



Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 31 October 2023

Held in the Council Chambers, Shire Offices
(Livestreamed)

Commenced at 6.02pm

Council:

Cr Jo Armstrong (Mayor)

Cr Gwenda Allgood

Cr Rob Armstrong

Cr Peter Beales

Cr Henry Burridge

Cr Bob Sanders

Cr Bill Waterston



Ararat Rural City

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/aratruralcitycouncil into your address bar.

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

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PRESENT:

Cr Gwenda Allgood, Cr Jo Armstrong, Cr Rob Armstrong, Cr Henry Burridge, Cr Bob Sanders, Mr Tim Harrison, Chief Executive Officer, Chandra Willmott, Governance & Risk Lead and Josie Frawley, Executive Officer.

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 SANDERS

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 ALLGOOD

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

1.3 APOLOGIES

RECOMMENDATION (if required)

That the apology of Cr be accepted.

**MOVED CR SANDERS
SECONDED CR BURRIDGE**

That the apology of Cr Waterston and Cr Beales be accepted.

CARRIED 4908/23

1.4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Council Meetings held on 26 September 2023 be confirmed.

MOVED CR R ARMSTRONG
SECONDED CR SANDERS

That the Minutes of the Council Meetings held on 26 September 2023 be confirmed.

CARRIED 4882/23

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 new Petitions or Joint Letters received.

SECTION 3 – REPORTS REQUIRING COUNCIL DECISION

3.1 FOOTPATH AND CYCLEWAYS ASSET MANAGEMENT PLAN

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 12315

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

Asset plans as referred to in the Local Government Act 2020, are community facing documents that show how Council assets will be managed and maintained, while meeting the community's needs and interests.

Assets managed by Local Government include an extensive network of local roads and other assets such as land, buildings, parks and recreation facilities. Good asset management is critical to the asset intensive nature of Local Government, particularly for rural council's with higher operating costs of assets, it is important to consider the needs, demands and expectations of communities and to deliver services from infrastructure assets in a sustainable and affordable way.

DISCUSSION

The fundamental purpose of the Footpath and Cycleways Asset Management Plan is to improve Council's long term strategic management of its footpath and cycleway assets. This plan communicates the actions required for the responsible management of assets and the associated services provided, compliance with regulatory requirements and funding needed to provide the required levels of service to the community.

The intent of the document is to outline the approach used by Ararat Rural City Council (Council) in managing its Footpath and Cycleway assets. This plan covers the entire lifecycle of managing the footpath and cycleway assets including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Council will execute the management of its footpath and cycleway assets in alignment with the approach outlined in this plan.

The plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

4 Developing and maintaining key enabling infrastructure

We will ensure that we plan, fund and develop new infrastructure in ways that delivers strong public value. Existing infrastructure will be managed, renewed and maintained to ensure that it continues to serve identified public needs.

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

The costs associate with reviewing the Asset Management Plans are allocated in the current budget.

Policy/Relevant Law

- Local Government Act 2020 and 1989.
- Road Management Act 2004 & associated regulations and codes of practice.
- Transport Act 1983
- Road Safety Act 1986
- Disability Discrimination Act 1992
- Planning and Environment Act 1987
- Occupational Health and Safety Act 2004
- Infrastructure Design Manual (IDM) 2015
- International Infrastructure Management Manual (IIMM) 2006, IPWEA
- Australian Accounting Standard (AS/NZS 4360)
- ISO 55000:2014 Asset Management
- Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths
- Austroads Guide to Traffic Management Part 6: Intersection Interchanges and Crossings
- Ararat Rural City Council – Local Laws

Sustainability Implications

The asset management plan is considered within the following future impacts in mind:

- Climate change
- Service delivery
- Demographic change
- Emerging technologies and practices
- Political environments
- Asset volume (including duplication, redundancy and scarcity)
- Asset condition
- Financial capacity

Risk Assessment

The Footpath and Cycleway Asset Management Plan is one of the risk management measures in relation to the management of footpath and cycleway assets. There is no significant risk in application of the plan. Council officers will ensure that the Plan is implemented across the organisation.

Innovation and Continuous Improvement

The introduction of strategic planning principles, and the integrated approach to planning, monitoring and performance reporting allows for continuous improvement and innovation opportunities to be utilised through the life cycle of Council's assets.

Stakeholder Collaboration and Community Engagement

The review of the Footpath and Cycleway Asset Management Plan has been carried out through internal consultation with relevant officers.

The Chief Executive Officer briefed Councillors on the plan at the Council Briefing held on 24 October 2023.

RECOMMENDATION

That:

- 1 Council adopt the Footpath and Cycleway Asset Management Plan; and
- 2 The Footpath and Cycleway Asset Management Plan be placed on Council's website.

**MOVED CR R ARMSTRONG
SECONDED CR ALLGOOD**

That:

- 1 Council adopt the Footpath and Cycleway Asset Management Plan; and
- 2 The Footpath and Cycleway Asset Management Plan be placed on Council's website.

CARRIED 4883/23

ATTACHMENTS

The Footpath and Cycleway Asset Management Plan is provided as Attachment 3.1

Ararat Rural City Council
Footpaths and Cycleways
Asset Management Plan

**Footpaths & Cycleways
Asset Management Plan**

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**Footpaths & Cycleways
Asset Management Plan**

1 Plan Intention and Structure

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its footpath and cycleway network. This plan covers the entire lifecycle of all elements of managing the footpath and cycleway network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its footpath and cycleway network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 Introduction

Council's footpaths contribute to the community through:

- access and safe movement of people
- community linkages to shops, schools, neighbours, and friends
- recreation and health and fitness opportunities
- improvement to local amenity.

The network comprises both sealed (i.e. asphalt, concrete, brick pavers) and unsealed pathways (e.g. gravel). Council's footpath network has been developed over time to provide pedestrian access around the major townships within the municipality.

2.1 Footpath and Cycleway Asset Class

Council's footpath and cycleway infrastructure assists the overall transport network to promote a high level of connectivity throughout the municipality; in addition, pathways encourage and enable the community to engage in passive recreation. Each pathway is classified according to a functional hierarchy which is dependent on the type of traffic experienced, volume of traffic, specific function and potential risk.

Asset Category	Asset Type	Asset Components/Elements Included
Pathways	Footpaths	<ul style="list-style-type: none"> • Surface • Pavement • Ramps • Rails • Signs and Marking • Lights
	Shared Paths	<ul style="list-style-type: none"> • Surface • Pavement • Ramps • Rails • Signs and Marking • Lights

2.2 Future demand

The main demands for new services are created by:

- Population and demographic change
- Ageing infrastructure
- increased awareness of the benefits of walking as an active transport option.

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management.

Footpaths & Cycleways Asset Management Plan

We will implement demand management practices to control future increased costs of our assets, including the consideration of non-asset solutions and mitigating the increased threat (risk exposure) of asset and system failure by:

- planning network improvements to coincide with major land use changes
- incorporating the principles of universal design in all footpath projects to promote access for all
- ensuring all footpaths are constructed to meet Infrastructure Design Standards as adopted by Council.

2.3 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Local residents including cyclists, pedestrians, etc
- Visitors to the municipality
- Tourism operators
- Utility agencies
- Developers
- Neighbouring councils
- Regional Roads Victoria and other government departments
- Council's insurers

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

2.4 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Road Management Act 2004 & associated regulations and codes of practice.
- Transport Act 1983
- Road Safety Act 1986
- Disability Discrimination Act 1992
- Planning and Environment Act 1987
- Occupational Health and Safety Act 2004
- Infrastructure Design Manual (IDM) 2015
- International Infrastructure Management Manual (IIMM) 2006, IPWEA
- Australian Accounting Standard (AS/NZS 4360)
- ISO 55000:2014 Asset Management
- Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths
- Austroads Guide to Traffic Management Part 6: Intersection Interchanges and Crossings
- Ararat Rural City Council – Local Laws

3 Asset Management

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of ‘in the field’ use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete ‘in the field’ activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Footpaths and Cycleways Class Definition

Ararat Rural City Council footpaths and cycleways are broken down into nine different classes. This breakdown serves as both a separator for type and also a means to value the footpaths and cycleways network.

feature_type_code	feature_type_name
PWAS	PW-C-Asphalt
PWAM	PW-C-Asphalt/Masonry
PWBR	PW-C-Brick Paving
PWCO	PW-C-Concrete
PWCP	PW-C-Concrete Paving
PWGR	PW-C-Gravel/Granite Sand
PWMA	PW-C-Masonry
PWNS	PW-C-Natural Surface
PWSS	PW-C-Spray Seal

Information on establishing levels of service is available elsewhere. Further reference can be made to the “International Infrastructure Management Manual” (IIMM) and to associated documents.

