 th . Everyone to bring a sweet & salad. Committee to provide meat/bread. <i>Save the Date</i> to be added on the bottom of the Sheep Drive flyer. John to organise Santa. Andre & Sally to donate lolly bags?	Katie
Access Keys	New locks are being installed by Council. Request for main doors at both buildings to have the same key. Names given to Council for who is to have keys.	
Flood Info Session	Council event to be held at the Pavilion on Fri 18 th Nov, 9:30-11am.	

Meeting closed 7:50pm

Next meeting – Wed, Dec 7th @ 6:30pm

Community Dates to be mindful of...

- * Nov 27th, Sunday - Sheep Drive
- * Dec 18th, Sunday – Xmas Party

Working Bee Jobs (orange indicated what will be focussed on at next working bee)

- | | | |
|---|---|---------------------------|
| * Cricket Shed Tank stand to be created | * Clean under C&C | * Burn pile near big shed |
| Mowing/spraying/weeding etc. | * Clean out big shed | * C&C bar doors |
| C&C Landing screen | * Trees to be cut | spraying |
| * C&C windows -re paint/varnish (nth side especially) | * old Fridge from Kitchen to be removed | |

Future points to discuss...

- * Community meetings (*“community conversations”*) – open to everyone to attend and discuss ideas/issues etc.

BCSC General Meeting- 7/12/2022

Open – 6:45pm

Attending – Josiah P, Dan J, John M, Jodie S, Marcus C, Mary B, Tim W

Apologies –Katie S, David G, Dr Tim

Welcome to Country – Djab wurrung - Mary

I wish to acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present, and the Aboriginal Elders of other communities who may be here today.

Correspondence –

- * Potential C&C Bookings – Robobank Function Feb 14 or 15th. 40th birthday on April 29th. Jodie following up
- * Kitchen registrations have been approved for the next 12 months. A copy is in both buildings.

Treasures Report – (see additional page) (Moved – Jodie Second – Mary)

- * Outstanding invoices - \$4500 from Oct wedding (Jodie following up) & \$1800 Mark Dyer (Katie/Rich following up)

Previous Minutes – (Moved – John Second – Mary)

- * Black & White stool - Does \$100 seem reasonable (too cheap)? Who will get \$ to Jane. Ongoing Marcus to follow up
- * Fireplace - Lee (Bricklayer) to come and put bricks up on either side of fireplace. Bill to be finalised once job is complete. Leigh to collect \$1300 from Jodie at the pub.
- * Sheep Drive – Event feedback? 50 sheep + donations. Total yet to be finalised/advised. Well supported event. Special thanks to the Pilgrims from the donation of 10 sheep & Turk and Katie for catering. John to send letter of thanks to the Pilgrim's
- * Access Keys – New locks installed by Council. 9 access keys across various users. katie has 2 spares that only access Pavilion or C&C, to be given when individual venue is hired.
- * Christmas Function – see general meeting minutes.

Agenda Items

Title	Discussion	Who is following up
Xmas Party	- Sun, Dec 18 th . 4pm start. 5:30 Sausage Sizzle for kids. 6pm Santa visit & shared dinner to begin. 7pm Live music (Tim) Everyone to bring a sweet & salad. Committee to provide meat/bread. Turk & Katie to organise & cook meat. John & Tim to organise Santa & getting him to the Pavilion via golf buggy. Andre & Sally to donate lolly bags. Jodie to decorate space & co-ordinate lolly bags. Katie to create & circulate flyer. John to print & give copy to Alec & Dot.	
Back Room	-potentially get storage units once back room is cleaned up. Possibility of removing the oven in the kitchen space and adding bins, small cooker & steamer, for easier use of space. Sell the oven? -cricket equipment – can this be moved to the cricket shed rather than be in the back room? Tea/coffee etc okay to stay. Need more communication with the cricket organisers.	David
Outdoor Blinds	Damage has occurred to one blind at an unknown point in time. This particular blind is prone to having people walk into it and should be up most of the time. There is a light near it that also needs fixing. Jodie to talk to Adam about cameras.	Jodie
C&C clean up	-cool room to be removed - still under the C&C in pieces. -Josiah suggested a 3 month action plan to clean out the stables properly. -Jodie suggested employing a cleaner for the C&C – possibly monthly?	Josiah John
New Bins	Council supplying 3 of each new bin (hopefully for each building!). Additional bins will be at our cost. Waiting to find out if we can continue to use our current yellow lid & red lib bins, despite them being larger. Inside bin – potentially get a new bin that help with segregating recycle/rubbish/glass.	Katie

Meeting closed 8:15pm

- * Dec 18th, Sunday – Xmas Party
- * C&C Booking - Robobank Function Feb 14 or 15th
- * C&C Booking - 40th birthday on April 29th

*Cricket Shed Tank stand to be created	* Clean under C&C	* Burn pile near big shed
*Mowing/spraying/weeding etc.	* Clean out big shed	* C&C bar doors
*C&C Landing screen	*Trees to be cut	* spraying
* C&C windows -re paint/varnish (nth side especially)	* old Fridge from Kitchen to be removed	

- * Community meetings ("*community conversations*") – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Cricket Oval revamp

Profit and Loss

Buangor Community Sports Centre
Inc

For the period 9 November 2022 to
5 December 2022

Account	9 Nov-5 Dec 2022
Opening Bank Balance	\$36,124.03
Trading Income	
Drink sales	2,018.00
Interest Income	0.28
Other Revenue	1,998.00
Total Trading Income	4,016.28
Gross Profit	4,016.28
Operating Expenses	
Bank Fees	62.43
Bar expenses	4,163.66
Licences, fees & registrations	400.00
Light, Power, Heating	950.28
Repairs and Maintenance	400.00
Water	466.88
Total Operating Expenses	6,443.25
Net Profit	(2,426.97)
Closing Bank Balance	\$33,697.06



MEETING MINUTES

Committee of Management: **ELMHURST HALL**

Date of Meeting: **WEDNESDAY, 9 NOVEMBER 2022**

Time of Meeting: **7.30pm**

Venue: **Elmhurst Public Hall, High Street, Elmhurst**

Present:-	Margaret Rivett
Chairperson:	
Minute taker:	Jean Penna
Committee Members:	Alan Peacock (AP), John Rivett (JR), Shirley Lockhart (SL), Russell Preston (RP) Donald Milne (DM)
Council Officers:	
Apologies:	Dr Harrison, Christine Preston, Elise Tucker
Quorum Failure Time:	<input type="checkbox"/> Yes If no, Failure Time: <i>A quorum shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.</i>

Conflict of Interest Declarations:	CAC Members: Council Officers:
Confirmation of minutes of the previous meeting	That the minutes of the previous meeting of the Elmhurst Hall Committee held on 10 AUGUST 2022 be confirmed. Moved: SL Seconded: AP Outcome: CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Rabbits	To be monitored		Ongoing
Thomas Catering	Invoice amendment = \$711 variance Extras for stainless steel cupboard.	SL	

Moved SL Seconded JR

That the business arising out of the Previous Meeting report be received.

CARRIED

Item: Secretary's Report			
Correspondence – Inn			
Discussion – List Correspondence	Action Items	Responsible	Due
Letter from Ararat Rural City	New hall lock system	Marg R	
Kay Cocking	Bereavement thank you		
Correspondence – Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
Kay Cocking and family	Sympathy card	JP	

Moved

That the Secretary's report including correspondence be received.

CARRIED

Item: Treasurer's Report			
<i>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.</i>			
Discussion	Action Items	Responsible	Due
Gas bottle \$130, Origin Energy \$183.41 GWM Water \$7.24, Elgas rental \$83.60 Thomas Catering (stove racks) \$295.40 Cleaning Sundries \$92.04	Balance \$11,362.24	SL	

Moved SL. Seconded JR. That the Treasurers Report be adopted.

CARRIED

Item: Sub-Committee/Working Group Reports (if any)			
Sub-Committee & Discussion	Action Items	Responsible	Due

That the Sub-Committee/Working Group Report be adopted.

CARRIED

Item: Agenda Items			
<ol style="list-style-type: none"> 1. Maintenance Undertaken (standing Agenda item) 2. Facility Good Governance implementation (standing Agenda item) 3. 			

Discussion	Action Items	Responsible	Due

That the Standing Agenda Items Report be adopted.

CARRIED

Item: General Business			
Discussion	Action Items	Responsible	Due
WORKING BEE	19 NOVEMBER, 9 am	MR	
STOVE STILL TO BE CONNECTED		MR	
DISHWASHER TO BE CONNECTED		MR	
GAS BOTTLE - connection to be adjusted	Peter Martin – plumber	MR	
GAS BOTTLES TO BE IN STEEL MESH CAGE	Council	MR	
FRONT DOOR LOCK – KEY PAD SYSTEM	Council	MR	
LARGE TV REQUIRES LAPTOP LINK	Council	MR	
CLEANER'S ROOM IN TOILETS -			
- Lock barrel to be changed	Council	MR	
GAS BOTTLE COSTS	New supplier/prices sought	JP	
POSITIVE COMMENTS RECEIVED -	Presentation/condition of floor, toilets		

Moved MR, seconded JP

That the General Business Report be adopted.

CARRIED

Next Meeting: ANNUAL GENERAL MEETING
14 NOVEMBER, 2022
7.30 pm

Forward meeting dates: List for next 12 months

- FEBRUARY 8, 2023
- MAY 10, 2023
- AUGUST 9, 2023
- NOVEMBER 8, 7.30 pm ANNUAL MEETING & GENERAL MEETING

Meeting closed 8.20 pm

Minutes to be forwarded to Council's Governance and Administration Coordinator within 14 days of meeting.

CONFIRMATION OF MEETING MINUTES:

To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted at the next meeting of the Committee.

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:



Ararat Rural City

MEETING MINUTES – SAMPLE TEMPLATE FORM 5

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

Committee of Management: Mininara Rec Committee
Date of Meeting: 1.9.22
Time of Meeting: 7pm
Venue: Mininara Rec

Chairperson:	<u>Garry Meek</u>
Minute taker:	Name: <u>Sharon Meek</u> Signature: <u>Sharon Meek</u>
Present:	<u>Les Meek, Phil Meek, Dr Tim Harrison, Conna Wilson, Linda Carrs, Jono Box, Judy Paterson, Sharon, Garry Meek</u>
Apologies:	<u>Justin Lister, Danny Cameron, John Box Sr.</u>

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.

Confirmation of Minutes of Previous Meeting:

Mover/Seconder Linda C & Jono Box
That the minutes of the previous meeting (insert date) be received and adopted.

CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
<u>Jono discussed new mower. Very happy with purchase. Sprinkler sold to Jake Gelly.</u>	<u>Trustine to invoice smu \$2,500 for mower</u>	<u>Robbers</u>	

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.

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: Garry Meek 9/9/22

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

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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 \$4000	Dr Tim advised lighting improvement	skill	
Judy Cronin	the agenda & we have been forgetting waiting for further grants		
Lighting improvement grant			

Mover/Second

That the correspondence be received.

Conna Wilson, Judy Parverson

CARRIED

Treasurer's Report

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

Item: Treasurer's Report

Discussion	Action Items	Responsible	Due
Income \$23,877.06			
Expenditure \$13,975.55			
Surplus \$9901.51			
Balance - last meeting \$25,347.57			

Mover/Second

That the Treasurer's Report be adopted.

Phil Meek, Jono Box

CARRIED

Adjourned Business

Adjourned business takes precedence over all other business.

Item: Adjourned Business

Discussion	Action Items	Responsible	Due
Justine suggested investing \$5000 into deposit at 3%			
for a minimum of 12 months with West Pac.			
All agreed.			

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

Meeting Date Minutes are confirmed:

Garry Meek

Chairperson Signature & Date: 9/4/22

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Sub-committee/Working Group reports (if any)

Item: Sub-Committee/Working Group Reports

Sub-Committee & Discussion	Action Items	Responsible	Due

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
water connection. - from pipeline to Rec			
Garry spoke with GWM. A \$3000			
connection fee will be required.			
Tim advised council would provide finance.			
Rec would pay annual rates, starting with			
3 meg per year.			

General Business

Item: General Business

Discussion	Action Items	Responsible	Due
Scrap metal. Garry & Danny have			
spoken to Grain Corp. Renu shed for \$1			
Pay a security bond of \$1500 and also			
insurance of \$20 million.			
Admin fee \$300 legal fees to draw up			
contract. Garry to speak again to scrap			
metal man & Grain corp to determine			
whether it would still be a			
profitable venture.			

Next Meeting:

Date:

Time:

Venue:

Meeting closed at: 8pm

Forward meeting dates:

-
-
-

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

Meeting Date Minutes are confirmed:

Craig Meek
Chairperson Signature & Date: 9/6/22

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Christmas Party to be held again.
this year; organise a date at
next meeting.

Hinda C requested an outdoor tap
at the netball courts (external)
Canna suggested running a pipe from
toilets to court & adding a lock
(cover) a tap. Jono B suggested one
at football sheds as well.

Jono B commended Matt Elliot, our
local electrician (Elmatt) for upgrading
and maintaining our lights around
the club & netball sheds

Codroom - Jono suggested we clean
our & switch off codroom during
summer, as there is mould forming
on the ceiling. Perhaps in Jan.

Hot water system - No gas. Canna
said Elgas were to replace big
bottle which was empty & our of date
so hopefully that is why the hot water
was playing up.

Jono B to apply for a \$10,000
wind tower grant. Dr Tim suggested
contacting Jessie Frawley for council.

Taro B expressed disappointment with the result of the oval and Brad McLean's management.

Dr Tim will organise with Trevor Prid from council to discuss with Taro B, Tony Lester & Nick Burn what can be done to rectify the problem.

Taro B also suggested painting the social rooms to brighten the vibe.

The group discussed asking some new members to join the rec committee such as

Lynsey & Jan Forbes
Jo Read
Ange Mc Craw.
Charles Beddoes.

Garry paid tribute to Len Meek who sadly passed away in August. He had been a loyal and diligent member of the Rec Committee for a least 50 years and will be greatly missed in the area.

Meeting Closed - 8 pm.



Ararat Rural City

Mininera Recreation Reserve

Income	\$ Amount
Trading Receipts- De Beri hire	3250
Grants (Government/Corporate) ARCC \$4000 & \$2818.75 Turf	6818.75
SMW Rovers Rec dinner	920
SMW Rovers hire fee	2598.31
Scrap metal	6790
Sale of sprinkler	3500
Total Income (A)	23877.06

Expenditure	\$ Amount
Turf	2818.75
Power	2305.47
ARCC Rates/water	684
UPI Water filtration system - Kitchen	2667.33
New mower	5500
Total Expenditure (B)	13975.55
Surplus (A minus B)	9901.51

Balance as at last meeting 16th November 2021 = \$25,347.57
Currently \$35,249.08

Assets	\$ Amount
Cash in hand or in the bank	27719.08
Value of the Stock on Hand	
Amounts owed to debtors	
Property, equipment, furnishings	
Investments (eg. Term deposits)	
Investment for Asset Replacement	
Total Assets (C)	27719.08

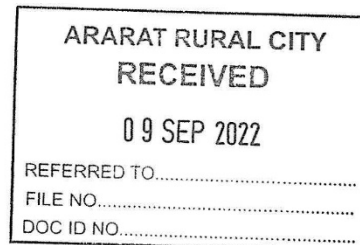
Liabilities	\$ Amount
Amounts owing to others (Creditors)	
Loans (outstanding balance)	
Provision for Asset Replacement	
Total Liabilities (D)	0
Equity (C minus D)	27719.08

1 September 2022 FINANCIAL REPORT

Recreation Reserves and Public Halls Governance Manual – Annual Financial Report Template

Version Date: 24 April 2012

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POMONAL PROGRESS ASSOCIATION INCORPORATED A0004649W
ABN 52567736368
C/O Post Office POMONAL VIC 3381

PRESIDENT: Jill Miller
SECRETARY: Jenny Keir
Email: pomonalprogress@outlook.com

Ordinary Meeting Minutes (Amended 24/10/22)

Tuesday 11th October 2022: 5:30pm, Pomonal Hall

Description	Outcomes & Assignments	Person reporting
1 ATTENDANCE	<p>Attendance: Jill Miller (Chair), Dee Kelly (Treas), Jenny Keir (Sec), Alison Bainbridge, Neil Macumber, Anthea Nicholls, Donna Newell, Andrea Shelley, Martin Purcell.</p> <p>Apologies: Lyn Martin, Dave Harris, Patricia Alves, Karen Colyer, Lisa Ashdowne, Darryl Tonkin</p>	Secretary
2 MINUTES	<p>Motion: That the minutes of meeting held on <u>Tues 13th Sep</u> are a true and accurate record.</p> <p>Moved: Neil Seconded: Donna Carried</p>	Secretary
3 AGENDA Changes?		Chair/Sec
4 CORRESPONDENCE	<p>Selected Correspondence for meeting – see separate list IN:</p> <p>OUT:</p> <p>Motion: That correspondence be received.</p> <p>Moved: Alison Seconded: Anthea Carried</p>	Secretary
5 TREASURER'S REPORT	<p>Treasurer's reports tabled</p> <p>Motion: That all accounts listed for payment in <u>reports dated 12th September Revised & 11th October 2022</u> be approved, that those accounts already paid be ratified and that the Treasurer's Reports as presented be received.</p> <p>Moved: Dee Seconded: Lynne Carried</p>	Treasurer
6	REPORTS	
6.1 Market Report	<p>See Market Report previously sent.</p> <p>Issues discussed:</p> <ul style="list-style-type: none"> An "inflexible" stallholder who is not happy with site or parking arrangements, has been informed of market guidelines and of their right to make a direct complaint to the PPA committee. We discussed whether the requirement for stallholders to be double vaccinated was still warranted given that it was not a requirement in any other setting and was preventing some stallholders from returning. The committee agreed it was no longer justifiable. The onus is on individuals keeping themselves safe with mask-wearing etc. <p>Motion: that market guidelines be amended to remove the requirement for double vaccination by stallholders and volunteers. This guideline can be reviewed if necessary according to changes in government regulations.</p> <p>Moved: Alison Seconded: Anthea Carried</p> <p>Action: Alison to amend market guidelines</p>	<p>Alison/ Market team</p> <p>Action: Alison</p>

	<ul style="list-style-type: none"> Tim McDougall is eager to hear our plans regarding the Pomonal Village Market Business Strategy. As volunteers have been busy with many other commitments we have not had the opportunity to discuss fully. It was agreed to hold a meeting on 10 January specifically to discuss and plan the next steps for our market. We will let Tim McD know and add him to the mailing list for PPA minutes. <p>Action: Alison to let Tim McDougall know we will be meeting to discuss the market business strategy in January.</p> <p>Action: Jenny to add Tim McDougall to our PPA minutes mailing list</p>	<p>Action: Alison</p> <p>Jenny</p>
6.2 Resilience & Community Dinner 17 Nov	<p>(i) Our application for the \$5,000 FRRR Nutrien Ag grant was successful!</p> <p>We can go ahead with arrangements for the community dinner. Jill is looking at options of giant toys for the oval, maybe an animal from the zoo.</p> <p>Jill reported that Tim Harrison offered backup funding from ARCC. Although now we don't need it. We are very appreciative of Council's support.</p> <p>(ii) See notes from resilience meeting.</p> <p>One idea being investigated is setting up a central contact point where people can ask for help via e.g. a closed Facebook page.</p>	<p>Jill/ Resilience</p>
6.3 Newsletter	<p>Another great issue. Anthea received an email from Tim Harrison congratulating us on our newsletter and how it reflects our vibrant community.</p> <p>An article suggested for the next issue is ideas for creatively using our old bins.</p>	<p>Anthea/ team</p>
7 BUSINESS ARISING		
7.1 Pomonal Power Sparks Project 21st Oct	<p>Sparks Project – BREAZE is arranging a meeting for Pomonal to receive info/results from Sparks Project on the feasibility of a community battery. It will help resource us to take ideas and info back for discussion in our community. The meeting will be part zoom – we need to get the audio working on the Hall TV.</p> <p>Action: Anthea will ask Moya (ARCC library tech person) to show us the audio visual set-up.</p> <p>Martin suggested he ask two of his contacts to attend – both electrical engineers – to help us make sense of the info/options. We thought this an excellent idea.</p> <p>Action: Martin check if his contacts can attend.</p>	<p>Dee Pomonal Power Grp</p> <p>Action: Anthea</p> <p>Action: Martin</p>
7.2 Resilience/CAP Road safety/ Youth	<p><u>Step 2. Resilience framework & CAP review .</u></p> <p>We are currently focusing on the CAP priority of Road Safety. See item 7.1</p> <p>We will come back to Youth Engagement when we have more time.</p>	<p>Jill/Members</p> <p>Jill</p>
7.3 PPA Communic Workshop Feb 2022	<p>Planning for Community Communication Workshop. So far, 3 groups have expressed an interest in being involved:</p> <p>Barb, Hall Committee; Lynne, Church; someone from the school</p> <p>Facilitator – the suggestion of Noelene Gratton will be followed up</p> <p>Action: Jill to contact suggested facilitator.</p> <p>Action: Jill & Jenny continue to contact community groups</p> <p>(Option: RRC Grant up to \$10,000, closing 29/1. frrr.org.au/funding/place/src-small-vital/ or ARCC Community Support Grant?).</p>	<p>Jill/Jenny Members</p> <p>Action: Jill</p> <p>Jill & Jenny</p>
7.4 Streetscape/ Maintenance	<p>Wildflower Rd – overgrown with invasive Kunzea. ARCC has been very responsive and contacted Anthea to discuss how best to proceed. They have started clearing the vegetation.</p>	<p>Anthea</p>

<p>7.5 Petyan Wildflower Walk 17 Sept</p>	<p>Although heavy rain cancelled the walk, the back-up plan – with entertainment & info art etc at the Hall & at Barneys - went really really well. We now have a template for future years (hopefully with better weather), and maps & leaflets which can be used for other purposes e.g. the Native Wildflower Show.</p> <p>Well done Team!</p> <p>Parks Vic offered to be involved next year and possibly waive the fee (for use of Millers Creek). Dee & Anthea will send Parks Vic a copy of the report when completed.</p> <p>Action: Dee Anthea – do budget/report & send copy of report to ParksVic.</p> <p>Dee suggested that a leaflet dispenser could be put next to the EV charger at the Hall so people can do the Wildflower Walk while waiting for their car to charge.</p> <p>Action: Andrea to take the suggestion to Hall Committee to discuss with ARCC</p>	<p>Walk Team</p> <p>Action: Walk Team</p> <p>Action: Andrea</p>
<p>7.6 Picnic Tables</p>	<p>Supplier has requested progress payment of \$4,000 for work to date (steel frame). Work will be completed (timber top & seats) once ARRC assist with installation of steel frame – in about 1 month. We agreed to request half the total funds from Hall Committee now, so they can respond at their next meeting.</p> <p>Motion: That PPA forward a progress payment of \$4,000 to Pomonal Industrial services.</p> <p>Moved: Lynne Seconded: Anthea Carried</p> <p>Action: Jenny to forward details to Dee for bank transfer.</p> <p>Action: Jenny to write to Hall C'ttee requesting 50% \$ contribution of total</p>	<p>Dave via Jenny</p> <p>Action: Jenny/Dee Jenny</p>
<p>7.7 Hall Matters</p>	<p>Garage Sale 19 Nov. People can have a stall at the Hall for free or have a garage sale at home by registering.</p> <p>An ARCC library Click & Collect Dispenser has been delivered to the Hall. People can collect & return books outside of the Visiting Library hours.</p>	<p>Andrea</p>
<p>7.8 Painting</p>	<p>"The Peaks" painting – Andrea reported they hoped to have the painting hung after discussing at Hall Committee's next meeting in November.</p>	<p>Andrea</p>
<p>7.9 Indigen-ous cultural awareness</p>	<p>Planned for Mar/Apr 22. Results from our Expression of interest in the Dan Tehan volunteer grant are not yet known.</p> <p>Jenny & Jill can gauge other community groups' interest when we ask them about community communication workshop.</p> <p>Action: Jenny & Jill to gauge interest from other community groups</p>	<p>Alison/Dee</p> <p>Action: Jenny/Jill</p>
<p>7.10 Road Safety /</p>	<p>(Notes from last meeting's Movement & Place Study discussion with Michael Bailey & Angela Daraxoglou are still to be done).</p>	<p>Jill/Jenny</p>
<p>Movement & Place Study</p>	<p>Jill spoke with Tim Harrison who was also disappointed in the lack of local input to the study. He has been invited to our next meeting to discuss how ARCC & PPA can get some input and move it along.</p> <p>Our Road Safety Survey has been distributed via the post office/shop & via contact with community & business groups. Surveys are due to be returned by the <u>end of October</u>. 26 replies have been received to date.</p> <p>We may need to remind households/ individuals to return them.</p> <p>Action: Put reminder sign at shop? Reminder in Newsletter?</p>	<p>Action: Jill/Jenny Newsletter team</p>
<p>7.11 Public transport</p>	<p>Next steps/community meeting? We will put this on hold until we can give this issue the time it deserves.</p>	<p>All members</p>

7.12 "Parked" Items - carried over	<ul style="list-style-type: none"> Assets Reg/Shelving - Waiting for shelving, & Hall garage sale, then working bee, finish assets register. Electric car idea – Dee Support for NSW Flood - awaiting response from Uki Comm'y Hall C'ttee - Jill. ARCC Tunnel Road Loop Track Project – on-going Tunnel Road Wildflower list – on-going Millers Creek – JLG plans – on-going Mosaic columns plaque – awaiting delivery 	
8	GENERAL BUSINESS	
8.1 Bins	<p>Andrea spoke with John Matthews, ARCC. The new bin system has been a big logistical exercise. Many residents have questions about the changes. A Council contact number will be put in the next newsletter.</p> <p>A letter was tabled received from elderly long-term resident Bev Grace requesting to opt out of the system as she was unable to manage dragging multiple bins up and down her long gravel driveway.</p> <p>Andrea reported that ARCC has not offered an opt-out system e.g. for older people who cannot manage the bins.</p> <p>On the plus side, the new bin-collecting trucks are smaller and can access more secondary roads, giving some residents rubbish collection for the first time.</p> <p>Action: ARCC bin contact to be put in next newsletter</p>	<p>Andrea</p> <p>Lynne/Anthea</p> <p>Action: Newsletter team</p>
8.2 Donation - Church Carols Night 11th Dec at Hall	<p>Request from Pomonal Uniting Church for donation for music for Carols night.</p> <p>Motion: That PPA donate \$300 to Pomonal Uniting Church to help pay for the Stawell Brass Band and Russ Kellelt to perform.</p> <p>Moved: Jenny Seconded: Alison Carried</p> <p>Action: Lynne/Donna to give Dee details of bank account/or cheque for payment</p>	<p>Action: Lynne/Dee</p>
8.3 ARCC Environment Consultative	<p>Martin & Anthea – are attending a meeting with ARCC tomorrow night and will report back at next meeting.</p>	<p>Martin/Anthea</p>
8.4 Damaged pipes in Millers Creek	<p>Anthea reported that pipes in Millers Creek had been damaged from recent heavy rain, that she had rung Parks Vic and was eventually put through to Halls Gap. She was asked to send an email which she did. Millers Creek is hard to get action on.</p>	<p>Anthea</p>
MEETING CLOSED: 7pm	<p>NEXT MEETING:</p> <p>Time: 5:30pm, Tuesday 8th Nov Venue: Pomonal Hall</p>	

Pomonal Hall and Recreational Reserve Asset Committee Minutes for 2nd November 2022

Time and date	Date and time 2nd November 2022
Chairperson	President: Barb Venn
Location	Pomonal Hall
Attendees	Richard Flecknoe, Simon Freeman Rachel Whittaker Andrea Shelley
Apologies	Dr. Tim Harrison and Claire Evans
Acknowledgement of Country	"I begin today by acknowledging the Djab Wurrung and Jardwardjali people, Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present and acknowledge that sovereignty was never ceded"
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>Minutes from previous meeting: Moved: Simon Freeman Second: Barb Venn</p>

Item	Description	Action	Moved	2nd
1.	<p>Unfinished Business arising from previous minutes:</p> <ul style="list-style-type: none"> CFA fittings for water tanks at the hall ARCC- septic maintenance plan, bollards, new exit doors, assistance with hanging art in foyer, new swing for playground arrival update, Fibro cement window sill, outside windows to be cleaned, Deck steamed cleaned <p>Committee discussed the following:</p> <ul style="list-style-type: none"> Shed space allocation for Community groups APS GG library cupboard issues is ongoing and for further discussion 	<p>Dr Tim Harrison made an apology for the meeting. Some of the items for discussion with him have been answered in emails from Olivia Cleary ARCC. The following will be attended to/ commenced in November:</p> <ul style="list-style-type: none"> Hall exit doors to be replaced with standard fire doors, a new key system will be put in place, bollards for the side of the Hall grounds to be installed, new swing for playground, art picture to be hung in Hall foyer. 		

	<ul style="list-style-type: none"> Acoustic solutions to be ongoing as ideas are hard to find for a workable result. Acoustics in the meeting room are satisfactory. Iaimiga design studio proposal for Pomonal Hall grounds has been approved for by the ARCC and payment assistance given Committee is waiting for a quote from Lisa Ashdowne re Honor board restoration No Volunteer grants applications have been done. Grants will be looked for in 2023. 	<ul style="list-style-type: none"> The Hall deck will be steamed cleaned when weather improves and Pomonal mens shed will be asked to stain the deck following this. Items not answered by Olivia have been sent to Josie Frawley to forward to Dr Tim Harrison for his review. After the Garage sale on the 19th November 2022, Hall shed space will be allocated to APS Grampians Group, Pomonal Progress Association, Mixed bunch and Pomonal Hall committee, 	
2.	<p>Correspondence in and out</p> <p>Most Actions to be discussed in General business</p> <p>For September and October :</p> <ul style="list-style-type: none"> ARCC- Discussion of- Dr. Tim Harrison Replies to enquires- Master plan payment Rubbish bin system, Click and collect locker, weather station, relationship with Cricket club, new key lock system, public liability requirements for all bookings Hall bookings: public and community enquires, photos of events, garage sale for November Hall maintenance and supplies: new shelving offer, Enquiry from local person re Bottle filling station at Pomonal Hall, email sent to GWM Community groups: request to clean their space in the sheds and notice of garage sale. PPA - Interest in joining their Communication in Pomonal meeting Enquiry re ARCC plan for bin covers Iaimiga design project accepted 	<p>Late correspondence was from VEC re booking the Pomonal hall for the Victorian Election on November 26th 2022.</p>	
3.	<p>Correspondence out:</p> <ul style="list-style-type: none"> Hall bookings forms sent,; Dwelp, Innerii sound and Massage, Mens shed, APS GG, Jallukar, Tai chi Email vote for Hall shelving offer to committee Iaimiga design studio project confirmed. Communication attempts with Cricket club 		
4.	<p>Finance Report.</p> <p>Motion: " That the financial statements for the previous months be ratified and all accounts approved for payment"</p> <ul style="list-style-type: none"> Bookings invoice procedure and payments outstanding Hall running costs update 	<p>Moved: Barb Venn</p> <p>Seconded: Simon Freeman</p> <p>Richard presented the report. There are a few outstanding Hall bookings still to be paid. Andrea and Richard to follow this up.</p>	2nd
5.	<p>General - New business</p> <ul style="list-style-type: none"> Hall user agreements 	<ul style="list-style-type: none"> Hall user agreements were discussed and agreed to be sent to community groups. 	

- **New key lock system form and Bin allocation form**
- Garage sale, Saturday 19th November, date for clean up of sheds
- Shelving units to be placed and when
- Picnic tables installment with ARCC assistance
- The condition of the old wooden benches and repair possibility update
- Laimiga design studio dates of first meeting to be decided.
- Purchases needed for catering - large soup stockpot 7-9 litres,
- Projector to be purchased and be included in hall hire, if required or APS GG have offered for their one to be used for community groups - no charge and for others, a donation
- Bookings for Hall - Public Liability insurance for all bookings
- November : Tai chi, PPA, Grampians Womens health AGM
- Bookings for December Church Christmas event, no fee for this ??
- Internet issues at large gatherings,
- Communication with Cricket clubs- how to proceed as attempts been made with no response,
- Request for water filling station for bottles to be put in grounds of Pomonal Hall
- Hall cleaning: local interest to do this, rate and procedure to pay, could this be added as option to Hall hiring fees,
- Click and collect locker on the deck information
- Bin covers for Hall grounds, ARCC to design or PHC
- Cleaning needs: Storage of mop and bucket, inside or outside, window cleaning equipment.

Meeting closed at 2045 hr.

- The new hall fire doors and key lock system will be installed in November, a list with committee members names and other people representing regular users of the hall was compiled and will be sent to ARCC
- Hall sheds are being organised and cleaned before the Garage sale .Advertising for this has begun with Alison Bainbridge, There have been a few interested people booking a space for this. After this event shelving units will be placed in the shed for use,
- David Harris has contacted ARCC with a plan for installing the picnic tables when weather improves and the ground dries.
- The old benches will be inspected by committee prior to Garage sale re-selling or repairing.
- Email to be sent to laimiga design for a meeting on the 13th December 2022 to start discussions on the Hall master plan project. At the PPA resilience meeting on the 17th November, committee members will set up a small, informal display of the Hall grounds area and ask community people ideas on what they would like to see around the Hall grounds to connect the area and use areas for different activities.
- Bookings for the hall were discussed and further discussion with ARCC to be had by Andrea to further clarify Public Liability insurance needs.
- Local church are holding Christmas carols at the Hall, committee agreed for this to be a free community event.
- Ideas for communication with the Cricket club were discussed. Contact was made on 3/11/22 with Lockie Green
- Keith and Pam Ward have offered to be Hall cleaners, Committee will offer them \$50 per hour and work to be done will be further discussed.
- Storage of mops etc was discussed, this will continue .
- Purchases for items for the Hall, Internet issues, water filling station, use of library locker, and bin covers to be discussed at next meeting.
-