**Footpaths & Cycleways
Asset Management Plan**

3.3 Pathway Functional Hierarchy

PATH CATEGORY	DESCRIPTION
High Use Footpath	Paths located in or near central civic or commercial areas, or adjacent to significant community facilities such as hospitals, libraries, schools or similar.
Medium Use Footpath	Paths located in residential zones or near outer urban commercial areas or community facilities, and all paths in public parks and gardens, and recreational paths.
Low Use Footpath	Paths located in low density residential or rural living zones. Paths on roads without kerb and channel. All other footpaths.
Cycle Paths	Paths designed exclusively for cycle use. (Note distinction between bike lane which is located within the carriageway.)
Shared use paths	Paths designed to be used by both cyclists and pedestrians.

3.4 Footpaths and cycleways Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council footpaths and cycleways Network

MANDATORY DATA

- Age
- Width
- length
- Class definition
- Inspection date
- Photos

3.4.1 Spatial Data

The Ararat Rural City Council footpath and cycleways network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4.2 Condition Inspection

Condition inspections occur via one of the following methods.

- Level 1: Routine Maintenance inspection (Asset Officer or Maintenance Staff)
- Level 2: Condition Inspection (Asset Officer or Engineer)

3.4.3 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

Refer IPWEA Practice Note 1 – Footpaths & Cycleways, Appendix 2: A rating system for the inspection of footpaths.

**Footpaths & Cycleways
Asset Management Plan**

Condition State	Subjective Rating	Description	Action
1	Good ('as new')	Free of defects with little or no deterioration evident	No action required in foreseeable future
2	Fair	Minor maintenance required.	No action required until at least next programmed inspection
3	Poor	Significant maintenance required.	Action required prior to next programmed inspection
4	Very Poor	Significant renewal/rehabilitation required.	Action required as soon as possible.
5	Unsafe	Physically unsound and/or beyond rehabilitation.	Action required before path can be used by public.

3.4.4 Condition Inspection Routine

INSPECTION DESCRIPTION	RATE
Within 1 year of construction	Inspect at 3 months and at 6 months
Condition 1-3	Once annually
Condition 4	Twice annually
Condition 5	Quarterly

3.5 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e. for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Footpath asset listing including attributes
- Footpath spatial mapping
- Footpath condition report by class
- Footpath maintenance report

**Footpaths & Cycleways
Asset Management Plan**

4 Depot Operations

The core responsibilities of council's depot operations with relation to footpath and cycleways is; the identification of footpath defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Footpath and Cycleway Inspection

Inspect for defects associated with the pathway surface, obstructions, signage, hand and barrier rails (if applicable).

Responsibility - Operations & Infrastructure.

PATHS	DEFECT INSPECTION INTERVAL	CUSTOMER REQUEST INSPECTION
High Use Footpath	12 months	5 days
Medium Use Footpath	12 months	5 days
Low Use Footpath	24 months	10 days
Bike path	12 months	10 days
Shared Path	12 months	10 days

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a footpath defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Bituminous Seal & Asphalt Footpaths & In-situ Concrete Footpaths					
Determining Criteria	Condition 1	Condition 2	Condition 3	Condition 4	Condition 5
Area affected	As new	Up to 10%	Up to 25%	Up to 50%	Greater than 50%
Cracking	No more than hairline cracks	Cracks < 5mm	Cracks 5mm – 10mm	Cracks 10mm - 20mm	Cracks > 20mm
Slipperiness	No slippery sections	Slightly slippery sections	Slippery surface section(s)	Very slippery surface section(s)	Extremely slippery surface section(s)
Evenness	No potholes, uneven patches or edge break	Small potholes, uneven patches, slight edge break	Moderate potholes, uneven patches, moderate edge break	Large potholes, uneven patches, moderate edge break	Very large potholes, uneven patches, moderate edge break

**Footpaths & Cycleways
Asset Management Plan**

Displacement	No deformation or sinking	Deformation or sinking 5mm - 10mm	Deformation or sinking 10mm - 20mm	Deformation or sinking 20mm - 30mm	Deformation or sinking 20mm - 30mm +
Service Structures	No problem	Service structures 5mm – 10mm above/below surrounding path level	Service structures 10mm – 20mm above/below surrounding path level	Service structures 20mm – 30mm above/below surrounding path level	Service structures > 30mm above/below surrounding path level
Ponding	< 5mm deep	5mm – 10mm deep	10mm – 20mm deep	20mm – 30mm deep	Over 30mm deep
Gaps (concrete & paved only)	Uniform, <10mm	Non-uniform, <10mm	Non-uniform, 10mm – 20mm	Non-uniform, 20mm – 30mm	Non-uniform, over 30mm
Risk	Low risk to public	Low risk to public	Medium risk to public	High risk to public	Very high risk to public
Action Required	No action required	Treat defects under routine maintenance	Treat defects under planned maintenance	Planned renewal/rehabilitation required	Renewal/rehabilitation required as soon as possible



1

¹ Images from IPWEA Practice note 1, Appendix 2

**Footpaths & Cycleways
Asset Management Plan**



2

Gravel Paths³

Condition	General Meaning
1. Very Good	Sound surface, well maintained with no significant defects. No works required
2. Good	As grade 1 but showing minor wear, tear and deterioration of the surface e.g. some minor corrugations and rutting. Deterioration has no significant impact on functionality, user comfort and appearance of the surface. Only minor works required
3. Fair	Surface functionally sound, but appearance and serviceability affected by minor defects e.g. corrugations/ rutting < 20mm, small potholes, scouring and minor loss of metal. Deterioration beginning to affect functionality and appearance. Likely to require renewal within 5 years approx.
4. Poor	Surface functioning but with problems due to significant defects e.g. corrugations/ rutting up to 50mm, scouring, moderate potholes and vegetation growth, significant loss of metal and contamination with mud, likely to cause marked deterioration of functionality and appearance. Likely to require rehabilitation/renewal within 2-3 years
5. Very Poor	Surface has serious problems e.g. corrugations/ rutting >50mm and large potholes and substantial loss of metal, causing unacceptable deterioration in safety, lack of function and appearance. Priority rehabilitation/renewal required.

² Images from IPWEA Practice note 1, Appendix 2

³ IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

**Footpaths & Cycleways
Asset Management Plan**

Concrete and Paving⁴

Condition	General Meaning
1. Very Good	Sound surface designed and constructed to current standards; well maintained with no visible defects. No work required.
2. Good	As grade 1 but constructed to current standards, showing minor wear, tear and deterioration of surface e.g. slight surface unevenness and hairline cracking but good drainage. Deterioration has no significant impact on functionality, user and appearance. Only minor work required.
3. Fair	Surface functionally sound, but appearance and serviceability affected by minor defects e.g. minor wear of surface, cracked cobbles, loss of jointing material, vegetation growth cause a slippery surface unevenness, some water ponding. Deterioration beginning to affect functionality, user comfort and appearance, or not designed or constructed to current standards. Likely to require renewal within 6-8 years approx.
4. Poor	Surface functioning but with problems due to significant defects e.g. significant wear of surface, cracking, surface unevenness, misalignment of cobbles and loss of jointing/ bedding material, vegetation growth causing slippery surface and significant water ponding, causing marked deterioration of functionality and appearance, or not designed or constructed to current standards. Likely to require renewal within 4-5 years.
5. Very Poor	Surface has serious problems or badly constructed e.g. irregular surface, broken/ missing cobbles, inadequate drainage, vegetation growth causing slippery surface and unravelling of cobbles, causing deterioration in safety, user comfort and appearance. Priority rehabilitation/renewal required.