Your action record

Item	Action	Deadline	Person responsible

Your notes

POMONAL PROGRESS ASSOCIATION INCORPORATED A0004649W
ABN 52567736368
C/O Post Office POMONAL VIC 3381

PRESIDENT: Jill Miller
SECRETARY: Jenny Keir
Email: pomonalprogress@outlook.com

Ordinary Meeting Minutes Tuesday 8th November 2022: 5:30pm, Pomonal Hall

Description	Outcomes & Assignments	Person reporting/ Action
1 ATTENDANCE	Present: Jill Miller (President), Dee Kelly (Treasurer, A/g Secretary), Patricia Alves, Lynne McKinnon, Martin Purcell, Anthea Nicholls, Andrea Shelley, Donna Newell, Dave Harris, Karen Collyer, Lisa Ashdowne, Darryl Tonkin Apologies: Jenny Keir, Alison Bainbridge, Lyn Martin, Neil Macumber	Secretary
2 MINUTES	Motion: That the minutes of meeting held on Tues 11th Oct are a true and accurate record with one amendment – Lynn McKinnon was an apology. Moved: Martin Seconded: Donna Carried	Secretary
3 AGENDA	No changes	Chair/Sec
4 CORRESPONDENCE	Selected Correspondence for meeting – see list forwarded before meeting Motion: That correspondence be received. Moved: Dave Seconded: Martin Carried	Secretary
5 TREASURER'S REPORT	Treasurers report needs to be reviewed – had some issues doing Nov report. Newsletter letter money - \$9 deposited. Invoice for Picnic Table progress payment - \$4,000 paid. Grant funds for resilience community dinner - \$5,000 received. Noted error on previous Treas report 11 Oct – receipt book \$5.50 not \$5.00 Will provide reports for October & November at AGM, and End of Year report.	Treasurer
LCIS & other Insurance	Motion: Martin to get another quote for Insurance for PPA. Pay present policy that is due for renewal (\$1,357.44), PPA can cancel LCIS policy if new quote comes at a better price and same coverage. PPA meeting approved for Martin to have copy of present policy as talking with an insurance company on the 9/11/2022. Moved: Darryl Seconded: Donna Carried	Action: Martin Dee
6	REPORTS	
6.1 Market Report	Market Report – Verbal report November Market cancelled due to weather & wetness of grounds around hall. January PPA meeting will be a meeting only to look at Farmers Market Plan and make decisions. Jill has been working on the documents for the meeting. Patricia is very excited and wants to be involved – has put her hand up. We need to inform Tim McDougall of this meeting so he is aware that PPA and the Market Group are moving forward with progressing the Farmers Market idea. (JK confirms Tim has been added to PPA minutes mailing list). Action: Market team, Jenny	Alison/Jenny Market ACTION: Market team Jenny

6.2 Resilience Community Dinner 17 Nov	<p>Music, Health/family violence info, Directory update, parking will be supervised.</p> <p>Thanks to Anthea for a beautiful poster.</p> <p>Could PPA members please drop off any flowers/ greenery that you can spare from your gardens to the Hall around 10am on Thurs 17th. to decorate the Hall</p> <p>Re the pie warmer for pizza slices - Karen thinks she may have access to one. (Note since the meeting Karen has confirmed she has).</p> <p>Several people at the meeting have volunteered to help set up and take down and Daryl has said he could bring party lights and a ladder - thanks to all Volunteers to set up 10 am – volunteers to pack down.</p>	Jill/ Resilience
6.3 Newsletter	<p>Anthea asked for any feedback – Brilliant and Really good. Members very happy with the Newsletter.</p> <p>Looking for ideas for the Back Page.</p> <p>Donna and Lynn are working on Local History and are looking for information on the Tennis Club.</p>	Action: Members Anthea/ Team

7

BUSINESS ARISING

7.1 Pomonal Power	<p>Sparks Project results outcomes. Reported in the newsletter main outcome: big battery not the solution to Pomonal energy reliance.</p> <p>Martin has had further discussions with Tim Harrison re report and what can be done with the report information – to improve the uptake of solar and improve community reliance re energy needs.</p> <p>Due to the present ADHOC way the grid has been set up – transformers overheat, due to increased power usage and bidirectional (the way power travels). Poles and wires not able to take solar</p> <p>To upgrade – cost is a disincentive for Powercor, from the report Powercor are in breach of the code at present with black outs.</p> <p><u>Work being done to take to the community:</u> plan for Roll out in 6months.</p> <p>Pilot Project to Rewire Pomonal for solar – set the standard for other communities.</p> <p>To involve Community, ARCC and AUSNET, solar installer and sales, Federal and state funding organizations (grants for project management and household solar packages)</p> <p>Pomonal Power is Presently formulating a proposal that rethinks the whole way the community will access power.</p> <ul style="list-style-type: none"> - Costing for a standardized solar and battery system - Encourage %100 up take – it will be zero-dollar cost for households. Grants and low-cost loans. - Encourage businesses uptake solar and battery package - New builds – council to provide guidelines and incentives for solar and battery as part of the pilot project - Ausnet looking for projects - Every street to have an EV charger (examples of this already happening) – need to increase EV chargers as we are a main tourist destination. 	Pomonal Power Grp
7.2 CAP Review/ Road Safety	<p>Road safety Survey outcomes/next step? Survey to be correlated (46 replies) – overall, the community believe all 5 survey questions are important for Safer Roads in the community. Have had a good response.</p> <p>See also Item 7.9 Movement & Place Study.</p>	Jill/Members

**7.3 Communic
Workshop Feb
2022**

Communications workshop February – have facilitator and number of groups in Pomonal on board. Jill applying for a grant.

Jill/Dee/
Jenny

Dee added the following information for discussion at Dec meeting:

Request for Quote: Communication workshop for the Pomonal Community.

Could you provide quote for:

Meeting with you to discuss and decide plan for workshop. Why do we need formal, quick and effective channels of communication in Pomonal? Who will be involved? How do we get organisations involved?

workshop times 9.30 - 12.30 lunch break 1 - 3 pm.

Date: what dates would you be available in February, March or April.

Report and Recommendations from workshop.

Could we organise a zoom meeting with PPA or do you have a template that we can fill out that can assist with working out the aim of the workshop.

Quote from Noelene Gratton

1. ZOOM Meeting to discuss and plan workshop	1 hr	\$130
2. Workshop	5 hr	\$650
3. Develop report & recommendations from workshop.	2 hr	\$260
	Sub Total	\$1230
	NFP Discount 20 %	\$ 246
	Total	\$ 984

Happy to discuss any of this with you. Please let me know if you have any questions. My current availability (which is fast booking up) is:

25/26 Feb; 4/5, 25/26 March; 29/30 April

Action: Dee to contact facilitator and request extra information need for submission writing.

**Action:
Dee**

**7.4 Streetscape/
Maintenance**

Work being done on Wildflower drive – is a big mess. Community members concerned about mess left, concerned work will not be finished.

Newsletter information to community members – how they can report issues

Dave will talk with Jason Cleary- New works manager.

**Action:
Newsletter
Team
Dave**

**7.5 Petyan
Wildflower
Walk**

Wrap-up report/budget from Anthea will be ready for next meeting.

Walk Team

7.6 Picnic Tables

Due to the floods – the works Crew are repairing bridges. Dave speaking with Jason Cleary on the 9/11/22 – for update when picnic tables can be installed. Change of supervisor has also delayed installation.

Progress payment made. 50% has been requested from Hall Committee.

Dave

**7.7 Hall
Matters**

Garage Sale 19 November - sheds cleaned, School clean shed.

Cupboard in meeting room also sorted – PPA, market and Grampians Group.

New Key system for hall – it will be a PIN code, codes supplied by council, planned to be in place by February.

New fire doors for hall – have the bar to unlock doors – November 14.

Deck cleaned.

The Peaks painting is to be hung and picture rails, November 14.

Andrea

**7.8 Indigenous
cultural
awareness**

Expression of Interest for Dan Tehan Grant – PPA are on the list of successful applications.

Jenny/Alison
/Dee

	It has gone to the next stage and then a Grant application will need to be done if our expression of interest is successful.	
	Email will be sent to Alison and Dee as the contacts.	
7.9 Movement & Place Study	Tim Harrison still waiting for Report from Vic Roads the Movement & Place study. Tim unable to attend meeting tonight had council meeting.	Jill
7.10 ARCC Environment Working Group	second meeting – 6 people on the working group and Tim Harrison. The Group will be working through Environmental Strategy Paper developed in 2010 By Jane Marriott – what are the priorities and focus for the ARCC. Suggest all PPA members look at the document.	Martin/ Anthea Action: Anthea Members
	Action: Anthea to send link to document.	
7.11 "Parked" Items - carried over	<ul style="list-style-type: none"> Assets Reg/Shelving - Waiting for shelving, & Hall garage sale, then working bee, finish assets register. Electric car idea – Dee Support for NSW Flood - awaiting response from Uki Comm'y Hall C'ttee - Jill. ARCC Tunnel Road Loop Track Project – on-going Tunnel Road Wildflower list – on-going Millers Creek – JLG plans – on-going Mosaic columns plaque – awaiting delivery CAP goal - Youth Engagement Public Transport – on hold until we have time. 	
8 GENERAL BUSINESS		
8.1 Drumming workshop	<p>Drumming workshop – requesting in Kind support.</p> <p>Request from event organisers for sponsorship of 10 places for youth in Pomonal to attend.</p> <p>\$30.00 for the workshop</p> <p>Jill – to follow up, are organising a Milkshake and chat with young people in Pomonal to see what they want in Pomonal. Youth Strategy – Resilience Plan.</p> <p>Also want PPA members to volunteer with putting on the event.</p> <p>Date the 21 January 2023</p> <p>Motion: In principle support given for funding for Youth to attend workshop.</p> <p>Moved: Lynn Seconded: Donna Carried</p>	<p>Lisa</p> <p>Action: Jill</p>
8.2 AGM & CAV	<p>Jill to see if Tim Harrison can come to PPA Dec meeting and AGM, hoping he could chair the election part of the AGM. We would also hope to talk with him about the Movement & Place survey and our road safety survey, including Dave's concern about the placement water filling point in Pomonal.</p> <p>Action: Jill to invite Tim Harrison to attend Dec meeting & Chair AGM election. Treas & Pres prepare reports, Sec do advert for AGM.</p>	Action: Jill
Christmas break-up	Members please bring light refreshments (food & drinks) to share on the deck at the Hall - weather and mosquitos willing.	Dee, Jenny Members
8.3 Candidate forum	Members informed of Candidate Forum, Ararat RSL 15 Nov 7.30pm.	Dee
MEETING CLOSED:	<p>NEXT MEETING AGM & XMAS BREAK-UP</p> <p>Time: 5:30pm, Tuesday 13th Dec Venue: Pomonal Hall</p>	



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: Tuesday June 14th 2022

Time of Meeting: 7:30pm

Attendance: C.Drum, B. Robertson, J.King, H.Astbury, A.Tucker, R.Bibby, D.Carter, R.McKay, K.Armstrong

Apologies: A.Brady, P.Hartwich, T.Harrison, I.Armstrong,

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 Past Minutes on 10.5.2022 circulated. Moved by D.Carter and seconded B.Robertson.

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
GMW WATER	Applied	C.Drum	In Progress
Grants	Split system netball rooms? Money in and just waiting on final quote from Stawell as prices have gone up since the netball grant went in. Committee decided to continue with Gary Lewis quote. 7W \$2929.00. Rest of grant money can be deducted off another bill from Gary. \$262 credit. Action needed to ensure split system installed.	J.King	In Progress
Fence on Netball Court	Adjourned to later	J.King	HELD
North End Fence Culvert on north end	North End levelling completed. Thankyou to A.Tucker. Fencing off area - west fence needed to be put up again. Culvert to be placed in later when GMW water comes through. Moved to Agenda item.	R.Bibby C.Drum B.Robertson A.Tucker	Earth moving completed
Oval Maintenance	Sand on oval. Needs to be a yearly job. Thankyou to R.McKay. Oval looking great.	C.Drum R.McKay	Completed
ARCC and asbestos of netball shed and any designs	What are we doing with this shed? K.Armstrong and B.Robertson have made contact with D.McDougall. Discussed possible alterations to make space workable. Quote to install - window in south end of shed – Scorers box - new door - shelving. No concrete as Builder thought that funds could be spent in a better way. A.Tucker wondered if too much asbestos. B.Robertson to discuss with builder again. Had been an issue with getting rid of bees in past.	B.Robertson K.Armstrong	In Progress
Savings Account	Treasurer to find out if fees are associated with opening new account. No fees and motion to be moved in meeting to open new account.	B.Robertson	Completed
Old Netball Shed	Quote from Hitchcock concreting Committee agreed that Concreting floor was not needed	B.Robertson	Cancelled

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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
No Correspondence			

2022 Hall Bookings:

26.2.22 Dick Reynolds

10.3.22 Gorst Rural

13.6.22 ARCC Budget Community Forum

20.06.22 Southern Farming 9am – 1pm Lisa Miller lmiller@sfs.org.au Ph:0488 600 226

23.08.22 Ag Communications 8am – 2pm Contact: Belinda Cay Belinda.cay@agcommunicators.com.au
Ph:0423295576

26.11.22 Election Day Friday to access Hall. \$400

Treasurer's Report

Financial report B.Robertson

Cheque Acc: \$49050.21

(See Appendix 1 Profit and Loss)

(See Appendix 2 Balance Sheet)

Treasurer discussed the following in detail to inform committee of current financial status:

Banking

- Current Bank account product is outdated. Bendigo Bank would like us to update our account, and signatory details. As a result, we may obtain some interest. Current signatories are Andy Tucker, Craig Drum, Jane King and Briony Robertson.
Forms were filled and copies of Licences were obtained for the bank to update records.

B.Robertson moved **Motion: To update existing account with new name. Business Easy Saver.** Seconded H.Astbury. All in favour.

Term Deposits – Treasurer had researched, and it was possible to open a new savings account to assign all fundraising donations for New Building. No fees associated in doing so.

- Grain Drive - Great response to the grain drive with donations from 2021/22 harvest. Good yields and higher grain prices have resulted in a significant amount of money.
As a result, B.Robertson proposed to committee to open a new account at the Bendigo Bank 'Asset Purchase & Facility Development Fund' to keep clear and transparent, the community money being donated and its subsequent use.

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In 2021 a Kubota Mower was purchased from this source, and we had a rollover balance of \$2064.77. With current 2021/22 Donations to date of \$43,954.38, this will take the balance of these funds to \$46019.15.

B.Robertson moved **Motion: To open account named Asset Purchase & Facility Development Fund. This account will be linked to our current account, and the same signatories will apply.** Seconded by K.Armstrong. All in favour.

Action: Once account is then authorised B.Robertson will transfer all fundraising donations to Asset Purchase & Facility Development Fund account. All in favour and agreed.

- Account Balance
Once the grain drive funds are transferred out, our everyday trading account balance will \$6451.06

Projects that have been large expenses –

- North End
JAK's contracting \$13, 250. Earthworks to the north end of the recreation reserve, leveling, stump removal and concrete/asphalt removal, also including installation of a drain along our entire west boundary to the north, and continuing the drain east down to meet the road. The septic lines were also buried, and carparking area levelled and gravelled to the north of the clubrooms making it a more useable space. Thank you to Andy Tucker for his time & equipment used in aiding this project – approx. 36.5 hrs, in addition his donation of the 6 loads of 40mm crushed rock from Western Quarries to complete the parking area.
- Sand was also another significant cost \$4840. The product was the only cost. The sand was spread on the oval to assist with surface structure. Freight was donated, as was the equipment and time involved in the spreading of the sand.

B.Robertson stated that these two projects have highlighted, and serve as a reminder of the generous donations of time and money that are made by community members behind the scenes, and more often than not, go undocumented.

Oval Maintenance

Rob McKay presented an invoice at the meeting for oval surface works undertaken by Brad McLean \$5700. This included sowing, spraying, fertilising and sprinkler replacement. The Tatyoon Cricket Club applied for a grant and were successful in obtaining the sprinkler component of the invoice.

Treasurers report moved by B.Robertson and seconded by R.Bibby.

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Adjourned Business

Sub-committee/Working Group reports (if any)

Agenda Items

Item: Agenda Items

1. Maintenance Undertaken (standing Agenda item)

Oval and Sand – R.McKay stated that invoice from Brad McLean for maintenance on grounds received \$5700. This dates back to last November.

R.McKay mentioned invoice included the following main works:

- Broadleaf spray
- Sprinklers \$1100– Cricket club received grant.
- Air rating sand
- Gypsum
- Urea
- Resowing

Now oval is set up for the ongoing wet weather and drainage is good. C.Drum thanked again R.McKay for the extensive work that he had done with the oval. Looking amazing.

Action: C.Drum and R.McKay will action discussing with Gorst and payment.

C.Drum has already spoken to Gorst and they are happy to continue supporting but we may have to contribute if extensive work is continually completed. Also Brad McLean now sourcing his products from elsewhere which makes it a little more difficult to invoice through Gorst.

R.Bibby happy to use the Oval Improvement Fund if need be through TFNC.

North end levelling

C.Drum again thanked A.Tucker for his work with John Kane. Committee discussed sowing area now with grass seed. Gorst will most likely help out.

Rec reserve will have to build new fence on west side for Doug Laidlaw and pay for materials.

Action: C.Drum will discuss with Gorst any left over seed Gorst may have. Also ask Jeoffrey Leloup if he would use his seeder and resow grounds. Also touch base with Doug Laidlaw about fence he requires on west boundary.

Committee discussed fencing off around church to stop children smashing windows.

Action: J.King to discuss with P.Hartwich about fence around church.

Gravel - Donated generously from A.Tucker. 6 loads of gravel as discussed in Treasurer report.

C.Drum again thanked A.Tucker for his tremendous work in helping to level the north end of the reserve and working with John Kane. He also thanked R.McKay for his on going work with improving the oval and drainage.

2. Facility Good Governance implementation (standing Agenda item)

3. Overall Maintenance of Grounds

Gas refills – B.Robertson asked question if we needed two 190kilo gas cylinders? \$240 each per year.

Discussion that we are not using as much gas in hall due to the new electric oven and no netball showers.

A.Tucker questioned if it was cheaper in long run to buy the cylinder out right?

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Action: B. Robertson to cancel one cylinder on invoice and discuss possibility of buying cylinder out right.

Collapsed tank – Action: J. King to discuss future plan with T. Harrison.

B. Robertson has quote for another tank approx \$3000.00

Lightbulbs – currently only 6 blown. However very costly to replace. \$480 each. TFNC had previously thought maybe more had blown but Barry Davidson had fixed tripped wires in light towers. Questions were raised over LED Lights?

Action: R. Bibby to contact Tristian Ritchie and see what his thoughts are as Lake Bolac had just upgraded to LED Lights.

R. Bibby stated that maybe we have to look out for grants through Stockyard wind towers.

Generator – currently borrowing Broadbents. C. Drum thanked Broadbents for the loan of this generator which ensured us to carry on. In the meantime, R. Bibby has taken old generator to Clayton to be assessed. \$260 to be assessed and then see if it is worth repairing. Hopefully find out in a week.