Asphalt and Spray Coat⁵

Condition	General Meaning
1. Very Good	Sound Surface designed and constructed to current standards; well maintained with no visible defects. Timber edges intact and showing no signs of decay or damage. No works required.
2. Good	As grade 1 but showing minor wear, tear and deterioration of surface e.g. minor cracking, bleeding of bitumen, but no significant depressions, potholes, edge break or drainage problems. Timber edging showing minor or isolated damage. Deterioration has significant impact on functionality, user comfort and appearance, or not designed or constructed to current standards. Only minor work required.

⁴ IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

⁵ IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services.

**Footpaths & Cycleways
Asset Management Plan**

3. Fair	<p>Surface Functionally sound, but appearance and serviceability affected by minor defects e.g. cracking allowing water intrusion, depressions, edge break and patching.</p> <p>Timber edges starting to exhibit frequent minor damage defects. Some deterioration beginning to affect functionality, user comfort and appearance, or not designed or constructed to current standards.</p> <p>Likely to require renewal within 5-6 years approx.</p>
4. Poor	<p>Surface functioning but with problems due to significant defects e.g. cracking 2-5mm, surface irregularities/ depressions, edge break and small potholes with water ponding, causing marked deterioration of functionality and appearance, or not designed or constructed to current standards. Timber edging showing marked damage, collapse or decay, effecting the edge stability of the path.</p> <p>Likely to require renewal within 2-4 years.</p>
5. Very Poor	<p>Surface has serious problems, and has failed or about to fail in the near future e.g. irregular surface, large potholes/edge break, widespread cracking >5mm and water ponding, causing unacceptable deterioration in safety, user comfort and appearance.</p> <p>Timber edging has failed or is about to fail.</p> <p>Priority rehabilitation/renewal required</p>

Boardwalks

Condition	General Meaning
Very Good	<p>Sound boardwalk designed and constructed to current standards, well maintained with no defects.</p> <p>No works required</p>
Good	<p>Asd grade 1 but not designed or constructed to current standards, showing minor wear and deterioration e.g. weathering of timber, minor impact damage, but no staining of fastenings.</p> <p>Deterioration has no significant impact on strength, functionality and appearance of the boardwalk.</p> <p>Only minor work required.</p>
Fair	<p>Boardwalk functionality sound, but appearance affected by minor defects e.g. slight impact damage, vandalism, decay/spitting of timber, staining and loosing fastenings.</p> <p>Deterioration beginning to affect the strength, functionality and appearance of the structure, or not designed or constructed to current standards.</p> <p>Likely to require to renewal within 5-6 years approx.</p>
Poor	<p>Boardwalk functioning but with problems due to significant defects e.g. impact damage, rotting/splitting of timber, loosening of fastening and supports, degradation of non slip features, causing a marked deterioration in strength, stability, functionality and appearance.</p> <p>Likely to require renewal within 1-2 years.</p>
Very Poor	<p>Boardwalk has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance.</p>

**Footpaths & Cycleways
Asset Management Plan**

	Priority rehabilitation/renewal required.
--	---

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Roads	Defect Inspection Interval	Customer Request Inspection
Sealed/Paved Footpath	1 year	5 days
Unsealed footpath/track	2 years	10 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4.2 Footpath and Cycleways Maintenance

Footpath and cycleways Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Footpath and cycleways inspections are aligned with the Ararat Rural City Council Road Management Plan 2021 and the IPWEA Practice note 10.1 Inventories, condition and performance grading Asset condition grading descriptions, tracks paths and hard services..

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a footpath/cycleway outside of reactive maintenance, where a footpaths and cycleways maintenance team will visit a footpath onsite and complete any maintenance works required on the footpaths and cycleways where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below:

Roads	Maintenance Interval	Responsibility
Sealed/Paved Footpath	1 year	Depot Operations
Unsealed footpath/track	2 years	Depot Operations

4.2.2 Reactive Maintenance

Reactive footpaths and cycleways maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Reactive maintenance works may be triggered by:

- Reactive inspections following a customer request,
- Routine inspections in accordance with the Municipal Road Management Plan,
- Inspections following an incident on Council’s pathways

**Footpaths & Cycleways
Asset Management Plan**

Roads	Timeframe	Responsibility
Sealed/Paved Footpath	5 days	Depot Operations
Unsealed footpath/track	5 days	Depot Operations

**Footpaths & Cycleways
Asset Management Plan**

5 Engineering and Projects

5.1 Footpaths and cycleways Intervention Definitions

The purpose of footpath and cycleways intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a footpath/cycleway defect dependant on the road hierarchy that the footpath and cycleway resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance:

RESPONSE CODE	RESPONSE MECHANISM	RESPONSE TIME
A	Inspect and rectify if possible, or provide appropriate warning, or place on maintenance program.	Within 1 business day of inspection or notification.
B		Within 2 business days of inspection or notification.
C		Within 10 business days of inspection or notification.
D		Within 20 business days of inspection or notification.
E		Within 60 business days of inspection or notification.
F		Within 6 months of inspection or notification.
G		Within 1 year of inspection or notification.

DESCRIPTION OF HAZARD	CATEGORY 4	CATEGORY 3	CATEGORY 2	CATEGORY 1
Footpath lips or trip hazards greater than 40 millimetres in height difference. Mounds or depressions greater than 100 millimetres under a straight edge. Cross falls steeper than 1 in 20.	D	D	E	N/A
Asphalt footpath affected by tree roots, lifted or depressed greater than 40 millimetres in height difference and cracked or potholed more than 20 millimetres in width and 200 millimetres in diameter respectively.				
Concrete bay is cracked or broken more than 20 millimetres in width.	E	E	F	N/A
Gravel Path potholed greater than 200 millimetres in diameter and 50 millimetres in depth and depressed by 25 millimetres.	N/A	N/A	F	N/A

defect_type_code	defect_type_name
PWBP	PW-Bluestone Paver Maintenance
PWCR	RM-PW-Cracks >15mm W x 200mm L
PWHR	RM-PW-Missing/Damaged HandRail
PWHS	RM-PW-Hazard/Slippery Material

**Footpaths & Cycleways
Asset Management Plan**

PWLC	PW-Cracking <15mm W < 200mm L
PWST	PW-Seal Vertical Displace <40
PWTT	PW-Broken/Missing Tactile
PWUS	PW-US Vertical Displace <40mm
PWVD	RMPW-Seal Vertical Displace>40
PWVE	RM-PW-US Vertical Displace >40

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

For dwelling and property access roads that are of natural surface or without formation, the intervention standard for natural surface road or track shall apply regardless of the road's hierarchy.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

- Council footpaths and cycleways assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
 - Average traffic volume
 - Significance of the asset to the surrounding road network (are there nearby alternative routes?)
 - Significance of asset for agricultural and other key industries
 - Serviceability of the existing structure
 - Date from which the asset has been identified as eligible for renewal
- Renewal of footpath and cycleway assets will consider foreseeable road network growth, and potential expansions of asset use in the future. Footpaths and cycleways will be designed to meet all current standards and industry best practice documents, including:
 - Australian Standard AS 1428
 - Australian Standard As 1158.1 – Road Lighting – Pedestrian Area
 - Disability Discrimination Act 1992
 - Commonwealth Disability Standards

**Footpaths & Cycleways
Asset Management Plan**

- Austroads Guide to Road Design Part 6A – Pedestrian and Cyclist Paths
- Infrastructure Design Manual
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

5.3 Construction Standard

Council requires all pathways being constructed (or renewed) to be designed and constructed in accordance with the Infrastructure Design Manual. Refer to the IDM for the full set of design standards and conditions, alongside the associated standard drawings. www.designmanual.com.au

The following table details the relevant key standards:

Classification	Construction Standard
Footpaths (all categories)	2.0m width required in commercial areas 1.5m width required in residential areas 125mm thick (25 Mpa) concrete in residential areas with SL72 mesh placed centrally. 150mm thick (32 Mpa) concrete in commercial areas with SL72 mesh placed centrally.
Shared Paths (all categories)	Design to be in accordance with Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths (Minimum width being 2.5m)

5.4 Renewal Project Management

Footpaths and cycleways renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor footpaths and cycleways regularly up to engineers' specification

5.5 Disposal Plan

In order to achieve a holistic approach for infrastructure financial sustainability, Council must ensure that resources are not spent on maintaining or renewing assets which no longer serve a genuine community demand.