C. Drum thanked R. Bibby for generously donating his truck to transport broken generator to Melbourne, driving and fuel. Also thank you to R. McKay for working with Barry Davidson to rewire Broadbents generator and use of his telehandler to move generators. This has been a big job. Thank you to Barry Davidson for his prompt support to ensure we were able to run the generator and have lights at training again.

R. McKay thought we need to look at future plan for generator as they are extremely expensive.

To run our lights we need over 160KVA generator or bigger. Price tag \$50k plus.

Barry Davidson opinion was because we are single phased, generator was essential even if LED Lights were used.

T. Harrison had mentioned to J. King and C. Drum that Ararat Trotting tracks generator is not being used at the moment and could potentially be borrowed. Also T. Harrison had heard that there are many second hand generators not getting used currently in our shire and other shires.

R. McKay stated that this was quite urgent and needed attention as Broadbents will need their generator back.

Action: C. Drum to discuss with T. Harrison options.

Culvert – Committee agreed to hold off on laying culverts down in North End drain until GMW water pipeline came through as location may change.

Fundraising

C. Drum thanked the community for the huge donations we have received so far in grain. D. Carter stated because people have already donated through grain they might now need to see official plans before we offer 'buy and brick' fundraiser option. Committee agreed to continue Grain drive and wait until we had concrete plans before any other type of fundraising occurred.

General Business

Phase 1 of New development will be completed by ARCC.

J. King stated that she had spoken to T. Harrison and our project was still in his overall plan, even though there were major budget cuts. ARCC were hoping to have Phase 1 of the Tatyoon new build beginning by the end of the financial year.

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J.King discussed with committee that Tim Harrison had raised that pricing had at least doubled and a QS was vital in the planning of this project. J.King discussed that we just needed to be patient and keep fundraising as much as possible.

C.Drum discussed that he had been at the ARCC meeting Monday night at Tatyoon to discuss ARCC budget. He showed committee brochure received and discussed the main projects outline by council.

ACTION: J.King to continue to communicate with Tim to ensure PHASE 1 is moving forwards.

Next Meeting: Date August AGM and General Meeting Time: Venue: Closed: 8:45pm

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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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 the 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

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 Gorst for their guidance. Thanks to Gorst 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

Updated 5.10.22
HOW FAR HAVE WE COME?

TIMELINE

SEPTEMBER 2019 – Subcommittee formed to research other club facilities.
J.King, D.Carter and T.Brady.

NOVEMBER 2020 – Subcommittee researched other club Facilities. Bungaree was a stand out. Plans from Bungaree Football Club facilities obtained. Need to get 'Shovel Ready' and sell our story to ARCC.

APRIL 2021 – Draft plans drafted by Jon Wilksch – local builder/draftsmen and estimated costing. Approx. 1.2million

JUNE 2021 – Meeting with Axe Eastick to discuss possible design and ideas

JUNE 2021 – Meeting with Tim Harrison – Sold 'Our Tatyoon Story'

AUGUST 2021 – ZOOM forum Presentation of Powerpoint Slide 'Why Tatyoon needs a new Social Room/Facility.' Told community 'Our Story.'



1.2 Million approx. A costed design will be completed through architect.



\$150,000 to \$200,000
Community raise



ARCC contribution



Grant – Sports and Infrastructure
\$600,000 to \$800,000
grant

PHASE 1: ARCHITECT

A FORMAL ARCHITECTURAL DESIGN COMPLETED (OCTOBER 2022 TO BEGIN)

PHASE 2: QUANTITY SURVEYING CONSTRUCTION COSTS AND CONTRACTS

PHASE 3: BUILD

A PROJECT MANAGER WOULD BE EMPLOYED BY ARCC

PHASE 4: REPURPOSE OF CURRENT HALL

AS SUGGESTED IN MASTER PLAN REPORT IN 2016

Updated 5.10.22
HOW FAR HAVE WE COME?

OCTOBER 2021 – Motion Moved 'Committee then moved the following motion.

Moved 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.

NOVEMBER 2021 – ARCC TO SUPPORT THIS PROJECT. To confirm in minutes in March GM 2022.

DECEMBER 2021 – FUNDRAISING, CANOLA DRIVE \$25,000 APPROX SO FAR

JUNE 2022 - Fundraising account opened with Rec -Reserve.

OCTOBER 2022 – PHASE 1: ARCHITECT – ARCC TO COMPLETE

2023 - Once PHASE 1 AND PHASE 2 completed - BUY A BRICK \$500.00
DONATION

GOAL – END OF 2024 NEW SOCIAL ROOMS



Ararat Rural City

AGM MINUTES

FORM 8

Annual General Meeting of the Tatyoon Recreation Reserve Committee of Management

Date: Wednesday 5th ^{OCTOBER} ~~SEPTEMBER~~ 2022

Time: 8:21pm

Venue: **Tatyoon Hall**

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

C.Drum thanked the whole committee for their ability to work so well as a team and the support they have given. He thanked the Executive for working hard to ensure we are moving forwards productively.

Special thankyou to the following committee members who have worked on a few big projects in the past year:

Drain – Thanks to Andy Tucker who donated not only his telehandler but hours of in kind labour, as well as his own employees to ensure this project was completed properly. Thanks to John Kane whom Andy worked with to complete this project.

Generator – Thanks to Rich Bibby for organising to get the generator fixed. Donating his truck and time to take it to Melbourne and pick it up. Now in working order and waiting for Barry Davidson to install.

Grants – A huge thankyou to Karen Armstrong for the time and effort she has completed applying for grants in the last year. A wonderful job that takes a lot of time. Not only does Karen represent the Rec but also she has tried to combine grants for the main users of the reserve. This has enabled us to get more grants and form some unity between grants we are applying for, which will in turn benefit the whole reserve.

Oval – Massive thankyou to Rob McKay for the continued work he has completed to ensure the oval is looking its best. Huge effort and it's paid off. Looks the best it's looked. Letters to be written to Danny Cameron and Sam Heard for helping with the oval. Actioned by secretary Jane King

Power Pole Grant – Thankyou to Tom Vallance for helping in the investigation of this project. Also to Tristian Ritchie who made us aware of the lack of electricity we have at the reserve. This will be a massive issue if not addressed before the new building is built. Thanks to all involved in getting the quotes and grants together quickly so K.Armstrong could apply for a grant. We have applied for the Living local grant of up to \$49846. Great find a grant to fit this huge project.

Maintenance – Thanks to David Carter for continuing to ensure the problems are fixed at the hall and reserve. Top Job!

ARRC CEO - Thanks to Tim Harrison, for attending our meetings and being so approachable.

T. Harrison responded and stated he loves coming out to our meeting as this is where he sees the life blood of little communities. He enjoys working with communities and really enjoys being here and seeing especially our committee getting things completed and so passionate. He announced that his term has been extended for another 5 years.

All committee congratulated Tim Harrison on his extended term as CEO of ARCC.

C.Drum summarised Rec Committee as being a great team of people, hard working and getting things done. He acknowledged how he liked that everyone had a say and he felt privilege to lead such a great team of people.

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

Treasurers Report 2022

Our treasurer B.Robertson was an apology but sent this below report for President C.Drum to read out.

AGM Treasurers Report 2022

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

Income

Our Income has been strong. Donations received are again a significant figure this year. Again I would like to truly thank the community members who again contributed to our Grain Drive this year. We exceeded last years figure considerably with \$45,195, coming in before June 30th, and more has come in since. I would like to thank Craig Drum in his work for promoting the drive.

We received 66.77t in total which we sold to a value of \$45,195. We received 37.05t Canola, and 29.72t of Red Wheat. Again a big thankyou to the donors.

We also had donations from general users - Bob Phillips funeral and 'The fox' a truckie.

Facilities hire are the fees which each main user group pays annually to use the facilities. I feel the current hire fees we charge provide us with enough funds to meet our basic annual costs of electricity/gas/water/insurance/licences - approx. \$9600.

Current rates are: TFNC - \$7245, Cricket Club - \$3450, Tennis Club - \$805 - Totalling \$11,500
Increasing the hire fees has been floated and is up for discussion.

The facilities maintenance reimbursements of \$7316 was made up of \$6400 the contribution ARCC make to us as a committee of management to conduct basic general maintenance on our facilities.

and reimbursement from the TFNC for the scoreboard repairs and a One Office National account.

Expenditure

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.

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 and on occasion Sally Gallagher is asked to clean.

Consulting Charges were to Jonro Construction for preliminary social room plans

Electricity & Gas. Just a note re gas. We are going back to one bottle as we currently pay rent on two bottles and are not using a lot of gas. I have turned off one bottle, and when it is empty we will switch to the other bottle and I will ring Elgas and they will arrange collection of the empty bottle.

Halls facility & maintenance, the two significant costs was the levelling and drainage works completed by JAKs (John Keynes) - \$13250, and the sand \$4840. The balance is servicing of the coolroom and some plumbing supplies.

Insurance is for our contents

Licence Fees & registration is our annual statement to Consumer Affairs Victoria and food handling certificate

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

At June 30th our account balance was \$53,937.55

(NB: \$46,019 of which is grain donations from this year and balance of last years)

C. Drum to pass and move Treasurers report and seconded by K.Armstrong.

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

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

a) Chairperson/President

J.King nominated **Craig Drum** and seconded by D.Carter
REAPPOINTED

A. Vice Chairperson/President

C.Drum nominated **Andy Tucker** and seconded by A.Brady.
REAPPOINTED

B. Secretary

C.Drum nominated **Jane King** and seconded by D.Carter.
REAPPOINTED

C. Treasurer

J.King nominated **Briony Robertson** and seconded K.Armstrong.
REAPPOINTED

C.Drum stated that even though B.Robertson was an apology she had stated that she was happy to accept.

D. Risk Officer

C.Drum nominated **David Carter** and seconded by H.Astbury.
REAPPOINTED

E. Grants Officer

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

All in favour.

F. General Committee Members

C.Drum nominated

New member – Andy Laidlaw

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. 13 in total All ACCEPTED Moved by C.Drum and seconded by J.King.

Representatives from Major User Groups will be discussed at each groups next meeting and representatives will be communicated at next General Meeting.

10. Thanks to outgoing Committee of Management, if applicable

11. Special business

FEES

HIRE HALL

Hire of Hall Fees:

Hire of Hall Fee structure 2022 moving forward

½ day Hire (Day Time) = \$100

Hire of Hall to 1am = \$250

Hire of Hall after 1am = \$500

Meetings: -Charity / not for profit = No charge

- Commercial = \$200

Cleaning COST: \$100

A.Brady moved motion to combine charity and not for profit under one banner and no charge and other hire fees remain the same. Seconded A.Tucker

Everyone agreed that the other fees were working well. No need to change going forward

Discussion over Major Users annual Fees.

C.Drum stated that B.Robertson (TREASURER) recommended that the annual fees stay the same. Cricket discussion needed though.

Everyone agreed that cricket fee would stay the same even though no senior or u16 teams in 22/23 season but plenty of juniors.

R.Bibby stated that costs really don't change, we still have to maintain oval etc.

All agreed to leave fees the same except to change tennis to a round figure of \$900.

K.Armstrong moved motion for the Tennis Club fee to be \$900. Seconded by A.Tucker and backed up by President of Tennis club A.Laidlaw.

Both representatives thought the \$900 was fine.

FEES FOR MAJOR USERS 22/23 SEASONS WILL BE:

TFNC - \$7245

Cricket Club - \$3450

Tennis Club - \$900

C.Drum commented that B.Robertson had stated in her treasurers report that current fee structure would cover all bills going forward. All in favour.

Policies

1.Child Safe

2.Sun smart

K.Armstrong will action these policies to ensure they are current. They are needed when writing grants for all major users. These policies will be also adopted by all major users. Clubs need child safety policy not the Rec but it will be actioned by K.Armstrong. K.Armstrong will then send to all clubs to adopt. These policies will then be implemented in 2023.

Closure of meeting: 8:48pm

Funded by	Managed by	Project	Amount	Start date	End date
Grants applied for and awaiting notice					
DJPR Sporting Clubs	TCC- KA	Cricket	\$849.97	Announced Sept 22	
DJPR Sporting Clubs	TFNC- KA/BR	NetFit Clinic	\$4000	Announced Sept 22	
Nutrien	TRR- KA	Fencing old school ground	\$4000	Announced late Oct 22	
Living Local	TRR/TFNC-KA	Improve electrical supply to TRR	\$49846	October 2022	Plan 30/08/2023 (end2024)
			Total awaiting \$58695		
Recently Received grants					
FRRR	TRR- JA	Old school ground upgrade	\$8000	Sept 22	July 23 (not completed)
Vichealth	TFNC- KA	Walking group	\$3000	Jul 21	May 22
DJPR Sporting Clubs	TTC- KG	Tennis equip	\$754.5	Apr 21	Dec 21
DJPR COVID TFNC	TFNC- DS	Football and netball equip	\$1987.86	Apr 21	Dec 21
		Cleaning supplies			
DJPR COVID top up	TTC- KG	Tennis	\$1000	Oct 21	Oct 22
	TFNC- KG	TFNC	\$1000		
	TCC- KA/JB	TCC	\$1000		
Volunteer Grants	TCC- KA/GP	Sprinklers	\$3787	Sept 21	Dec 22
Community Hub	TFNC- JK	Split system	\$4000	Sept 21	June 22
ARCC	TFNC- KA/AB	Goal post pads	\$3000	May 22	May 22
		Total	Apr 21- Oct 22		
			\$27519		
Upcoming grants					
ARCC	TRR/TFNC/TCC	Oval upgrade		Awaiting ARCC confirmation of opening date	
FRRR		Rolling application rounds	Streams currently -Upto\$10,000		

Live Local/RDV		No future rounds planned as at 3.8.22	Streams currently -\$2000-\$20,000 ->\$20,000-200,000		
Ararat Windfarms		Not able to submit application			
Pacific Hydro		Change to bi annual funding		2023	
Unsuccessful grants					
Tennis Victoria		Door old netball/tennis shed	\$1800	Jun 22	

Other opportunities

AFL

Pacific Hydro

Cricket Victoria-need to have 10 girls registered

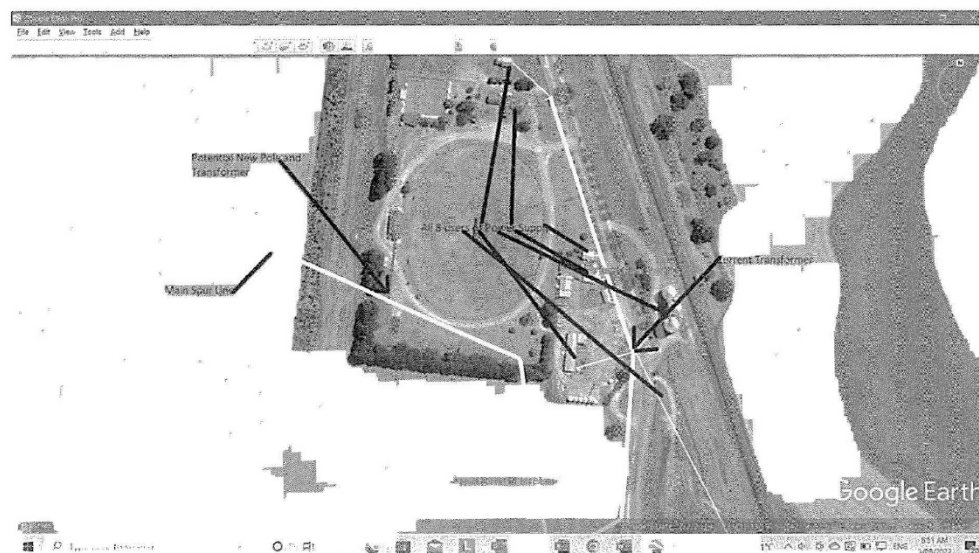
Notes to take to council – Jane King met Tim Harrison to discuss Powercor pole AUGUST.

Taty Footy Netball club decided to install 3 outside wall heaters. After installation we were unable to get them to work. After more investigation we found that there is not enough power at the Footy sheds to run the heaters.

Power supply for the rec reserve is supplied by a single-phase spur line. The transformer for this power supply is located next to the Weighbridge at Gorst Rural Tatyoon. This transformer powers Gorst Rural business, Gorst Rural House, GrainCorp (not in use), pump at rec reserve, CFA fire shed, then Travels Nth along Tatyoon Rd to then Supply the Church and then the Hall/ Rec (all of the Rec is supplied power from Fuse box mounted on the hall). Hence the lack of power.

It was also discussed with the electrician that this low supply of power is most likely the reason that the two cool rooms over summer shorting out. The last 2 summers has seen both cool rooms have had to be repaired at least 6 times each.

After speaking to powercor a new pole and transformer could be put on the spur line and hooked up to Footy shed (and hence all of Rec reserve). This would see a significant increase in the amount of power available to the Rec.





Ararat Rural City

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: Wednesday 5th October 2022

Time of Meeting: 7:05pm

Attendance: C.Drum, J.King, H.Astbury, A.Tucker, R.Bibby, D.Carter, K.Armstrong A.Brady, T.Harrison, I.Armstrong, A.Laidlaw

Apologies: B. Robertson, R.McKay

Zoom: P.Hartwich

Moved by R.Bibby and seconded A.Tucker

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 Past Minutes from June 14th 2022 circulated on 4.10.22. Moved by K.Armstrong and seconded A.Tucker.