Disposal of assets, therefore, serves as a tool for achieving optimal use of the available resources. Pathway infrastructure is generally considered to be essential to the connectivity of Ararat's transport and recreation needs, therefore demand for disposals is usually low. Council shall; however, endeavor to evaluate the community demand for pathway assets upon their end of life in order to ascertain if an overall benefit is provided to the community by allocating funds to conduct renewal works.

The disposal of pathways infrastructure may occur under the following conditions:

**Footpaths & Cycleways
Asset Management Plan**

- A request is made by the community which is approved by Council;
- Following a study of demand, it is demonstrated that an asset receives low or no usage and thus continual expenditure on maintaining the asset is not justified; or
- An asset is handed over to a private interest or other authority.

Currently no pathway infrastructure is planned for disposal.

6 Contracts and Procurement

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. [Procurement Policy FINAL 30 May 2023.pdf](#)

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 Finance and Valuations

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of footpaths and cycleways assets to fair value by assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual footpath and cycleway structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the footpaths and cycleways asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All footpaths and cycleways assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Footpaths and cycleways Asset Depreciation is the value (\$) of the already consumed portion of the footpaths and cycleways asset. For example, if the footpath and cycleway asset is expected to last 50 years and it is currently 25 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Footpaths and cycleways renewal projects are tracked within the council finance system using 'tracking categories'. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

**Footpaths & Cycleways
Asset Management Plan**

8 Customer Service

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific to footpaths and cycleways are:

- Broken sections of footpaths
- Overgrown footpaths/access

8.3 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including footpaths and cycleways. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 Risk/Occupational Health and Safety

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures. [OHS Policy FINAL 19 January 2021](#)

**Footpaths & Cycleways
Asset Management Plan**

10 Governance/CEO's Office

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 Organisational Transformation

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement various technology related to monitoring of footpaths that may assist in process efficiencies in this space.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement various technology related to monitoring of footpaths that may assist in process efficiencies in this space.

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to footpaths and cycleways that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

**Footpaths & Cycleways
Asset Management Plan**

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

3.2 MONUMENTS ASSET MANAGEMENT PLAN

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 12338

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

Asset plans as referred to in the Local Government Act 2020, are community facing documents that show how Council assets will be managed and maintained, while meeting the community's needs and interests.

Assets managed by Local Government include an extensive network of local roads and other assets such as land, buildings, parks and recreation facilities. Good asset management is critical to the asset intensive nature of Local Government, particularly for rural council's with higher operating costs of assets, it is important to consider the needs, demands and expectations of communities and to deliver services from infrastructure assets in a sustainable and affordable way.

DISCUSSION

The fundamental purpose of the Monuments Asset Management Plan is to improve Council's long term strategic management of its monument assets. This plan communicates the actions required for the responsible management of assets and the associated services provided, compliance with regulatory requirements and funding needed to provide the required levels of service to the community.

The intent of the document is to outline the approach used by Ararat Rural City Council (Council) in managing its Monument assets. This plan covers the entire lifecycle of managing the monument assets including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Council will execute the management of its monument assets in alignment with the approach outlined in this plan.

The plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement

- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

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.

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

The costs associate with reviewing the Asset Management Plans are allocated in the current budget.

Policy/Relevant Law

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Australian Accounting Standard AASB116
- Australian Accounting Regulations
- Copyright Act 1968
- Disability Act (Vic) 2006
- Graffiti Prevention Act 2004
- Heritage Act 2017
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017

Sustainability Implications

The asset management plan is considered within the following future impacts in mind:

- Climate change
- Service delivery
- Demographic change
- Emerging technologies and practices
- Political environments
- Asset volume (including duplication, redundancy and scarcity)
- Asset condition
- Financial capacity

Risk Assessment

The Monuments Asset Management Plan is one of the risk management measures in relation to the management of monuments assets. There is no significant risk in application of the plan. Council officers will ensure that the Plan is implemented across the organisation.

Innovation and Continuous Improvement

The introduction of strategic planning principles, and the integrated approach to planning, monitoring and performance reporting allows for continuous improvement and innovation opportunities to be utilised through the life cycle of Council's assets.

Stakeholder Collaboration and Community Engagement

The review of the Monuments Asset Management Plan has been carried out through internal consultation with relevant officers.

The Chief Executive Officer briefed Councillors on the plan at the Council Briefing held on 24 October 2023.

RECOMMENDATION

That:

- 1 Council adopt the Monuments Asset Management Plan; and*
- 2 The Monuments Asset Management Plan be placed on Council's website.*

**MOVED CR BURRIDGE
SECONDED CR SANDERS**

That:

- 1 Council adopt the Monuments Asset Management Plan; and**
- 2 The Monuments Asset Management Plan be placed on Council's website.**

CARRIED 4884/23

ATTACHMENTS

The Monuments Asset Management Plan is provided as Attachment 3.2

Ararat Rural City Council

Monuments

Asset Management Plan

**Monuments
Asset Management Plan**

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**Monuments
Asset Management Plan**

1 Plan Intention and Structure

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its monuments network. This plan covers the entire lifecycle of all elements of managing the monuments network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its monuments network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 Introduction

2.1 Monuments Asset Class

The monument and memorial assets covered within the asset management plan includes:

- Monuments & Statues
- Artworks/Art Structures
- Plaques
- Memorial Furniture
- Fountains

The textiles collection of the TAMA/Gallery do not form part of this asset management plan.

2.2 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Council Staff
- Community
- Visitors to the municipality
- Community Groups
- Utility agencies
- Maintenance Contractors
- DECCA and other Government organisations
- Council's insurers

2.3 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Australian Accounting Standard AASB116
- Australian Accounting Regulations
- Copyright Act 1968
- Disability Act (Vic) 2006
- Graffiti Prevention Act 2004
- Heritage Act 2017
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017

3 Asset Management

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Monument Asset Description

For the purposes of identifying the distinct types of monuments/memorials the following outlines the definitions used:

Memorial an object or feature intended to preserve the memory of a person, group, event, or place.

Monument a statue which is dedicated to the remembrance of a particular person, event, or story.

Statue a work of art in three (sometime two) dimensions. It may be representational or abstract and may be composed of a wide range of elements and materials.

Plaque a small/medium sized plate or slab made of metal, stone or any other material with text and graphics displayed on it for the purposed of commemoration.

Artwork a painting, sculpture, photograph etc. that is created to be beautiful or to express an important idea or feeling.

Fountain an ornamental structure in a pool or lake from which one or more jets of water are pumped into the air.

3.3 Monument Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council monument Network

**Monuments
Asset Management Plan**

MANDATORY DATA

- Type
- Location

OPTIONAL DATA

- Description
- Age
- Heritage Protected
- Other

3.3.1 Spatial Data

The Ararat Rural City Council monument network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4 Condition Inspection

Condition inspections occur via one of the following methods.

- Level 1: Routine maintenance inspection (asset officer or maintenance staff)
- Level 2: Condition assessment (asset officer or Engineer)
- Level 3: Detailed inspection (Heritage/Accredited inspector)

3.4.1 Condition Definition¹

Condition	Description
1. Very Good	Sound Monument constructed to current standards, well maintained with no defects. No works required
2. Good	As grade 1 but not constructed to current standards, showing minor wear, tear, and deterioration of surfaces e.g., minor impact damage but no loss of protective coatings or staining of fastenings and welds. Deterioration has significant impact on strength, appearance, and functionality. Only minor work required.
3. Fair	Monument functionally sound, but appearance affected by minor defects e.g., slight impact damage and vandalism, hairline cracking, flaking of protective coatings, staining of steel and fastenings, some deterioration of plaque, or not designed or constructed to current standards. Deterioration beginning to affect the strength, appearance, and functionality. Likely to Require renewal within 5-10 years approx.
4. Poor	Monument functioning but with significant defects e.g., cracking and spalling of concrete, corrosion of steel surfaces and fastenings/welds, impact damage, missing or damaged plaques; causing a marked deterioration in strength, stability, functionality, and appearance. Likely to require renewal within 3-4 years.