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
GMW WATER	Applied - waiting for paper work. (See correspondence)	C.Drum	In Progress
Grants	Split system installed in Netball change room FRRR \$8000 – Received. This will be used for costs associated with levelling the north end of reserve.	J.King	Completed
	Nutrien Ag Grant – still waiting	K.Armstrong	In Progress
Fence on Netball Court	Adjourned to later	J.King	HELD
Pasture Seed for North End - Gorst Rural Supplies	Find some left over seed from Gorst and sow north end down	C.Drum R.McKay	Completed
Gas cylinder	Cancel one gas cylinder as not needed at hall.	B.Roberston	Completed
ARCC and asbestos of netball shed and any designs	What are we doing with this shed? Discussion points from last meeting in JUNE. K.Armstrong and B.Robertson have made contact with A.McDougall. Discussed possible alterations to make space workable. Quote to install - window in south end of shed – Scorers box - new door - shelving. No concrete as Builder thought that funds could be spent in a better way. A.Tucker wondered if too much asbestos. B.Robertson to discuss with builder again. Had been an issue with getting rid of bees in past.	B.Robertson K.Armstrong	In Progress
Savings Account Opened	Treasurer opened saving account named: Purchase & Facility Development Fund. This account will	B.Robertson	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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	be linked to our current account, and the same signatories will apply. All savings funds transferred now into this account. No fees associated with account. ALL FUNDRAISING WILL NOW GO STRAIGHT INTO THIS ACCOUNT FOR NEW BUILD.		
Church Fence	Thinking we need a fence around church. P.Hartwich wanted some more time.	P.Hartwich J.King	In Progress
Collapsed Tank	Discuss with ARCC A.Tucker discussed that there are tanks everywhere. Can we reduce? 1. reuse poly tank 2. Get rid of concrete tank C.Drum stated that we must have water in CFA Tank at all times. Other tanks are used for reserve. R.Bibby and A.Tucker will action and get a quote for tank.	R.Bibby A.Tucker	In Progress
Lights	Led lights as Lake Bolac have. Tristian Ritchies advice was that they are very expensive. Decided no action needed due to cost.	R.Bibby	NO action needed due to cost.
Generator	Generator fixed and R.Bibby will action to get Barry Davidson to install.	R.Bibby	In Progress
New Building	Continue to liaise with Tim Harrison re PHASE 1. (Move to General Business)	J.King C.Drum	

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: Grants Successful August FRRR	RECIEVED We were also successful in the FRRR strengthening Rural Communities Program grant, receiving \$8000 towards the earthworks.	K.Armstrong	
In: ARCC July 2022 In: ARCC July \$6400 Income Facility Maintenance. Letter to confirm.	Folder – Community Asset Committee Governance Guide. All forms needed inside folder	J.KING	
In: Ian Cooper 0438801284 ARCC rep. 4.5.2022	Phone call from Ian Cooper from ARCC to ensure our intentions for pipeline at the community reserve. J.King communicated that we were in favour of getting pipeline connection at Reserve. \$5000 connection. Point to boundary. Then its up to us where it goes. Dam / tank etc Tank 3 days storage minimum they are suggesting Paperwork to come from GMW WATER to sign up.	J.KING B.Robertson	
In: October – Powercor documents	Documents to sign for powercor.	C.Drum	In progress

Moved by R.Bibby and seconded by I.Armstrong.

2022 Hall Bookings:

26.2.22 Dick Reynolds

10.3.22 Gorst Rural

13.6.22 ARCC Budget Community Forum

20.06.22 Southern Farming 9am – 1pm Lisa Miller lmiller@sfs.org.au Ph:0488 600 226

23.08.22 Ag Communications 8am – 2pm Contact: Belinda Cay Belinda.cay@agcommunicators.com.au
Ph:0423295576

Mrs Phillips Funeral August. Kind donation from Geoff Phillips.

Future Bookings:

24.10.22 Marcus Oldham

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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23.11.22 ARCC GMW Water
26.11.22 Election Day Friday to access Hall. \$400

Treasurer's Report

Financial report B.Robertson

B.Robertson (Treasurer) an apology but she asked C.Drum to read out her Treasurer's Report.

Current Trading Account Balance \$22,716.12

Savings Account: Balance \$100,880.76 *This savings account has been opened to manage donations for buildings and infrastructure expenditure*

Apologies for not having a P&L, As I have setup a new savings account and updated the old account, I had setup the accounts in Xero but not updated the bank feeds for the new account which take 10 days to process. Thus its still processing. Sorry. Will have these sorted and present transactions at next GM.

Current Trading Account Balance \$22,716.12

I did experience a small cashflow issue through July. The ARCC annual funding along with the TFNC annual hire fee and a \$1000 donation from Gorst has seen the account move to a healthy position.

Thank you to Karen Armstrong for her time and extensive work in applying for numerous grants. Although not through the rec books, we were successful in obtaining the grant for the split system in the netball/tennis changerooms. It is fantastic and a welcome addition. We were also successful in the FRRR strengthening Rural Communities Program grant, receiving \$8000 towards the earthworks.

I have no outstanding accounts as at 3rd October. Gas – annual charge & both bottle fills, electricity & Country Lawns (Brad McLean) have all been paid.

A second account – Savings Account has been opened to manage donations for buildings and infrastructure expenditure

Balance \$100,880.76

This figure is made up from the Grain Donations AND we had a significant anonymous cash donation of \$50,000 which has effectively doubled our savings. Fantastic base to grow from and certainly an incentive to be working harder towards a result.

General Discussion Points

Fundraising idea – community clearing sale. Committee agreed to wait until PHASE 1 COMPLETED before anymore fundraising. Grain drive will continue over summer.

Oval costings projection. C.Drum to action with R. McKay to form a budget.

Relevance of the Oval improvement Fund?? To be discussed next meeting when we have a budget.

Netball/tennis courts resurfacing – B.Robertson would like it noted when looking at costs, surface in small spots is back to concrete. Will need to be addressed in the next 5 years. J.King will action to put resurface of Netball courts on Reserve 5 year action plan.

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C.Drum moved the Treasurers report and seconded by J.King.

Adjourned Business

Sub-committee/Working Group reports (if any)

n/a

Agenda Items

Item: Agenda Items

1. Maintenance Undertaken

ARCC fixing all door handles. A.Brady suggested maybe we get pull shut door locks. J.King to action. Pump fixed at the rear of hall. Rat had chewed through wires. Thankyou to D.Carter for organising for this to be fixed.

2. Facility Good Governance implementation (standing Agenda item)

J.King to action food governance check through new portal.

3. New building and plans for old building (Move to General Business)

4. Working Bee – 13th October 2022

General Business

GRANTS MATRIX – Thankyou to K.Armstrong who has put a Grants matrix together so we can track upcoming grants and ones we have applied for. Please see (Appendix 1.) Grants Matrix.

K.Armstrong stated that approximately \$30k worth of grants has come in over the past year. She stated the importance of having current policies to add to applications which she stated she is working on. Ability to use in kind labour to reduce costs has significantly decreased. Grants are now looking for cash donations.

NEW POWER POLE /POWERCOR

Our big grant we have applied for is through Living local as seen on Grant matrix of \$49k to fix electricity supply to reserve.

C.Drum stated that basically we do not have enough power supply for all the facilities on the reserve. This is why we have been seeing ongoing problems with the coolroom and other equipment. C.Drum was able to get a quote through powercor and this was used in the application process. J.King met with Tim Harrison to discuss our position and ARCC supported us with the application for the grant.

New pole needed due to location and titles. See map Appendix 2. Powerpole location

We will find out by the end of October if we were successful. Actioned by K.Armstrong and C.Drum and they will contact Tim Harrison to sign powercor information when we know we have been successful.

T.Harrison discussed solar battery Grants – committee will review solar later.

Hopefully we can use ARCC local grant to help once again sand oval and maybe look through cricket Australia for more grants.

C.Drum again thanked K.Armstrong for her extensive work she has completed.

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NORTH SIDE OF RESERVE:

C.Drum stated that we basically have had a great tidy up on north side.

Drain is now working a lot better with levels

Easy maintenance now.

Next autumn to sow down with pasture. Graze out in between times.

H.Astbury will action a sketch/design of our future plans for this area. Eg running/walking track and trees parkland. ARCC will not maintain tracks.

Oval Maintenance – C.Drum will work with Brad McLean to produce a budget for yearly oval maintenance. C.Drum will action this budget and present at next General Meeting.

NEW BUILDING

Phase 1 of New development will be completed by ARCC. J.King and C.Drum met with Tim Harrison mid September 2022 and discussed that ARCC will begin Phase 1 in October. Architectural Plans. They will use their current architect and they will want to meet with us and our current plans. J.King to send through electronic versions of our current plans from JONRO Builders.

T.Harrison commented: Full plans are needed to ensure an accurate QS costing.

Huge increase in commercial builds currently so hoping there is some sort of correction and that the Government sees the change as well.

Timeline – Tim Harrison stating 12 months realistic to have PHASE 1 AND PHASE 2 QS costed fully.

Currently ARCC major builds are:

1. Gordon Street – currently being completed
2. Leisure Centre – completed over a 4 year period
3. Tatyoon Social Facility

In the meantime we can continue to raise money – Politician see this as a great asset if users are contributing.

R.Bibby stated that we had previously stated to raise approx \$200k. Do we think that this needs to be double due to increase in prices?

T.Harrison stated if a local community put up \$400k towards this project it will look extremely impressive and more likely not be knocked back.

Action – Fundraising to continue when PHASE 1 AND 2 are completed so community can see final design.

Grain drive to continue over next harvest 22/23.

Possible ideas

1. Grain Drive – Already actioned by C.Drum.
2. Clearing sale
3. Bricks

A.Brady did comment that the Buangor clearing sale did not work that well and more thought needs to go into it, if we decided to have one at Tatyoon.

Tim Harrison stated that it is vital that the plans are completed correctly so the end product is completed to our standards.

DISCUSSION OF PHASE 4

J.King commented that Phase 4 of this project 'repurpose of old hall' is an area we might need to make a firm decision on. ARCC T.Harrison has stated that if a new building is built council can no longer fund the old building.

C.Drum stated that it would be up to the community to fund.

H.Astbury asked T.Harrison 'Why a place like Tatyoon is not able to have both, a hall and a social facility?'

Other local places have halls and social rooms.

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T.Harrison stated that it was not viable to continue to fund. Continuing to fund many assets is very costly.
H.Astbury stated that she thought that was a very black and white way to look at this issue. She was worried that there might be a lot of negative feedback if the hall was completely demolished.
T.Harrison stated that in the master plan this issue was raised and a solution was to repurpose it.
A.Brady – storeroom in masterplan.
K.Armstrong questioned as well if the community was well informed of committee's intentions of the hall to demolish?
A.Tucker stated that this issue was dealt with when we completed the master plan and people were allowed to state their opinions. We had an overwhelming response for the new build and only some negative.
A.Tucker discussed that he had a lengthy discussion about the history of the hall with Trish Heard. Her father was involved in building the hall in his era. It was never intended to be a major building at the reserve. We have the Memorial gates to honour the fallen.

H.Astbury stated that she just wanted the committee to ensure we inform the community about exactly what will happen to current hall. All about communication.

C.Drum – This has been a great discussion and an opportunity to ensure all committee members are heard. He believed that H.Astbury was correct and that we as the committee need to communicate and inform the community.

J.King stated that we have had plenty of opportunities eg. Zoom meetings and tonight's AGM invitation for people to come and listen. No takers. However important that we communicate exactly what will happen to hall.

C.Drum stated it might allow some people to voice their opinions and a proposal to repurpose the hall.

H.Astbury stated maybe we communicate through a newsletter and combine the history of hall into this information.

ACTION – J.King to write a newsletter which details our plans

PHASE 1 – Architect/designs

PHASE 2 - QS

PHASE 3 - Build

PHASE 4 - Repurpose of Hall

Include history of hall and its intended purpose when built

ARCC view of phase 4.

A.Laidlaw said a newsletter might help committee reach the older generation.

C.Drum stated to summarise it is a community decision / majority vote and he commended everyone for the open discussion on this topic.

Netball Resurfacing:

K.Armstrong stated that there are starting to show areas of concern on the blue areas of the netball courts. Courts were completed in 2010 and we were told that the surface would have a 10 year lifespan so we are now up to that. B. Robertson had commented about this future expense in her treasurer's report.

Closed: 8:20pm

Next Meeting: Date General Meeting APPROX February 2023 Time: Venue:
Note – meeting may come sooner due to PHASE 1 of new building.

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Warrak Hall

MEETING OPENED

Mon 6/6/2021
6.42 pm.

APOLOGIES

MINUTES LAST MEETING

Jenny Howells
Moved J. Warren
2nd. B. Shalders

To hold a dinner meeting at Mountainside Winery to Thank Doreen and Leo Watkins for their generous donations to the Warrak Hall.

To hold a fashion parade in October
Enquiries into purchasing a refrigerator and a pie heater.

Moved Ruth Kaliszewski
2nd Bruce Hester.

BUSINESS ARISING FROM MINUTES

Fashion Parade to be held Tues 11th October 2022

CORRESPONDENCE

Letter from Leo Watkins thanking the Committee for Xmas Goodies delivered on the Fire Truck.

Letter from Gwen Pilgrim, Thanking the Committee for a beautiful arrangement of flowers during her illness.

TREASURERS REPORT

as attached.

Moved B. Shalders
2nd. Sherryl Dunne

BALANCE 6-6-2022
\$12 247.44

GENERAL BUSINESS

Casserole Night to held Sat 23rd July at the Hall.
If pie heater & refrigerator are purchased through the Council we would save the G.S.T.

Car Boot Sale 12th November pending enough interest
Letter sent Recreation Reserve Committee.
Presentation of flowers, chocolates and a Certificate of Appreciation to Doreen & Leo Watkins.
Meeting Closed 7.12 pm

NEXT MEETING 5/9/23 MON

WARRAK HALL COMMITTEE OF MANAGEMENT 5.9.2

MEETING OPENED 7.07pm

APOLOGIES Ruth Kaliszewski, Mark Pilgrim
Moved Rachael Thomas
2nd Shane Goninon

MINUTES of LAST MEETING

Moved Bronwyn Shalder
2nd John Warren

BUSINESS ARISING FROM MINUTES of LAST MEETING

Fashion Parade to go ahead on
Tuesday 11th October 2022

CORRESPONDANCE

Letter from Ararat Rural City informing
\$2,400 has been deposited in our account.

TREASURERS REPORT - As Attached,

Moved Shane Goninon
2nd Bruce Hester.

GENERAL BUSINESS

New Contacts for the Warrak Hall

Narelle 53550901 Coordinator works

Olivia 0428144146 Administration

Purchasing Officer.

Motion from Alex Beveridge - Installing 3ton
gravel on the track between hall & water tanks
Fixing storm water drain, broken on the Telstra
side of hall

Moved Shane Goninon

Alex Beveridge to speak with Narelle & Olivia re
moving stopping point of primary school bus.

Purchase of pie heater & refrigerator

To check on the Hall Hire fees

A.G.M. 7th Nov 2022

Meeting Closed 7.30pm

WARRAK PUBLIC HALL COMMITTEE

30-6-22 : 2-9-2022

\$11836-45

Income

6 AUG 22	ARARAT RURAL CITY C	\$ 2400 .00
12 AUG 22	HALL HIRE	70 .00
2 SEPT 22	HALL HIRE	25-00

\$ 14331-45

Expenditure

4 AUG 22	DOOR HANDLES TOILETS.	\$ 38-80
----------	--------------------------	----------

.. Bal 1 SEPT 22 \$14293-15

.. Cash on Hand \$20-00 _____

Willaura Hall General Meeting
4/8/22 at 8.00pm

PRESENT

. A Milliar , R Jenkinson , A Byron , A Evans , G McInnes , R Laidlaw,
J Filliponi, Dr T Harrison.

APOLOGIES

R Patterson, V Albert. Moved R Laidlaw, A Byron

MINUTES APPROVED.

Moved J Filliponi, G McInnes

BUSINESS ARISING

No update given on water leaks reported.

TREASURERS REPORT

ARARAT a/c \$2329.96
Willaura a/c. 8958.37

Received \$500.00 from blue ribbon for bar work
Blues bros & Bendigo Bank evening \$2488.00 net
Paid Origin Energy \$ 418.58

Moved. R Jenkinson, R Laidlaw

CORRESPONDENCE. IN Maintenance grant advice \$2400.00

Australian Electoral Commission for hall use.

New governance manual received from ARC

OUT. J Thomas electrical Thanks for prompt attention to
rectify cabling issues .

GENERAL BUSINESS

*18/11/22 Caravans Live Production by Ararat theatre group
request to provide a Bar & staff for the evening. Organise next meeting.

*A grant is available from Neutrien Ag to apply for a grant to assist with acoustic
improvements in the super room . A quote from dollar curtains for \$9923.12
And a letter of support has been received from Willaura development group. Some
in kind contribution from Hall committee also required.

A Evans moved we apply for this grant and submit all required paperwork to
support this application for \$5000.00. If successful the hall will contribute the
balance of funding required to complete the project. Second A Byron

*Another State Government Grant has become available which may assist with the
replacement of the Kitchen Stove. A Evans to get quotes to supply and fit new
appliances and work with the Willaura Development Group who have offered to
sponsor the Hall with this grant application. Moved A Byron, J Filliponi .

Meeting Closed 8.50 pm

Next Meeting AGM. 6/10/22

Willaura Hall
General Meeting 6/10/22

PRESENT

R Jenkinson , A Byron, A Evans, G McInnes ,V Albert, J Filliponi, D
McRae , Dr T Harrison R Patterson,

APOLOGIES

R Laidlaw ,A Millear. Moved V Albert , A Byron

BUSINESS ARISING. Nil

TREASURERS REPORT

Willaura a/c.	8958.37
Ararat. A/c.	4140.73

Moved R Jenkinson. A Evans

CORRESPONDENCE.