¹ IPWEA Practice note 10.1 Inventories, Condition & Performance Grading

**Monuments
Asset Management Plan**

5. Very Poor	Memorial has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety, and appearance. Priority rehabilitation/renewal required.
--------------	--

3.4.2 Condition Inspection Routine

INSPECTION DESCRIPTION	RATE
All	Every two years

3.5 Attribute Collection

Asset staff will use Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Asset management plan
- Asset condition reports
- KPI reporting
- Asset valuation report

4 Depot Operations

The core responsibilities of council's depot operations with relation to monument is the identification of monument defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

Council undertakes a preventative maintenance inspection of monuments on Council owned assets annually. This process is undertaken by members of Council's depot operations department.

The results of the inspections provide Council with a way to review the condition of the built infrastructure and the environment surrounding it. The results of which provide a list of maintenance works for the responsible Council department to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded on Council's Confirm Asset Management System.

During these audits, an assessment of the condition of the equipment using a scale of 1-5 will be used, based on the tables below.

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a monument defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Condition ²	Description
1. Very Good	Sound Monument constructed to current standards, well maintained with no defects. No works required
2. Good	As grade 1 but not constructed to current standards, showing minor wear, tear, and deterioration of surfaces e.g., minor impact damage but no loss of protective coatings or staining of fastenings and welds. Deterioration has significant impact on strength, appearance, and functionality. Only minor work required.
3. Fair	Monument functionally sound, but appearance affected by minor defects e.g., slight impact damage and vandalism, hairline cracking, flaking of protective coatings, staining of steel and fastenings, some deterioration of plaque, or not designed or constructed to current standards. Deterioration beginning to affect the strength, appearance, and functionality. Likely to Require renewal within 5-10 years approx.
4. Poor	Monument functioning but with significant defects e.g., cracking and spalling of concrete, corrosion of steel surfaces and fastenings/welds, impact damage, missing or damaged plaques; causing a marked deterioration in strength, stability, functionality, and appearance. Likely to require renewal within 3-4 years.

² IPWEA Practice note 10.1 Inventories, Condition & Performance Grading

**Monuments
Asset Management Plan**

5. Very Poor	Memorial has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety, and appearance. Priority rehabilitation/renewal required.
--------------	--

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Monument	Defect Inspection Interval	Customer Request Inspection
Monuments	1 year	5 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4.2 Monument Maintenance

Monument Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a monument outside of reactive maintenance, where the applicable maintenance team will visit a monument onsite and complete any maintenance works required on the monument where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the table below:

Monument	Maintenance Interval	Responsibility
Monument	1 year	Depot Operations

4.2.2 Reactive Maintenance

Reactive monument maintenance is undertaken by the applicable operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Monument	Timeframe	Responsibility
Monument	5 days	Depot Operations

5 Engineering and Projects

5.1 Monuments Intervention Definitions

The purpose of monument intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following table outlines the response time to a monument defect dependant on the road hierarchy that the monument resides within. Roads with higher utility are graded with higher response objectives specific to items requiring maintenance:

Defect	Intervention Response Time
Deformation of 100mm	1 month
Cracking greater than 15mm wide	1 month
Spalling greater than 40mm in length	1 month
Dirty or covered Monument greater than 30%	3 months

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

- Council monument assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
 - Significance of the asset to the surrounding environment
 - Serviceability of the existing structure
 - Date from which the asset has been identified as eligible for renewal
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

**Monuments
Asset Management Plan**

5.3 Renewal Project Management

Monument renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor monument regularly up to engineers' specification
- Condition assessment
- Plan of rectification or renewal of asset

6 Contracts and Procurement

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. [Procurement Policy FINAL 30 May 2023.pdf](#)

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 Finance and Valuations

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of monument assets to fair value. Monument valuation is conducted assigning unit rates to those classes on an annual basis based on real world values and multiplying the area of each individual monument to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the monument asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All monument assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Monument Asset Depreciation is the value (\$) of the already consumed portion of the monument asset. For example, if the monument asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Monument renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 Customer Service

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS).
Examples of request for service specific to monuments are:

- vandalism
- repairs

8.3 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including monuments. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 Risk/Occupational Health and Safety

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

[OHS Policy FINAL 19 January 2021](#)

**Monuments
Asset Management Plan**

10 Governance/CEO's Office

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 Organisational Transformation

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement various technology related to monitoring of assets that may assist in process efficiencies in this space.

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to monuments that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.

Monuments
Asset Management Plan

- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

3.3 BUILDINGS AND STRUCTURES ASSET MANAGEMENT PLAN

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 12316

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

Asset plans as referred to in the Local Government Act 2020, are community facing documents that show how Council assets will be managed and maintained, while meeting the community's needs and interests.

Assets managed by Local Government include an extensive network of local roads and other assets such as land, buildings, parks and recreation facilities. Good asset management is critical to the asset intensive nature of Local Government, particularly for rural council's with higher operating costs of assets, it is important to consider the needs, demands and expectations of communities and to deliver services from infrastructure assets in a sustainable and affordable way.

DISCUSSION

The fundamental purpose of the Building and Structures Asset Management Plan is to improve Council's long term strategic management of its Building and structures assets. This plan communicates the actions required for the responsible management of assets and the associated services provided, compliance with regulatory requirements and funding needed to provide the required levels of service to the community.

The intent of the document is to outline the approach used by Ararat Rural City Council (Council) in managing its Building and Structures assets. This plan covers the entire lifecycle of managing the building and structures assets including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Council will execute the management of its building and structures assets in alignment with the approach outlined in this plan.

The plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement

- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

4 Developing and maintaining key enabling infrastructure

We will ensure that we plan, fund and develop new infrastructure in ways that delivers strong public value. Existing infrastructure will be managed, renewed and maintained to ensure that it continues to serve identified public needs.

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

The costs associate with reviewing the Asset Management Plans are allocated in the current budget.

Policy/Relevant Law

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Building Act 1993
- Building Control Act 1981
- Building Regulations 2018
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Domestic Animals Act 1994
- Dangerous Goods Act 1985
- Electricity Safety Act 1998
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Housing Act 1983
- Heritage Act 2017
- Independent Contractors Act 2006
- Landlord and Tenant Act 1958
- Native Title Act 1993
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Residential Tenancies Act 1997
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- Australian Accounting Regulations

Sustainability Implications

The asset management plan is considered within the following future impacts in mind:

- Climate change
- Service delivery
- Demographic change
- Emerging technologies and practices
- Political environments
- Asset volume (including duplication, redundancy and scarcity)
- Asset condition
- Financial capacity

Risk Assessment

The Buildings and Structures Asset Management Plan is one of the risk management measures in relation to the management of buildings and structures assets. There is no significant risk in application of the plan. Council officers will ensure that the Plan is implemented across the organisation.

Innovation and Continuous Improvement

The introduction of strategic planning principles, and the integrated approach to planning, monitoring and performance reporting allows for continuous improvement and innovation opportunities to be utilised through the life cycle of Council's assets.

Stakeholder Collaboration and Community Engagement

The review of the buildings and structures Asset Management Plan has been carried out through internal consultation with relevant officers.

The Chief Executive Officer briefed Councillors on the plan at the Council Briefing held on 24 October 2023.

RECOMMENDATION

That:

- 1 Council adopt the buildings and structures Asset Management Plan; and*
- 2 The buildings and structures Asset Management Plan be placed on Council's website.*

MOVED CR BURRIDGE SECONDED CR ALLGOOD

That:

- 1 Council adopt the buildings and structures Asset Management Plan; and**
- 2 The buildings and structures Asset Management Plan be placed on Council's website.**

CARRIED 4885/23

ATTACHMENTS

The Buildings and Structures Asset Management Plan is provided as Attachment 3.3.

Ararat Rural City Council

Building and Structures

Asset Management Plan

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**Building and Structures
Asset Management Plan**

1 Plan Intention and Structure

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its building network. This plan covers the entire lifecycle of all elements of managing the building network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its building network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 Introduction

The buildings owned or managed by Council are provided to the community for a range of uses and services and represent a significant investment by the community and is vital to its lifestyle, health, and wellbeing. Council buildings have been categorised to identify functional use for reporting, asset lifecycle prioritisation and risk management purposes.