EGHS. Aux. thank you for assistance on fundraising night

Maintenance grant received from ARC

GENERAL BUSINESS

Bereavement notice for Nico Vanderwerf placed in local
paper. Nicos funeral was held at the hall and was well patronised.

* Willaura Dev. Group Music Event at the hall on 29/10 /
22. Willaura cricket club to organise the licence and hall to help in the bar.

Meeting Closed. 7.56pm

Next Meeting. 1/12/22

Willaura Hall
AGM
6/10/22

PRESENT

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

APOLOGIES

A Millear, R Laidlaw.

Move. R Patterson , G McInnes

MINUTES APPROVED.

Moved. J Philliponi, A Byron

BUSINESS. ARISING.

Nil

TREASURERS REPORT.

Willaura a/c.	8320.27
Ararat	2329.24

Moved R Jenkinson , D McRae

PRESIDENT REPORT

A Evans reported another successful year and highlighted the hall was being well used since Covid . Some fundraising was done thru the year doing bar work in Ararat and Willaura. Funds raised will go towards improving acoustics in the supper room. Grants have been applied for acoustic upgrade and a new oven for the kitchen . It is sad on the passing of Nico Vanderwerf a much valued and long serving member of our committee.
Thanks to the outgoing committee for a job well done , looking forward to another successful year.

GENERAL BUSINESS

All positions were declared vacant ,T Harrison was asked to officiate with the election of office bearers and committee . A block nomination was made to elect members to their previously held positions.Agreed.

President A Evans

Secretary R Jenkinson

Treasurer. R Jenkinson

Committee A Byron , A Millear, R Patterson, G McInnes,V Albert,R Laidlaw, J
Filliponi, D McRae.

Meeting Closed. 8.13 pm

Next meeting. TBA

Willaura Hall General Meeting
1/12/22 at 8.00pm

PRESENT R Jenkinson, , A Byron, A Evans, G McInnes, V Albert,
R Laidlaw, J Filliponi ,

APOLOGIES R Patterson, A Millear, D McRae, Tim Harrison
Moved R Laidlaw, G McInnes

MINUTES APPROVED. Moved J Filliponi, A Byron

BUSINESS ARISING. Nil

TREASURERS REPORT. ARC a/c \$10385.53
Willaura a/c \$2574.48
A/C Paid Origin Energy. 314.19
Kitchen Rego. 200.00
Nico Bereavement. 37.60
GWM Water. 177.32

Moved. R Jenkinson, V Albert

CORRESPONDENCE. Grant application for stove
Paper work to AEC for state election.
Service Request- Clean spouting, Repair pavement in
Car park.

GENERAL BUSINESS.

* Super room acoustic / sound improvement project is
underway. A Evans is in contact with Dollar Curtains Ararat to finalise
arrangements. Some work in kind is required and will be arranged at the same
time.

* New locks have been fitted to Hall doors as required by
ARC. A new electronic key locker will be installed at a later date.

* Hall use on State Election Day worked well.

* Many thanks to those who ran the bar at the hall at
recent functions.

* A working bee to be held on Friday 2/12/22 at 6.00pm to
prepare the hall for Christmas carols

MEETING CLOSED. 8.50 pm

NEXT MEETING. 2/2/23 at 8.00pm at the Hall

Willaura Recreation Reserve General Meeting
14/7/22 at 6.00pm at the Rec

PRESENT

D Shalders , R Jenkinson, K Gleeson, P Platen, S Kumnick ,
J Filliponi.

APOLOGIES. Dr T Harrison, R Townsend

CONFORMATION OF PREVIOUS MINUTES. Moved J Platen, S Kumnick

BUSINESS ARISING

- *Floor lino still waiting repair from Carpet Court .Ararat.
- * Washing machine drain is still leaking D Shalders to follow up.
- * Roof vent in bar has not yet been installed. D Shalders and J Filliponi to follow up

CORRESPONDENCE IN. GWM water , Annual recycled report to complete.

OUT. GWM Water upcoming seasonal watering / mowing new rates and agreement extension.

GWM water , Complete and return to annual recycled water report.

ARCC Query Invoice 7963. Committee to consider request for payment.

TREASURERS REPORT.

Detail attached.

K Gleeson Reported after consideration of new EFTPOS facility it is recommended we continue to operate on a cash only basis and obtain a temporary EFTPOS facility from the Bendigo Bank for large events.

Funds on hand.	\$32672.44.	General a/c
	\$71011.86.	Sandhurst investment
	\$24.15.	Sundry a/c

Moved K Gleeson J Filliponi

GENERAL BUSINESS

* S Kumnick reported Brad McLean has completed spraying on and around the oval for weed control. The oval-has been scalped and clippings collected, sown down to Arena Ryegrass and fertilised ,more fertiliser will be applied in the spring. This will be at an approximate cost of \$5000.00. This will allow for higher application of irrigation in summer months

and greatly improve the playing surface. The mound immediately outside the clubrooms will be done at a later date.

*K Gleeson moved —before the clubrooms are let for hire a thorough clean up is completed. If committee members are not available a cleaner be employed at the Recs. Expense. The person taking the booking arrangements is to organise the cleaning. All agreed.

* The bar stools are marking the new lino. It was decided to attach carpet to the underside of the stools . J Filliponi to follow up.

*RSA Certificates are due for renewal .Individuals to complete on line.

*No reply from ARCC as to how the clubrooms can be improved acoustically.

Meeting Closed 7.10pm

Next Meeting. TBA

Willaura Recreation Reserve General Meeting
11/8/22 at 6.00pm at the Rec

PRESENT

R Jenkinson, K Gleeson, P Platen, S Kumnick, J Filliponi
DR T Harrison

APOLOGIES

D Shalders

CONFORMATION OF PREVIOUS MINUTES. J Filliponi, J Platen

BUSINESS ARISING. NIL

CORRESPONDENCE. IN. ARC Maintenance grant \$ 4000.00
Historical Group Maintenance report on building.
Requested.
Information for proposed replacement siren.

OUT. ARC re outstanding account

TREASURERS REPORT

Main a/c.	\$31157.17
Statement a/c.	24.15
Sandhurst	71011.86
ARCC.	2404.14

Moved K Gleeson, J Platen

GENERAL BUSINESS

- * ELGAS to report on new kitchen supply of LPG.
- * GWM Water, Mark Ferguson verbally confirmed 18 month extension of existing agreement to water oval. Letter of conformation to follow.
- * All agreed to purchase a new siren for club house. R Jenkinson to follow up.
- * Water Billi has been reprogrammed !
- * Erica Velenski is proposing a music event at the rec on November 5 . Ongoing discussions to continue.
- * Pictures to be hung in clubrooms . Football/Netball club, Cricket club to be consulted prior to picture /memorabilia hanging.
- * Extension to the tennis /netball shed for storage has been completed.
- * D Shalders to reconnect plumbing to the Big Shed that was overlooked by plumber during building renovations.
- * Some discussion re upcoming football final. D Shalders to follow up with the Mininera Football League Executive re game day responsibilities . and liaise with the MWFNC for game day objectives /set up. Working bee to clean required areas of the big shed etc.

6560

Willaura Recreation General Meeting
7/9/22 at 6.00pm

Football final debrief

PRESENT

D Shalders , R Jenkinson, K. Gleeson ,R Townsend

APOLOGIES S Kumnick , J Filliponi

CORRESPONDENCE

In. Letter from ARCC asking to support Erica Velenski for the proposed upcoming music/food event.

Out. It was moved we send a letter of support for this event to ARCC. Moved D Shalders, K Gleeson

GENERAL BUSINESS

- * Rubbish bins— request 30 General rubbish
30 Recycle (glass,Cans)

To be made available for major events in the town also.

- *New siren and penalty lights worked well.

- *Open bowls toilets , worked well.

*Big shed cleaned for bar and food serving areas.Cool room inside shed worked well.

* Entry gate — Ideal to have 7people on a 2hour rotating shift. 8.00am to3.30pm. League to supply till float and set entry prices, collect moneys and distribute accordingly . MWFNC get 15% of gate. Rec to receive \$1000.00 . MWFNC to collect proceeds of the raffle.

* Car Parking— north end of ground could have been better supervised/setup.

- *MWFNC mark ground and set up special parking etc

* Rec cut grass and prepare playing surface. Recent sowing and cutting and rolling ,a significant investment worked well.

*Boot scraper for front door required,R Townsend to follow up.

Meeting Closed 6.45pm

Next Meeting. A General meeting at 6.30pm followed byAGM at 7.00pm
Thursday 6/10/22

*Items for discussion next meeting

Clean big shed

Lighting for East side of oval.
Outside painting as promised for clubrooms. (And brickwork by rec comm)
Acoustic improvement for social room .
Annual fees and charges for MWFNC.
Music /food event Erica.

Willaura Recreation Reserve
General Meeting 6/10/22 at 6.15pm

PRESENT

D Shalders , R Jenkinson, K Gleeson, P Platen, R Townsend, S Kumnick
J Filliponi , Dr T Harrison.

APOLOGIES Nill

CONFORMATION OF MINUTES. P Platen S Kumnick

BUSINESS ARISING Nill

CORRESPONDENCE IN.

Request from the MWFNC to name the time keepers
box in honour of Les Bright

OUT

AED replacement parts ordered.

Kitchen inspection completed and certificate issued .

TREASURERS REPORT

Balance at 6/10/22

A/c 161802145.	\$25326.84
123885220.	23.27
Sandhurst.	71335.83
ARCC.	6404.22

Moved. K Gleeson, P Platen

GENERAL BUSINESS

Outside painting to be completed when the weather permits.
*Insufficient hanging space in the umpires room. D Shalders
and J Filliponi to rectify .

*Recycle rubbish bins have been ordered.

*Erica Velenski's Music event is progressing well . Rec to
serv at the Bar. Depending on the weather may affect the location of the stage as
the oval may be too wet to facilitate the event.

*Consult with MWFNC re display cabinets for club
memorabilia to be displayed.

Meeting Closed 7.00pm

Next meeting. TBA

Willaura Recreation Reserve

AGM

6/10/22 at 7.00pm

PRESENT

D Shalders , R Jenkinson , K Gleeson,P Platen ,R Townsend S Kumnick
J Filliponi , Dr T Harrison

APOLOGIES. Nill

CONFORMATION OF MINUTES. K Gleeson , P Platen

BUSINESS ARISING. Nill

CORRESPONDENCE. Nill

TREASURERS REPORT. Report to 30/6/22

Sandhurst.a/c 170711493	70903.15
Bendigo Bank a/c 123885220.	24.15
161802145.	44765.01
158842393.	2404.12
Cumulative Balance 30/6/22.	107147.34

PRESIDENTS REPORT

D Shalders reported on another successful year . Major improvements include * oval lighting upgrade and repairs \$13000.00 . * New siren for the time keepers box \$1500.00. * Oval playing surface renovated Re sown with summer rye grass and fertilisers \$6000.00, * A new vacuum cleaner for clubrooms \$2000.00. These improvements were financed with funds raised by the Rec Committee

Next year there are plans to paint the outside of the club rooms, further improve the oval lighting on the east side and investigate solar power to keep power cost down.

The outgoing committee was thanked for contribution and good work for the last year which has been quite challenging .

GENERAL BUSINESS

All positions were declared vacant, Dr T Harrison was invited to take the chair for the election of office bearers for the coming year.

A block nomination was made for all positions to remain the same, agreed,
CARRIED

President.	D Shalders
Secretary	R Jenkinson

Treasurer. K Gleeson

Committee. R Townsend, S Kunnick J Filliponi ,P Platen

Meeting Closed 7.20pm

Next meeting. TBA

General meeting Willaura Rec 16/10/22 at 6.15pm

PRESENT

R Jenkinson, K Gleeson, P Platen, R Townsend, S Kumnick, J Filliponi

APOLOGIES

D Shalders

BUSINESS ARISING. Nil

CORRESPONDENCE. Nil

TREASURERS REPORT

General a/c \$ 27326.93 cr

Detail attached.

GENERAL BUSINESS

A general discussion was held on the state of the liquor licence. Report attached and action to be taken. No response from council yet.

*Request from the MWFNC to waive the fees for Les Brights upcoming function at the clubrooms. All agreed

*Perc & Kath camp fees to be halved in thanks for all the work being done to the grounds. All Agreed

* The campers washing machine has broken down. Purchase a new one if no donations are forthcoming. R Jenkinson to follow up, authorised to spend up to \$1000.00 All agreed

* At the end of the year review Erica Velenski's use of kitchen.

* No new options on sound deadening in social rooms to consider. Awaiting a response from council

Meeting closed 7.20pm

Next meeting. TBA

Willaura Rec Reserve
Sequence of events to Date
Liquor licence
At 26/10/22

5/10/22

Ron Jenkinson had a meeting at the Willaura Police Station with SC David Simmond regarding the liquor licence at the Willaura rec. After some discussion it was determined the Rec Committee was operating improperly with regards the licence. We were encouraged to sort this out asap.

20/10/22

Ron met with Jess Wright the liquor licence compliance officer for this area in Ararat. I was informed we were not compliant. That is the licence holder must buy and sell the alcohol ie . Cricket club or football club. For the rec to keep going changes need to be made. After some discussion 3 possibilities were suggested.

1. Approach Ararat Rural City Council to set up Willaura the same as Alexander oval and combine all clubs and users. Council to run the bar(the licensee)and distribute funds by agreement but would charge 8% management fee. Julie Cronin set this up and would be the person to talk to.
2. Form a new stand alone incorporated group with football net ball club, cricket club,(the existing licence holders) and Rec Committee (Willaura Entertainment???)The group would run the bar as the licence holder and distribute the profits by agreement. Details would need to be worked out and set up by a consultant experienced in these matters.
3. Work with the football net ball club and the cricket club under the existing licences ie. the licence holder must buy and sell the alcohol, and come to some arrangement with them re distribution of funds back to the rec to be spent on improvements and maintenance of the precinct .

21/10/22 Ron contacted Steve from On Tap a consultancy at Ballan that specialises in these type of set ups . They were recommended as they have successfully set up a number of groups in our area and are willing to help at a cost.

After some discussion it was decided to pursue options 2 and 3(option 3 preferred)
Scott to approach the football netball club to discuss the possibilities and Ron to approach the cricket club and report back to committee .

General Meeting Willaura Recreation Reserve
12/12/22 at 6.00pm

PRESENT

D. Shalders, R Jenkinson, K Gleeson, P Platen, S Kumnick ,
J Filliponi, Dr T Harrison

APOLOGIES

R Townsend

BUSINESS ARISING.

Nill

CORRESPONDENCE

Jess Wright, Acting general Manager Compliance
Liquor Controll Victoria

Bendigo Bank, Dividend Distribution Statement.

TREASURERS REPORT

Main a/c.	\$30184.45
Statement a/c.	32.37
Sandhurst a/c.	71857.27
Moved.	K Gleeson. R.Jenkinson

GENERAL BUSINESS

The Willaura Development Group have proposed a end of harvest celebration in conjunction with the Rec Res to have an opening of the recent redevelopment of the club rooms . An opportunity to thank ARCouncil and other agencies for their contribution .It was agreed to work with the Dev. Group to hold this event on February 3rd 2023

Moved R Jenkinson, S Kumnick

*A general discussion re Erica Valenski's use of the kitchen to provide Friday night meals.It was agreed she has use of the kitchen at no cost , in return she is to keep clean the social room , toilets used on Friday nights and the campers shower and toilet room . Rec to provide cleaning products and toilet paper etc. This agreement to be reviewed in 12months .All agreed . D Shalders to advise of outcome .

*Liquor Licence update . Letter received from Jess Wright (DJCS) confirming recent discussion with R Jenkinson at the possibility of amending the existing limited licence at the clubrooms shared with the cricket and football/netball clubs . Discussion may continue when Jess returns to work from maternity leave. In the mean time Dr T Harrison will investigate the alternate possibilities of licensing council premises .

*ARC to construct an all weather road for bulk LPG deliveries to the rear of the clubrooms to service the kitchen.

* The oval requires spraying to controll broad leaf weeds. S Kumnick to follow up.

* R Jenkinson to follow up with GWM water a new agreement for watering and cutting the oval.

*R Jenkinson to follow up - new locks on clubrooms and bar. - New external doors are warped and require attention .

* External painting of the clubrooms to be completed when weather permits.

MEETING CLOSED. 7.15pm

NEXT MEETING. TBA

GENERAL MEETING MINUTES FORM 5

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

Committee of Management: YYP Community Centre

Date of Meeting: Sunday 20th March 2022

Time of Meeting: 3:15pm

Attendance: Amy and Simon Barr, Ema and Troy Smith, Suzanna Christie, Heather Phillips, Amanda Brady, Annie Fraser, Michael and Melissa Hope

Apologies:

John Foster, Jack Armstrong

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: Minutes of AGM held on 22/11/21 circulated prior to GM. Melissa Hope moved that they are true and correct and seconded by Heather Phillips.

General Meeting Minutes on 22/11/21 circulated

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
Cracks in courts filled and lines remarked	Council have completed both	S.Barr/Council	Completed
Fix seals in toilet	Asked council to do	S.Barr/Council	Completed
Replace external lock on door	Asked council to do	S.Barr/Council	completed
Lop several of blue gum trees	Asked council to do	S.Barr/Council	
Tidy up store room	Amy and Heather have commenced this. Need to see if members of public would like some of the memorabilia or ? leave in there?	A.Barr/H.Phillips	completed
Replace sandpit shade	Council to do	S.Barr/Council	Completed
Repaint hall	Council approached to do this and were happy to. Works continue for this	S.Christie/Council	completed
Refloor hall	In process of getting quote. Discuss types of flooring interested in	S.Christie	2022

Signature change	Need to get done ASAP	S.Christie and A.Barr	
------------------	-----------------------	-----------------------	--

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

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
N/A			

Treasurer's Report

Financial report A.Barr

Cheque Acc: \$10669.89 as of December 2021

Adjourned Business

Sub-committee/Working Group reports (if any)

Agenda Items

Item: Agenda Items

1. Maintenance Undertaken (standing Agenda item)

Since the AGM in November the Community Centre (inside) has had the main room painted. Old curtain rods were removed and quotes for blinds have been made. Amy and Heather have cleaned up the store room.