2.1 Building Asset Class

Council owns, controls, and manages building infrastructure assets with the objective of delivering services sufficient to meet agreed current and longer-term needs of the local community whilst remaining financially sustainable in accordance with the Council's current and long-term financial objectives.

The building asset management plan has been produced in accordance with the International Infrastructure Management Manual (IIMM) and industry best practice (adhering to the principles of ISO 55000:2014). The building asset management plan outlines key elements in managing the building assets to ensure that agreed levels of service are provided at a financially sustainable and lowest long-term cost to the community and Council.

These key elements include:

- maintaining a Council Building Asset Register
- building infrastructure asset management
- managing the maintenance and renewal improvement programs to meet progressively identified deficiencies.
- compliance with regulatory requirements
- communicating strategies, levels of service and funding expectations to the community.

2.1.1 Council-controlled buildings

The below table is a list of building asset category which the Council has overall control of the buildings via either:

- direct ownership of land and building
- delegated control as the Community Asset Committee for buildings located on Crown land
- lease agreements with external parties

For some of these buildings which either Council owns or controls on Crown land, Council has delegated control to respective Community Committee of Management.

2.1.2 Building control status

There are a variety of arrangements with how the buildings which Council either owns or controls are managed from an asset management perspective (e.g., operation, maintenance, renewal). Council has full asset management ownership responsibilities for some buildings however it also has external agreements with community groups/facility users and/or Community Committee of Management for the ongoing use of some buildings and thus is not responsible for all asset management obligations.

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For these buildings Council has reduced capacity to influence provision of service levels compared to the buildings which Council owns and has direct control over. Some of these external agreement arrangements are formalised with documented agreements, however for some of these arrangements, documentation is sparse resulting in less certainty and understanding regarding asset management responsibilities between respective parties.

Typical agreements include:

Section 65 Community Asset Committee instrument of delegation: Council can delegate some of its responsibilities to special committees made up of Councillors, Council staff, and members of the community. These are known as Section 65 Community Asset Committee and are operated according to the Local Government Act (2020) and the Council's Section 65 Community Asset Committee instrument of delegation. Recreation reserve buildings and public halls often have a Section 65 Community Asset Committee.

Other committee of management (Community Asset Committee) agreements: Council can also reach a less formal agreement with members of the community to share/delegate some of its responsibilities to a committee of management operated according to Council's management agreement.

Occupancy/lease agreement: Council provides the building to others to be used for a specific operational purpose (such as kindergartens) which may or may not be managed by a formal agreement.

Building insurance agreement: Council has agreed to pay the building insurance for selected buildings which it does not own and may or may not have a Management Agreement.

Buildings and reserve allocation agreement: Council provides an annual financial allocation to eligible organisations associated with the management of selected buildings (typically halls). This financial allocation is expected to be used to help with the operations and maintenance costs incurred by the organisation.

A key objective of these agreements is to clarify key asset lifecycle management obligations, including:

operations (including payment for utilities and building insurance)

- maintenance
- renewal/refurbishment
- upgrade/improvements
- provision of new assets
- rationalisation and disposal of assets
- any potential financial reporting requirements.

Council has ultimate ownership responsibility for buildings (and site land) which it owns. However, there is a lack of clarity for some buildings regarding building ownership and asset management responsibilities (building control status), such as for buildings which Council 'controls' and are located on Crown land. It is an objective of Council to progressively confirm building control arrangements through agreements for all relevant buildings on the Council building asset register.

**Building and Structures
Asset Management Plan**

2.2 Key stakeholders

Our assets are utilised by a broad cross-section of the community. The stakeholders in the management of Council's footpath assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Councillors
- Council Staff
- Community
- Visitors to the municipality
- Community Groups/Committees of Management
- Utility agencies
- Maintenance Contractors
- Neighbouring councils
- DECCA and other Government organisations
- Council's insurers

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

2.3 Legislative Requirements, Standards and Guidelines

- Local Government Act 2020 and 1989.
- Local Government Finance and Reporting Regulations 2004
- Building Act 1993
- Building Control Act 1981
- Building Regulations 2018
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Domestic Animals Act 1994
- Dangerous Goods Act 1985
- Electricity Safety Act 1998
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Housing Act 1983
- Heritage Act 2017
- Independent Contractors Act 2006
- Landlord and Tenant Act 1958
- Native Title Act 1993
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Residential Tenancies Act 1997
- Occupational Health and Safety Act (Vic) 2004

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- Occupational Health and Safety Regulations (Vic) 2017
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- Australian Accounting Regulations

2.4 Building Inventory

Ararat Rural City Council has a total of 240 buildings and structures including sporting pavilions, municipal offices, libraries, halls, community centres, storage sheds and miscellaneous use buildings.

2.5 Asset Utilisation and Demand

Council does not currently record building utilisation or demand in a consistent way across its building network, representing a major gap in knowledge. Service areas collect data using separate methodologies, with varying levels of detail. A booking system that records detailed information including attendee numbers is needed before Council can accurately report on utilisation and improve its capacity to model demand.

2.6 Supporting Community Groups

Council offers a wide range of Council buildings to Not for Profit and Community Groups to lease or licence to optimise the use of public buildings and to encourage more community services throughout the municipality.

Community groups are often willing to help Council maintain and improve our public buildings. Council will aim to continue to support community groups to improve the buildings they occupy. However, requirements of the Community Leasing and Licencing Policy are that Council and tenants must reach agreement at the outset of a tenancy to ensure clear understanding of roles and responsibilities for building and property maintenance. The agreement will take the form of a maintenance schedule that specifies what Council will maintain and what the tenant will maintain.

Tenants of Council properties also agree that renewal, upgrade, or new works they wish to perform must be done with Council's approval as the building owner.

2.7 Partnerships

Forming partnerships with community service providers is one way in which Council can improve access to services through its buildings, either where Council owns the building and invites in service partners, or where Council shares a partner's building.

Care must be taken when developing partnership agreements to ensure that there are overall community benefits and that the responsibilities of all partners are clearly defined.

3 Asset Management

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Building Class Definition

Ararat Rural City Council buildings are not currently broken down into different classes. This breakdown will be developed in conjunction with Council's current condition assessments and application into the Confirm Asset Management system.

3.3 Building Data Schema

The development of Building Data Schema will be undertaken in conjunction with the development of building classes, this data will outline the mandatory and optional attribute data collected specific to the Ararat Rural City Council Building Network.

3.3.1 Spatial Data

The Ararat Rural City Council buildings network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the bridge as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4 Technical Levels of Service

Technical Levels of Service - These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance. Technical service measures are linked to the activities and annual budgets covering:

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Operations (Reliability, Safety and Responsiveness)	The regular activities to provide services (eg: opening hours, cleaning, utilities paid, inspections, etc).
Maintenance (Reliability, Safety and Responsiveness)	The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g., Repair to damaged carpet, plumbing repairs).
Renewal (Condition and Cost)	The activities that return the service capability of an asset up to that which it had originally (e.g., Replacement of roof cladding, cabinetry, air-conditioning, or exterior/interior painting).
Upgrade/New (Availability, Function and Capacity)	The activities to provide a higher level of service (eg: building extensions, kitchen/bathroom refurbishment, or a new service that did not exist previously (eg: a new aquatic centre, new park shade structure).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.¹

3.5 Asset Condition

Council conducts a condition audit of its building assets every two years with the most recent occurring in 2022.

The condition audit captures:

- Overall building condition
- Building aspect condition (External, Internal, Structure and Services)
- Building component condition and renewal estimates
- Compliance defects

3.6 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.7 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Asset Valuation
- Asset Dashboard Reporting

¹ IPWEA, 2015, IIMM, p. 2|28

**Building and Structures
Asset Management Plan**

4 Depot Operations

4.1 Operations and Maintenance Plan

Council's objectives in maintaining and operating building assets are to:

- Maintain buildings in a safe, serviceable, hygienic, and aesthetic condition to the satisfaction of Council and the community.
- Maintain the functionality and value of existing buildings.
- To provide and maintain a safe environment for the community within the constraints of Council's financial capacity and resource capability, while displaying a reasonable 'duty of care.'
- To ensure the provision of excellent customer service and that customer (internal and external) requests are responded to quickly and efficiently.

Operations and maintenance plans are designed to enable existing assets to operate to their service potential over their useful life. This is necessary to meet service standards, achieve target standards and prevent premature asset failure or deterioration.

Operations are those activities that keep an asset appropriately utilised. Operations are considered to have no effect on asset condition and include tasks such as cleaning, building inspections, provision of utilities such as water and electricity, etc.

Maintenance of assets is carried out to ensure that Council's building infrastructure achieves its service potential while meeting the needs of users. This is achieved by providing an optimum level of maintenance and care in a financially and environmentally sustainable manner. Typical maintenance activities include repair of building components such as roof repairs, window repairs, plumbing repairs, and servicing and air-conditioning, etc.

Both operations and maintenance can be planned or reactive activities. Planned or routine tasks are programmed to occur at set times or frequencies throughout the year, while reactive tasks are undertaken in response to service requests or because of unforeseen asset failures or system interruptions.

4.1.1 Operations and Maintenance Arrangements

Operations and maintenance activities for Council's building assets is managed by the Depot Operations/Building and Facilities department and is delivered using primarily external contractors facilitated by a small team of inhouse staff with expertise in facilities management.

Council's aquatic facilities utilise some of their own staff with subject matter expertise, and perform operational tasks (regular inspections, cleaning, waste collection) in addition to support provided by Council's Building and Facilities Team.

Council has many community facilities operated by Committees of Management. Each of these committees has (or should have) a maintenance agreement as part of their tenancy agreement which specifies what they can and should maintain, and what they must seek Council approval for before they undertake works. Committees of Management often have own source revenue that can contribute to maintenance costs of Council buildings. Buildings with substantial grounds are maintained by Council's Parks and Gardens team.

Building and Structures Asset Management Plan

4.1.2 Operations and Maintenance Standards

Decisions relating to the maintenance of building facilities is primarily made by Council's Building and Facilities Team. Service priority is made on a two-tiered system being Tier 1 buildings - high public use facilities, such as libraries or aquatics centres, and Tier Two facilities that have low utilisation by the public or are support facilities for other service building like storage sheds.

Maintenance decisions are based on defect criticality and then provided a response time as follows:

- Emergency – 4 hours
- Urgent – Same business day
- Standard – Inspect and Evaluate
 - Program for maintenance
 - Program for Capital Work

Council's condition audits capture wear and tear of Council buildings and prepares a list of tasks that include priority works to be done immediately, urgent works to be done within 12 months, and medium to long term works which includes mostly minor defects, cosmetic and aesthetic improvements that extend beyond a 12-month timeframe.

Council currently does not proactively inspect all its buildings based on a level of service: however, documents are being developed that would create a schedule of inspections to drive a proactive maintenance program.

4.2 Compliance

Compliance with the National Construction Code (NCC), Building Code of Australia (BCA), and Disability Discrimination Act (DDA) is an important indicator for the safety and accessibility of buildings.

Council's Municipal Building Surveyor may undertake compliance audits. Instances of non-compliance have fallen dramatically in all respects, due to an on-going, targeted rolling program to address compliance issues. There remains a reasonable number of DDA compliance issues, which are typically addressed as facility works occur.

4.3 Building Inspection

Building inspections are required for the following compliance areas:

- fire services
- pest control
- cleaning audits
- electrical services
- plumbing and gas services
- air-conditioning
- OH&S/risk audits
- general maintenance
- essential safety measures
- asbestos audits

Building and Structures Asset Management Plan

- condition assessments
- building permits

4.4 Defects Inspection

4.4.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a building defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

4.4.2 Defect Inspection Routine

Refer to Appendix 1 for the building and structures defect inspection checklist.

4.5 Building Maintenance

Building Maintenance is triggered via response to a compliant, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Building inspections are aligned with the National Construction Code (NCC) Building Code.

4.5.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a building outside of reactive maintenance, where a building maintenance team will visit onsite and complete any maintenance works required on the building where any defects exist outside of intervention levels.

Routine maintenance scheduling operates as per the checklist provided in Appendix 1.

4.5.2 Reactive Maintenance

Reactive building maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Reactive maintenance is undertaken with regards to submitted customer requests.

5 Engineering and Projects

5.1 Building Intervention Definitions

The purpose of building intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces, or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

- Council building assets approaching end-of-life or no longer meet community needs, will be considered for renewal.
- Priority of renewal will be determined based on the following factors:
 - Significance of the asset
 - Serviceability of the existing structure
 - Date from which the asset has been identified as eligible for renewal
- Renewal of building assets will consider foreseeable growth, and potential expansions of asset use in the future. Buildings will be designed to meet all current standards and industry best practice documents, including:
 - National Construction Code 2015
 - Universal Design Standards
- Risk Assessment based on priority of renewal factors by engineers.
- Decision matrix based on the priority of renewal factors with relevant scaling decided by the engineers.

**Building and Structures
Asset Management Plan**

5.3 Renewal Project Management

Building renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor building regularly up to engineers' specification
- Survey of the building

5.4 Creation/Acquisition/Upgrade Plan

New works are those that create a new asset that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost.

5.4.1 Selection Criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as documented/forecast population growth, community requests, proposals identified by strategic plans or partnerships with others.

Candidate proposals are inspected to verify need and to develop a preliminary estimate.

Verified proposals are prioritised against all Council projects and are subject to available funding and scheduled in future works programmes.

5.4.2 Summary of Future Upgrade/New Assets Expenditure

New and upgraded asset requirements include works required to cater for growth or higher levels of service. This may include the creation of a new asset or upgrades to increase the capacity of an existing asset. New assets are constructed to provide new services or higher levels of service. An upgrade to a building is an enhancement to meet the demand for an increased level of service or to make a facility fit for purpose.

Funding of new and upgrade works fall into the following categories depending upon the extent and type of works:

- Council funded.
- Externally funded including government grants.
- Donated assets resulting from property development.
- Shared contribution to the cost by Council and an outside interest.

A significant issue that affects demand for new buildings or upgrades to existing buildings is whether existing buildings are fit for purpose in supporting the services that are provided to the community. In some cases, legislative and regulatory changes will drive such works. In other cases, it will be feedback from asset users. The ongoing development of service strategies for each service will guide Council's investment in new and upgraded building assets.

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When Council considers discretionary capital expenditures for new or upgraded assets, it is essential to establish the consequential recurring operational and maintenance costs that will occur once the new or upgraded assets become operational. Understanding life cycle costs is part of being fully informed of future liabilities. As new projects are brought forward for consideration in annual budget deliberations, they will have to include an assessment of these ongoing operational (recurrent) costs to be presented to Council as part of the overall cost projection.

5.5 Climate Change Adaptation Strategies

The impacts of climate change have the potential to impact on the assets that Council manages and the services that are provided.

In the context of the asset management planning process, climate change can be considered as both a future demand and a risk. How climate change will impact on assets can vary significantly depending on the location and the type of asset and services provided, as will how Council responds and manages these impacts.