Outside, the lock for the main door has been replaced, lights have been replaced outside the hall, sandpit shade was replaced. Tank downpipe replacement and gum tree lopping still to take place.

2. Sheep Drive

Discussed fundraising using a sheep drive. Sometime in September. To discuss at later date regarding volunteers.

3. Court Update

Courts had cracks filled in November 21. New lines were marked Dec 21. Courts used Feb 22 and the courts were found to be substandard. Council aware of this and are to grind down to try and smooth over, with stage 2 of this plan considering either flexipave or synthetic grass as alternatives to the current courts.

4. Grants – council grants now open.

Discussed grant opportunities from community banks, windtowers, council. Considered our needs being a new playground.

General Business

1. Concerns regarding the current state of the tennis courts are felt by all. If Council are not able to rectify the problems with the courts, we will have to consider resurfacing the courts. This will require a large amount of fundraising by the committee, however something we are all prepared to do if we need to resurface the courts.
2. New blind quote circulated to committee, Michael Hope moved to go ahead with ordering the blinds, Annie Fraser seconded.
3. New flooring to be considered for hall next year.

Next Meeting: AGM NOVEMBER (exact date and time TBA)

Venue: YYP community Centre

Closed: 3:40 pm

SECTION 5 – COMMITTEE MINUTES/REPORTS

5.1 AUDIT AND RISK COMMITTEE MEETING

AUTHOR'S TITLE: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 6575

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 08 September 2022.

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 08 December 2022.

Council Committees	Councillor representative	Current meeting (as presented)	Next scheduled meeting/s
Audit and Risk Committee	Cr Jo Armstrong	08 December 2022	07 March 2023
Audit and Risk Committee	Cr Henry Burridge	08 December 2022	07 March 2023

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 08 December 2022 be received.

**MOVED CR BEALES
SECONDED CR BURRIDGE**

That the Audit and Risk Committee Meetings minutes of 08 December 2022 be received.

CARRIED 4768/23

ATTACHMENTS

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



Ararat Rural City



Ararat Rural City

MINUTES

Audit and Risk Committee

Thursday 8 December 2022

Location: The Green Room,
Town Hall, Ararat

Commenced at 1:08 pm

Audit and Risk Committee:

Cr Jo Armstrong (Mayor)

Cr Henry Burridge

Ms Jessica Adler

Mr Brian Keane

In attendance:

Dr Tim Harrison

Kate Scarce (via Microsoft Teams)

Ms Karissa Hogan

Mrs Chandra Willmott

Ms Josie Frawley

08 DECEMBER 2022
AUDIT AND RISK COMMITTEE MINUTES
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SECTION 1 – PROCEDURAL MATTERS

1.1 APOLOGIES

OUTCOME

That the apology of Mr Robert Tommasini was accepted.

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 08 September 2022 be confirmed.

OUTCOME

That the Minutes of the Internal Audit and Risk Committee Meeting held on 08 September 2022 were confirmed.

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SECTION 2- CEO UPDATE

2.1 CEO UPDATE – **CONFIDENTIAL**



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OUTCOME

The CEO's report was received and noted.

ATTACHMENTS

There were no attachments in relation to this item.

Action: Present planning statistics (volume and turnaround statistics of planning permits), from the period of when Tim began to current, at the March 2023 Audit & Risk Committee Meeting.

Action: Present how the OVIC matter was resolved at the March 2023 Audit & Risk Committee Meeting.

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SECTION 3- FINANCE AND PERFORMANCE REPORTING

3.1 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.

EXECUTIVE SUMMARY

The financial statements and performance indicators have been prepared for the period ended 30 September 2022.

Based on the information provided by responsible officers and managers Council's overall financial performance is in line with budget.

The Quarterly Performance Report was adopted by Council at the October 2022 Council Meeting.

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 \$19.865 million in revenue and \$8.393 million in expenses to 30 September 2022. This has resulted in an operating surplus of \$11.472 million for the three months ended 30 September 2022.

Income

Rates and charges account for 64% of the total budgeted income for 2022/23. 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 2022.

User fees account for 5% of the total budgeted income for 2022/23 and \$0.295 million has been received to 30 September 2022. The majority of this relates to transfer station fees and fitness centre income.

Recurrent Operating Grants total \$0.820 million to 30 September 2022, including \$0.287 million from the Victorian Local Government Grants Commission for general purpose grants and \$0.186 million for the local roads grants.

Non-recurrent Operating Grants total \$0.512 million to 30 September 2022, as detailed in the table below. The amounts shown as unearned income will be treated as income in future accounting periods once the performance obligations of the grant have been met.

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Non-Recurrent Operating Grants	Budget 2022/23 \$'000	Income 2022/23 \$'000	Unearned Income \$'000
Women Building Surveyors Program	-	11	51
Household Recycling Reform	-	-	79
Education and Behaviour Change Grant	-	-	25
New Arrivals Settlement Program	-	140	191
Pilot Coordination Grampians Workforce	-	32	166
Business Concierge & Hospitality Support Program	-	-	57
Aradale Solution-Economic & Social Development Strategy	-	304	196
Ararat Housing Transition	-	-	250
Digital Twin Victoria	-	-	1,000
Free Public WiFi Services	-	-	918
LSIF Ararat Bowls Club Lighting	-	-	41
Rural Roads Support Program	-	-	57
Supported Playgroups	60	17	-
Other Minor Grants	30	8	6
	90	512	3,037

Non-recurrent Capital Grants total \$0.841 million to 30 September 2022, as detailed in the table below. The amounts shown as unearned income will be treated as income in future accounting periods once the performance obligations of the grant have been met.

Non-Recurrent Capital Grants	Budget 2022/23 \$'000	Income 2022/23 \$'000	Unearned Income \$'000
Gordon Street Recreation Reserve Development	-	340	1,966
Delacombe Way	-	64	-
Wilson Street	-	14	12
Urban Drainage Works	-	-	295
Ararat East Development Zone Trunk Infrastructure Project	-	74	717
Transfer Station Upgrade Fund	-	-	132
COVID Safe Outdoor Activation Fund	-	82	26
Pollands Bridge	-	267	-
	-	841	3,148

Note

It is important to note the following:

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1. The Grants Operating (recurrent) figure in the Original Budget was \$7.489 million and in the Current Budget is recorded as \$2.587 million, as \$4.960 million was paid to Council in 2021/22 by the Victorian Local Government Grants Commission (VLGGC) for the 2022/23 financial year. Council has still received the expected VLGGC income, to be spent in 2022/23, 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 \$0.612 million to a deficit of \$2.020 million for 2022/23. The year-to-date variance is a deficit of \$0.303 million when the actual year to date expenses are compared to the year to date budget.

Expenses

Employee Costs account for approximately 41% of the total budgeted expenditure for 2022/23. For the three months ended 30 September 2022 Council has incurred \$2.816 million in employee costs.

Materials and Services account for approximately 31% of the total budgeted expenditure for 2022/23. For the three months ended 30 September 2022, Council has incurred \$3.263 million in materials and services costs. There are a number of projects, including those carried forward from 2021/22 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 \$8.421 million in the Original Budget to \$13.208 million in the Current Budget for 2022/23. This has resulted from a carry forward amount of \$4.787 million from the 2021/22 financial year surplus and unspent grant funds which will be used for additional activity in 2022/23.

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 2022. Comparative figures have been provided as at 30 June 2022.

Council's current assets have increased by \$11.248 million from \$25.514 million as at 30 June 2022 to \$36.762 million as at 30 September 2022. Cash and cash equivalents have decreased by \$4.239 million from \$21.515 million to \$17.276 million. Trade and other receivables have increased \$15.457 million from \$3.922 million as at 30 June 2022 to \$19.379 million as at 30 September 2022, which can be attributed to the rates & charges being recognised as income in the quarter ended 30 September 2022.

Total liabilities have decreased from \$11.995 million in 2021/22 to \$10.989 million in 2022/23, with a decrease of \$0.419 million in trade and other payables. The trust funds and deposits have increased by \$0.390 million from \$0.254 million in 2021/22 to \$0.644 million in 2022/23.

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 \$21.515 million have decreased by \$4.239 million to \$17.276 million as at 30 September 2022.

Net cash used in operating activities was \$2.733 million and \$1.446 million was used in investing activities.

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Investing activities includes payments for property, plant and equipment, and infrastructure totalling \$1.500 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	30/6/2022	30/9/2022
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	225%	355%
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	3.41%	3.27%
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	3.30%	3.61%
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	55.29%	90.28%
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	\$4,064	\$1,153

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Indicator	30/6/2022	30/9/2022
Indicator – Revenue level <i>Measure – Average rate per 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	\$2,028	\$2,011
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 2022 the outstanding Rates Debtors totalled \$16.541 million compared to \$1.742 million as at 30 June 2022, an increase of \$14.799 million. In percentage terms 13.6% of the rates raised have been collected at 30 September 2022 compared to 13.1% up to 30 September 2021. Council issues approximately 7,500 rate notices. Last year there were 2,636 assessments paying by instalments compared with 2,606 assessments in 2020/21. Outstanding rates are currently charged 10% interest.	90.1%	13.6%
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.	174.50%	39.98%

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

1 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.

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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.

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.

OUTCOME

That the:

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 30 September 2022 were received.

ATTACHMENTS

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators are provided as Attachment 3.1

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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, and on Council's website.

The table below provides a list of the policies that have been reviewed since September 2022, noting the main changes made to the documents. Copies of the policies are provided as an attachment to this report:

Administrative/ Council	Policy Title	Last Reviewed and Adopted	Current Review Date ready for Adoption	Next review
Council	<p>Governance Rules</p> <p>The following addition has now been incorporated into the document:</p> <p>42.2 Once debate of a motion has commenced, Councillors are not allowed to ask questions of Council Officers.</p> <ul style="list-style-type: none"> This has been included to ensure that once the report has been presented by Council Officers. Councillors are no longer able to ask questions. Implementing this in the Governance Rules will avoid the potential to engage in debate. 	25 August 2020 last reviewed	October 2022 adopted	July 2024

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Administrative/ Council	Policy Title	Last Reviewed and Adopted	Current Review Date ready for Adoption	Next review
Administrative	<p>Corporate Purchase Card Policy</p> <p>Main changes:</p> <ul style="list-style-type: none">• <i>The cardholder's manager responsibilities have been reassigned to the CEO.</i>• <i>Alterations to processes due to change of programs.</i>• <i>CEO Statements are to be signed by the Mayor and Card Administrator</i>	February 2019	November 2022	November 2024

RECOMMENDATION

That the Council Policy Review Update be received.

OUTCOME

That the Council Policy Review Update was received.

ATTACHMENTS

Copies of the Corporate Purchase Card Policy is provided as Attachment 6.1.

Note: Council and Administrative Policy Review list be presented at the March 2023 Audit & Risk Committee meeting.

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4.2 DETERMINE WHETHER SYSTEMS AND CONTROLS ARE REVIEWED REGULARLY AND UPDATED WHERE
REQUIRED

NIL.

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SECTION 5- RISK MANAGEMENT

5.1 MONITOR SIGNIFICANT CHANGES TO SYSTEMS AND CONTROLS TO ASSESS WHETHER THOSE
CHANGES SIGNIFICANTLY IMPACT COUNCIL'S RISK PROFILE

Nil.

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SECTION 6- FRAUD PREVENTION

6.1 CORPORATE PURCHASE CARD POLICY

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 purpose of this report is to provide information for Councillors and the Audit & Risk Committee relating to the changes made to the Council's Corporate Purchase Card Policy.

DISCUSSION

Corporate Purchase Cards were introduced to nominated employees of Council with the aim to improve Council's purchasing and payment processes in terms of cost, control, efficiency and effectiveness.

Stakeholder engagement for the review of the policy will occur with the Audit and Risk Committee, the Chief Executive Officer and Council's Financial Services Coordinator, the main alteration that has been made relating to the approval of monthly statement being:

- The cardholder's manager responsibilities have been reassigned to the CEO.
- Alterations to processes due to change of programs
- CEO statements are to be signed by the Mayor and Card Administrator.

Future review of this policy will be due in November 2024.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

- 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

There are no budget implications.

Policy/Relevant Law

- Corporate Purchase Card Policy
- Fraud and Corruption Policy
- Fraud and Corruption Plan
- Employees Code of Conduct
- Employee Discipline Procedure
- Ararat Rural City Council Risk Register

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Sustainability Implications

- This policy relates to the sustainable purchasing and payment practices of Council.

Risk Assessment

Low Risk – Managed by Financial Services with relation to use of cards

Innovation and Continuous Improvement

Use of purchase cards enables a timelier turnaround of purchases or monthly subscriptions that ensures continuity of service.

Stakeholder Collaboration and Community Engagement

Stakeholder engagement for the review of the policy will occur with the Audit and Risk Committee, the Chief Executive Officer and Council's Financial Services Coordinator

RECOMMENDATION

That the updated Corporate Purchase Card Policy be received.

OUTCOME

That the updated Corporate Purchase Card Policy was received.

ATTACHMENTS

Corporate Purchase Card Policy is provided as Attachment 6.1.

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6.2 CONSIDER THE FINDINGS AND RECOMMENDATIONS OF ANY RELEVANT PERFORMANCE AUDITS UNDERTAKEN BY VAGO AND MONITOR COUNCIL'S RESPONSES TO THEM

6.2.1 REVIEW OF COMMUNITY SUPPORT GRANT SCHEME AND SPONSORSHIP OF EVENTS

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 7510

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 direct or indirect interest requiring disclosure.

EXECUTIVE SUMMARY

The Victorian Auditor General's Office (VAGO) tabled a report to the Victorian Parliament on 11 May 2022 into *Fraud Control Over Local Government Grants*. The report provided nine recommendations to all Victorian Councils to improve management of Council grant programs. These recommendations fell into two categories: improving fraud control and improving guidance and training.

It was recommended at the 25 June 2022 Council Meeting that Council review its current processes, policy, and practice to reflect the recommended practices outlined in the VAGO report and present this to the September 2022 Council Meeting.

This report outlines the proposed changes that will be implemented into the Community Grants Scheme process, to ensure Ararat Rural City Council are compliant with current best practice.

DISCUSSION

The VAGO report was based on an audit of Council grant programs at six Victorian Councils. The audits raised issues around current practices in management of conflict of interest, assessment of applications against established criteria, documenting decisions, acquittal of funds and evaluation of grant outcomes. It was believed that the practices observed increased the risk of fraud and did not provide adequate transparency around the process.

VAGO made nine recommendations to assist Victorian Councils improve current practices. The first six relate directly to improving fraud controls and the latter three to improving guidance and training. There was an additional recommendation directed specifically at one of the audited Councils. This was recommendation seven and has been deleted from this report as it does not apply to the general recommendations provided by VAGO to Councils.

Council has previously reviewed its approach to community grants, adopting a revised model at the 15 December 2020 Council meeting. This was following recommendations arising from the Victorian Local Government Inspectorate inquiry, *Protecting Integrity: Yarriambiak Shire Council Report*. This revision made a number of changes very similar to some of those outlined in the recommendations of the VAGO report. It is important for Council to ensure compliance with current best practice and the existing community grants process needs to be reviewed to ensure that this occurs.

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The revised model adopted at the 15 December 2020 Council Meeting is as follows:

Community Support Grant Scheme

Requests for Community Support Grant Scheme funding are made through the approved form and assessed in the timeframes provided below. All Community Support Grant Scheme grants are funded on a 1:2 basis, where every dollar provided by the applicant organisation will be matched by two from Council.

Applicants under the Community Event strand are advised within three weeks of receipt of the application and applicants under the Community Infrastructure and Project Funding strands are advised within four weeks of the close of applications.

The decision makers in relation to all Community Support Grant Scheme applications will be a community panel. This is based on current best practice advice from the Local Government Directorate. Members of the community panel will be recruited via an Expression of Interest process.

Type of grant	Maximum funding amount	Timeframe
Community Event	\$5,000	Rolling funding model
Community Infrastructure	\$5,000	Four funding rounds per year
Project Funding	\$3,000	Four funding rounds per year

Proposed changes:

VAGO Recommendation	Current process	Proposed change
1. Improve their conflict-of-interest processes by: <ul style="list-style-type: none"> requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve documenting how the council manages declared conflicts of interest 	<p>Community panel members verbally declare any conflict of interests they have, prior to the meeting commencing</p> <p>There isn't currently a formal documenting process surrounding these declarations</p>	<p>A Conflict of Interest form will be created and circulated to the community panel prior to the meeting</p> <p>The Conflict of Interest forms will then be kept with the application forms</p>
2. Develop eligibility and assessment criteria for all their grant programs and: <ul style="list-style-type: none"> assess and document each application against them communicate assessment outcomes and reasons to unsuccessful applicants 	<p>There is currently eligibility criteria in place for the grants program, this will continue to determine the outcome of applicants success</p> <p>Letters of success/unsuccess are sent to applicants, however, the unsuccessful letters aren't specific as to why the applicant wasn't granted funds</p>	<p>Letters of unsuccess will continue to be sent to applicants, however, they will now include reasoning as to why they weren't granted funds and how they could have better met the eligibility criteria</p>
3. Exclude councillors from assessing and making recommendations on grant applications	Councillors are not currently involved in any aspect of the Community Grants decision making process	Councillors will continue to remain uninvolved in the decision-making process surrounding Community Grants

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4. Verify that all grant recipients use grant funds for their intended purpose	There is currently no acquittal process in place	An acquittal form will be created that successful grant applicants will be required to complete at the completion of their project/event
5. Evaluate the benefits of: <ul style="list-style-type: none"> Recurring grants and require recipients to seek future funding through existing competitive grant programs non-recurring grants (if appropriate) and consider their risks and value 	<p>Council currently encourages community groups to apply for applicable competitive grants. Assisting with the grant writing process when needed.</p> <p>The community grants panel ensure that the funds are dispersed fairly amongst the community groups that apply, ensuring that the same community group isn't receiving funds each round, regardless of meeting the eligibility criteria.</p>	Council will continue to assist community groups in their search for funding (through both Council and external funding bodies), as well as dispersing funds evenly to as many community groups as possible throughout the process.
6. Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision making is transparent, including by recording: <ul style="list-style-type: none"> the names of individuals involved in assessing or approving grant applications if applicants met the eligibility criteria how assessors and approvers scored applicants against the assessment criteria what assessors and approvers considered to determine funding amounts reasons why any funding decisions do not align with assessments 	Currently all applications and outcomes are stored in a central folder online.	<p>A template will be created for each application to outline who was involved in the process, whether the applicant met the eligibility criteria and any additional notes that the panel would like included.</p> <p>This form will then be attached to each application and stored online</p>
7. Develop their own overarching grant policy that details:	Council currently has a Community Support Grants guidelines document in place that outlines the process	The Community Support Grants guidelines document will be reviewed in March 2023, as well as the current application form

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<ul style="list-style-type: none"> when and why the council uses grants to achieve its strategy how the council will administer grant programs across their life cycle the risk-based approach the council uses to determine if it will evaluate each grant program staff and councillors' roles in managing grants relevant council policies and procedures, including policies and procedures for declaring conflicts of interest 		
8. Include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks	Community Grant risks are not currently included in these plans	Grant-related fraud will be included in Councils risk management plans moving forward. The officer responsible for administering the grants will work with the Governance & Risk Lead to implement these risks into Council plans. The Council Officer currently in charge of administering the grants will take responsibility for managing the risks identified in the plan.
9. Develop mandatory training for staff and councillors that covers: <ul style="list-style-type: none"> declaring and managing conflicts of interest fraud risks specific to grant programs the council's relevant policies and procedures (see Section 2.4). 	<p>Councillors currently undergo training that covers the declaration of conflict of interests</p> <p>Councillors are provided with copies of all relevant policies and procedures via Microsoft Teams</p>	The current training will continue to remain mandatory for Councillors.

It was recommended that the proposed changes to the Community Support Grant Scheme be adopted at the 29 November 2022 Council Meeting, in order to clarify this process and ensure best practice.

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KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6 Strong and Effective Governance

Budget Implications

There are no budget implications in implementing this item.

Policy/Relevant Law

Review of the community grants program based on the VAGO recommendations relates to a number of requirements of the Local Government Act 2020 including, community accountability, financial management and service performance.

Sustainability Implications

None identified.

Risk Assessment

There is significant reputational, fraud and integrity risk to Council in failure to adequately address the recommendation of the VAGO report.

Innovation and Continuous Improvement

Reviewing the current Council grants program provides an opportunity to ensure processes are moving towards current best practice.

Stakeholder Collaboration and Community Engagement

Once the new community grants process has been adopted and implemented by Council feedback from grant applicants will be sought from successful and unsuccessful applicants and non-applicant community organisations on the use and effectiveness of the process.

RECOMMENDATION

That the Community Support Grants Scheme funding model report be received.

OUTCOME

That the Community Support Grants Scheme funding model report was noted, and the alterations be included in the Audit Review Outcomes Update spreadsheet for monitoring.

ATTACHMENTS

The Victorian Auditor General's Office report *Fraud Control Over Local Government Grants* is provided at Attachment 6.2

Note: Add alterations to Audit Review Outcomes Update spreadsheet for March 2023 Audit & Risk Committee meeting.

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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 INTERNAL AUDIT- DEPOT OPERATIONS

BACKGROUND

AFS & Associates are Council's Internal Auditors and have recently conducted an audit on Ararat Rural City Council's Depot operations.

DISCUSSION

The objective of the review was to see determine how Ararat Rural City Council depots manage their work program, plant and equipment levels and seek to improve depot performance and efficiency.

The audit concluded there were 3 areas of strength, 3 areas rated as moderate risks and 5 areas rated as minor risks. 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 Depot Operations audit are included in Item 7.2.1- the Internal Audit- Audit Review Outcomes Update spreadsheet.

All recommendations suggested to management have been agreed to, and an update on the progress of these action items will be provided at the March 2023 Audit & Risk Committee meeting.

RECOMMENDATION

The Audit and Risk Committee recommends management adopt the recommendations from the Depot Operations report.

OUTCOME

The Audit and Risk Committee notes management will adopt the recommendations from the Depot Operations report.

ATTACHMENTS

The AFS & Associates Audit of Depot Operations report is provided as Attachment 7.1.1.

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7.1.2 INTERNAL AUDIT- OCCUPATIONAL HEALTH, SAFETY AND WELLBEING

BACKGROUND

AFS & Associates are Council's Internal Auditors and have recently conducted an audit on Ararat Rural City Council's Occupational Health, Safety and Wellbeing.

DISCUSSION

The objective of the review was to:

- Review and report on the reliability and effectiveness of the current systems and controls in place at ARCC
- To ensure compliance with OHS obligations.

The audit concluded there were 9 areas of strength. 3 areas rated as moderate risks and 2 areas rated as minor risks. 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 Occupational Health, Safety and Wellbeing audit are included in Item 7.2.1- the Internal Audit- Audit Review Outcomes Update spreadsheet.

All recommendations suggested to management have been agreed to, and an update on the progress of these action items will be provided at the March 2023 Audit & Risk Committee meeting.

RECOMMENDATION

The Audit and Risk Committee recommends management adopt the recommendations from the Depot Operations report.

OUTCOME

The Audit and Risk Committee notes management will adopt the recommendations from the Occupational Health, Safety and Wellbeing report.

ATTACHMENTS

The AFS & Associates Audit of Occupational Health, Safety and Wellbeing report is provided as Attachment 7.1.2.

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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.

OUTCOME

That the Audit Review Outcomes Update report was received.

ATTACHMENTS

The Audit Review Outcomes Update report is included as Attachment 7.2.1.

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7.3 REVIEW THE AUDIT AND RISK COMMITTEE CHARTER

BACKGROUND

Council policies are currently reviewed on an ongoing policy and procedure review process.

This report outlines the review that will take place for the Audit and Risk Committee Charter in June 2022.

DISCUSSION

Council has committed to reviewing policies through a review process to ensure that all Council policies meet legislative requirements and established internal processes.

The Audit and Risk Committee Charter was last reviewed in July 2020. It was due to be reviewed again on 21 July 2022.

Council has sought feedback from the Audit & Risk Committee on the altered Audit & Risk Committee Charter, in particular the Work Plan. Suggestions from the Audit & Risk Committee have been included.

RECOMMENDATION

That Council implement the feedback from the Audit & Risk Committee to form the Audit & Risk Committee Charter 2022.

OUTCOME

That Council implement the feedback from the Audit & Risk Committee to form the Audit & Risk Committee Charter 2022.

ATTACHMENTS

Audit & Risk Committee Charter is provided as Attachment 7.3

Note: The Audit & Risk Committee Charter will be presented to Council at the January 2023 Council Meeting.

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7.4 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.

Two audits were conducted since the September Audit & Risk Committee Meeting, these include:

- Occupational Health, Safety and Wellbeing
- Depot Operations (2)- efficient review and workforce planning

These items have now been marked as complete.

The next two audits to be conducted include:

- Information Technology Governance and Cyber Security (November)
- Review of forward Internal Audit Program (November)

The proposed scope and approach for each of these is included in Attachment 7.4

RECOMMENDATION

That the Strategic Internal Audit Program Status Update report be received.

OUTCOME

That the Strategic Internal Audit Program Status Update report was received.

ATTACHMENTS

The Strategic Internal Audit Program Status Update report is provided as Attachment 7.4

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SECTION 8- EXTERNAL AUDIT

Nil.

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SECTION 9- GENERAL BUSINESS

9.1 OTHER MATTERS – AUDIT COMMITTEE MEMBERSHIP

BACKGROUND

The Audit Charter states independent members shall be appointed for a term of three years. At the conclusion of their first three years, existing members will be eligible to apply to be reappointed at the discretion of Council for a second three-year term. Independent members can only serve a maximum period of nine years.

DISCUSSION

Mr. Brian Keane has been an independent member for the last 8 years and has made significant contributions in that time, including his role as Chair on the Audit Committee.

At the Council meeting held 15 October 2019 Council resolved to appoint Mr. Brian Keane as the Chair of the Audit Committee until 30 November 2020 and has since held this position to date.

Mr Brian Keane has notified the Chief Executive Officer, that he will be retiring as of 31 July 2023 and will not seek another term, as that will take him just over the 9-year term that the Charter stipulates.

Council appointed Ms. Jessica Adler and Mr Robert Tommasini as the independent members of the Audit Committee. Both Jessica and Robert's membership is due to expire on 21/07/2023.

Section 3- Membership and Tenure, of the Audit and Risk Committee Charter states:

- 3.4 Independent members terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;

It has been suggested by Mr Brian Keane, that at the time of his replacement, the two remaining independent members expiry dates are amended to allow a new member expiring in 2026, and the other two existing members in 2025 and the other in 2024.

RECOMMENDATION

That the Audit Committee Membership report be received.

OUTCOME

The Audit & Risk Committee recommends that Council adopt staggered appointments of independent members, to ensure continuity of the committee.

ATTACHMENTS

There are no attachments relating to this item.

Note: CEO to have a discussion with Robert and Jess, about staggering appointment dates

Note: Audit Committee Membership to be presented at the January 2023 Council Meeting

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9.2 OTHER MATTERS- AUDIT AND RISK INDEPENDENT MEMBERS ALLOWANCES

BACKGROUND

Council may pay a fee to a member of an Audit and Risk Committee (who is not a Councillor or a member of Council staff). Each year a review of the fees paid to Audit & Risk Committee Members is negotiated. The proposed fees have been determined by the Financial Services Coordinator, using the All Groups Melbourne June CPI.

DISCUSSION

Remuneration will be paid to each independent committee member. Payment is made each quarter following the receipt of a Tax Invoice after each meeting. Remuneration is reviewed annually and at the appointment of a new independent member.

The 2021/2022 and proposed 2022/2023 rates are outlined in the table below.

		Base Rate			Chair Rate			Travel Rate - per km		
		NET	GST	GROSS	NET	GST	GROSS	NET	GST	GROSS
13/14	–	\$400.00	\$40.00	\$440.00	\$450.00	\$45.00	\$495.00	\$1.00	\$0.10	\$1.10
14/15	3.22%	\$412.88	\$41.29	\$454.17	\$464.49	\$46.45	\$510.94	\$1.03	\$0.10	\$1.13
15/16	1.13%	\$417.55	\$41.76	\$459.31	\$469.74	\$46.97	\$516.71	\$1.04	\$0.10	\$1.14
16/17	1.40%	\$423.40	\$42.34	\$465.74	\$476.32	\$47.63	\$523.95	\$1.05	\$0.11	\$1.16
17/18	2.21%	\$432.76	\$43.28	\$476.04	\$486.85	\$48.69	\$535.54	\$1.07	\$0.11	\$1.18
18/19	2.52%	\$443.67	\$44.37	\$488.04	\$499.12	\$49.91	\$549.03	\$1.10	\$0.11	\$1.21
19/20	1.32%	\$449.53	\$44.95	\$494.48	\$505.71	\$50.57	\$556.28	\$1.11	\$0.11	\$1.22
20/21	0.35%	\$451.10	\$45.11	\$496.21	\$507.48	\$50.75	\$558.23	\$1.11	\$0.11	\$1.22
21/22	2.94%	\$464.36	\$46.44	\$510.80	\$522.40	\$52.24	\$574.64	\$1.14	\$0.11	\$1.25
22/23	6.13%	\$492.83	\$49.28	\$542.11	\$554.42	\$55.44	\$609.86	\$1.21	\$0.12	\$1.33

RECOMMENDATION

That the Audit & Risk Committee accept the 2022/2023 fees.

OUTCOME

The Audit & Risk Committee accepted the 2022/2023 fees.

ATTACHMENTS

There are no attachments in relation to this item.

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9.3 INDUSTRY UPDATE- RECENT REPORTS AND PUBLICATIONS OF INTEREST

BACKGROUND

AFS & Associates (AFS) are Council's Internal Auditors. AFS have provided an Industry Update report to be included in the agenda. The Industry Update report lists recent reports and publications that may be of interest to Ararat Rural City Council.

DISCUSSION

The Industry Update report lists 24 recent articles and reports, covering a range of different topics from sources such as: MAV, Local Government Inspectorate, Premier of Victoria and WorkSafe Victoria and more.

The report includes a column outlining the *'Implications for clients'*, which outlines how the publication is applicable to Council.

RECOMMENDATION

That the Industry Update report be received.

OUTCOME

That the Industry Update report was received.

ATTACHMENTS

The Industry Update report is provided as Attachment 9.3.

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SECTION 10 – FUTURE MEETINGS

10.1 FUTURE MEETING DATES

Future meetings of the Audit and Risk Committee are scheduled as follows:

- Tuesday 7 March 2023 at 1pm
- Tuesday 6 June 2023 1pm
- Tuesday 5 September 2023 1pm

The meeting closed at 2:37pm.

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SECTION 12- NEXT MEETING/CHARTER ITEMS

December 2022		
Ref. from Charter		Reference 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	5.1
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	6.2
7	Annual performance evaluation	

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March 2023	
Ref. from Charter	
5.21	Review the Internal Audit Charter regularly
5.22	Review and approve the 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
5.38	Annually review the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code;
5.40	Annual review of reports by regulatory and integrity agencies on investigations and relevance for Council
6	Biannual report to Council

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 24 January 2023

Issues discussed at the briefing:

- Major economic development projects update
- Council sponsorships
- Additional Capital Works projects
- Victorian Homebuyer Fund lobbying
- Tourism Investment update
- Alexandra gardens revitalisation
- Miscellaneous "administrative" issues for January Council Meeting
- Legal Issues update
- Eastern Maar Native Title Claim update
- Aradale masterplan

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 SANDERS
SECONDED CR BURRIDGE**

That the Informal Meetings of Councillors Report be received.

CARRIED 4769/23

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 5.1.

Councillor Briefing



Date: Tuesday 24 January 2023
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Present

Councillors: Cr Jo Armstrong
Cr Rob Armstrong
Cr Gwenda Allgood
Cr Peter Beales
Cr Henry Burridge
Cr Bob Sanders

Officers: CEO, Dr Tim Harrison

Apologies: Cr Bill Waterston

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).

Absence from Room			
Item No.	Councillor	Before Discussion	During Discussion
		Yes / No	Yes / No

Matters Considered:

1	Mayor's roundup
2	Major economic development projects update
3	Council Sponsorships
4	Additional Capital Works projects
5	Victorian Homebuyer Fund lobbying
6	Tourism investment update
7	Alexandra gardens revitalization
8	Miscellaneous "administrative" issues for January Council Meeting
9	Legal issues update
10	Eastern Maar native Title claim update
11	Aradale masterplan

Briefing Closed: 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*.

There were no Notices of Motion items 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 were 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. 698- Asphalt Works
- Item 9.2- Contract 664- Panel Supply Contract- Professional Engineering Consultancy and Reporting

6:42 PM 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 SANDERS
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 4770/23

6:51 PM OPEN COUNCIL MEETING RECOMMENCEMENT

RECOMMENDATION

That the Open Council Meeting recommence.

MOVED CR BEALES
SECONDED CR SANDERS

That the Open Council Meeting recommence.

CARRIED 4773/23

Gallery invited to return to Council Chamber.

LIFTING OF CONFIDENTIALITY OF CLOSED SESSION RESOLUTIONS

RECOMMENDATION

That the:

- 1 *Confidentiality of the report and decision in relation to 9.1 not be lifted on adoption of the motion; and*
- 2 *Confidentiality of the report and decision in relation to 9.2 be lifted on adoption of the motion.*

MOVED CR SANDERS
SECONDED CR R ARMSTRONG

That the:

- 1 Confidentiality of the report and decision in relation to 9.1 not be lifted on adoption of the motion; and
- 2 Confidentiality of the report and decision in relation to 9.2 be lifted on adoption of the motion.

CARRIED 4774/23

9.2 CONTRACT No. 664 – PANEL SUPPLY CONTRACT – PROFESSIONAL ENGINEERING CONSULTANCY AND REPORTING

RECOMMENDATION

That:

- 1 *Council award Contract No. 664 for the Panel Supply Contract – Professional Engineering Consultancy and Reporting Services to the following suppliers:*

- *Biosis Pty Ltd*
- *Wildlife & Ecology*

At their schedule of rate pricing.

- 2 *The Chief Executive Officer Sign the Contract Deed.*
- 3 *The confidentiality and decision be lifted on the adoption of the motion.*

MOVED CR SANDERS
SECONDED CR ALLGOOD

That:

- 1 Council award Contract No. 664 for the Panel Supply Contract – Professional Engineering Consultancy and Reporting Services to the following suppliers:

- Biosis Pty Ltd
- Wildlife & Ecology

At their schedule of rate pricing.

- 2 The Chief Executive Officer Sign the Contract Deed.
- 3 The confidentiality and decision be lifted on the adoption of the motion.

CARRIED 4772/23

I HEREBY CERTIFY THAT PAGES 6326 TO 6618 INCLUDING PAGES 502 TO 511 OF THE CLOSED SESSION ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

MAYOR – CR JO ARMSTRONG

Meeting closed at 6:52pm.