As a minimum, the Council should consider both how to manage existing assets given the potential impacts of climate change and how to create resilience to climate change in any new works or acquisitions. Opportunities that have been identified to date to manage the impacts of climate change on existing assets are shown in the table below:

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Temperature	Higher Maximum temperatures	<ul style="list-style-type: none"> Increased demand for structures providing shade (recreation/play areas/spectators). Impact on building energy consumption through use of air conditioning 	<ul style="list-style-type: none"> Investigate increasing shade structures where tree planting is not an option. Use of renewable energy sources for cooling in summer. Insulation, window covers, to reduce heat coming into building. New buildings meeting environmentally sustainable design requirements.
Storm intensity	Increase rainfall intensity during rainfall events	<ul style="list-style-type: none"> Capacity of building storm water to ensure water does not impact roof and building footings. Exposure of low-lying buildings to flood water 	<ul style="list-style-type: none"> Improved stormwater management through water harvesting options. Cycle of maintenance to ensure gutters and downpipes can accommodate heavy

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			<p>rainfall events for a sustained period.</p> <ul style="list-style-type: none"> Emergency management procedures are documented, and training is available to all building managers/users
Rainfall	Reduced annual rainfall	<ul style="list-style-type: none"> Increased water costs where supplies may be impacted by water restrictions 	<ul style="list-style-type: none"> Investment in water efficient building fit out (taps, toilets). Water harvesting for re-use in the building and on building grounds.
Council buildings as emergency centres	Council community buildings are relied on as gathering points, or as temporary shelter in cases of emergency eg: fire, power outages, flood.	<ul style="list-style-type: none"> Community buildings need greater resilience (such as generators/water supply) where these services may be cut off to domestic homes in an emergency. 	<ul style="list-style-type: none"> Hierarchy of facilities for emergency means some buildings may require additional maintenance and infrastructure to suitably accommodate community members in an emergency.

The way in which Council constructs new assets should recognise that there is opportunity to build in resilience to the impacts of climate change. Building resilience has several benefits including:

- Assets will be able to withstand the impacts of climate change.
- Services can be sustained.
- Assets that can endure the impacts of climate change may potentially lower the life-cycle cost and reduce their carbon footprint.
- Potentially increasing asset life and protecting financial investment returns.

The following table summarises some asset climate change resilience opportunities.

New Asset Description	Climate change impact these assets?	Build Resilience in new works.
Buildings	Higher maximum temperatures	<ul style="list-style-type: none"> Orientation of the building to be north facing Accommodate renewable energy capability such as solar panels Design to reduce sun exposure such as use of green roofs/walls
Water Tanks	Reduced annual rainfall	<ul style="list-style-type: none"> Invest in capture and reuse of stormwater for buildings.

6 Contracts and Procurement

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. [Procurement Policy FINAL 30 May 2023.pdf](#)

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 Finance and Valuations

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of building assets to fair value. Building valuation is conducted assigning unit rates to those classes on an annual basis based on real world values and multiplying the area of each individual building structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the building asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All building assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Building Asset Depreciation is the value (\$) of the already consumed portion of the building asset. For example, if the building asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Building renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 Customer Service

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS).
Examples of request for service specific to buildings are:

- Any maintenance required on public buildings, e.g., toilet blocks, rural halls
- Vandalism to any Council buildings
- Any other complaints/feedback

8.3 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including buildings and structures. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

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9 Risk/Occupational Health and Safety

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

[OHS Policy FINAL 19 January 2021](#)

**Building and Structures
Asset Management Plan**

10 Governance/CEO's Office

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 Organisational Transformation

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Councils intent to trial and implement sensor technology where relevant to monitor any of our building assets into the future.

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to building and structures that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

**Building and Structures
Asset Management Plan**

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

**Building and Structures
Asset Management Plan**

12 Appendix 1 – Ararat Rural City Council – Property Inspection Checklist

No	Item	Criteria	Y	N	N/A	If no, Action Required (to be placed in Confirm)
1	Fire Life Safety					
1.1	Is emergency lighting operational					
1.2	Are fire exits/doors in good condition, operable, unobstructed and not held open?					
1.3	Are fire door automatic closing devices operational?					
1.4	Are fire stairs free of obstructions?					
1.5	Are emergency exits appropriately signposted?					
1.6	Are written emergency procedures posted and clearly visible to occupants?					
2	Fire Extinguishers, Hose Reels and Hydrants					
2.1	Are all extinguishers in place?					
2.2	Are extinguishers, hose reels and hydrants accessible and signposted?	Kitchens must have appropriate fire extinguishers and fire blankets readily available.				
2.3	Do all extinguishers, hose reels and hydrants have inspection tags, which have been stamped in the last six months?					
2.4	Do all hydrant outlets have secure caps?					
3	Fire System Isolation and Faults					
3.1	Are the fire indicator panel (FIP) and/or EWIS panels free of isolations and faults?					
3.2	Are the fire pumps (sprinklers and hydrants) free of isolations/ faults and in auto start mode?					
3.3	Are all fire pump suction and discharge valves open?					
3.4	Are the fire pump, FIP, EWIS and sprinkler system logbooks up to date?					
3.5	Are all reported faults being actioned?					
4	Sprinkler Systems					
4.1	Are sprinkler system stop valves secured in an open position?					
4.2	Is a stock of replacement sprinklers available on site?					
4.3	Are sprinkler heads throughout the building free of corrosion, mechanical damage or paint?					
4.4	In storage areas, is there at least a 500mm vertical gap between sprinkler heads and storage?					
5	Automatic Fire Detection					
5.1	Are all smoke detectors and fire alarms operational?					
5.2	Are all smoke detectors and fire alarms free of obstructions?					
6	Lighting					
6.1	Are all internal lights working correctly?					
6.2	Are all external lights working correctly?					
7	Electrical Equipment					
7.1	Are portable electrical equipment test tags current?					
7.2	Are all electrical outlets, junction boxes and other electrical boxes properly covered?					
7.3	Are all electrical cupboards/rooms/risers locked?					

**Building and Structures
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No	Item	Criteria	Y	N	N/A	If no, Action Required
7.4	Are any extension cords being used instead of fixed building wiring?					
7.5	Are airconditioners and mechanical ventilation systems in working order?					
8	Interior					
8.1	Are interior walls in good condition?					
8.2	Are all floors, steps and stairs in good condition?					
8.3	Are floor coverings in good condition?					
8.4	Are floor boards in good condition?					
8.5	Are internal windows and doors in good condition?					
8.6	Are all fixtures in good repair?					
9	Exterior					
9.1	Are exterior walls in good condition?					
9.2	Is the roof in good condition?					
9.3	Is spouting in good condition?					
9.4	Are external windows and doors in good condition?					
9.5	Are any sheds/shelters in need of repair?					
10	Balustrades and handrails					
10.1	Is there any damage to balustrades and handrails?					
10.2	Are any climbable objects located near balustrades and handrails?					
11	Asbestos Report					
11.1	Are there signs of asbestos in the building?					
12	Carparks					
12.1	Are bollards and columns highlighted?					
12.2	Is carpark lighting operational?					
12.3	Are carpark surfaces free of potholes or oil spills?					
12.4	Are carpark surfaces (paving, concrete or asphalt) free of cracks, potholes or oil spills?					
12.5	Are wheel stops highlighted?					
12.6	Are traffic directions marked clearly?					
13	Potential Property Exposures					
13.1	Obvious Structural Damage / Hazards	Is there any cracking?				
		Is there any severe corrosion?				
		Other				
13.2	Arson examples	Are there any unrestrained wheelie bins?				
		Are LPG bottles accessible to public?				
		Are there other combustible materials accessible?				
13.3	Fire examples	electrical - overload sockets, test & tag?				
		Is there gas - LPG bottles in ventilated areas?				
		Is there access to underside of building?				
		other??				

**Building and Structures
Asset Management Plan**

No	Item	Criteria	Y	N	N/A	If no, Action Required
13.4	burglary/theft examples	Inadequate security?				
		Are roofs/skylights accessible?				
		Is there visible portable equipment?				
		Is any fencing damaged?				
		Is there any sign of forced entry at doors / windows?				
13.5	Water/Storm	Are there any blocked/overgrown drains/gutters?				
		Are there any damaged drain pipes?				
		Are there puddles on ground around drain pipe?				
		Is there water stains / mould growth on buildings?				
		Is there any overhanging trees?				
13.6	Other examples	Are there signs of vandalism / graffiti?				
		Is there vehicle impact - parking too close to buildings?				
		Is there machinery maintenance required? general wear and tear?				
13.7	Tree location / condition relevant to:	Car Parks				
		Playgrounds				
		BBQs / Picnic areas				
		Property / Buildings				
		Power lines				

**Building and Structures
Asset Management Plan**

3.4 PLAYGROUNDS ASSET MANAGEMENT PLAN

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 12317

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

Asset plans as referred to in the Local Government Act 2020, are community facing documents that show how Council assets will be managed and maintained, while meeting the community's needs and interests.

Assets managed by Local Government include an extensive network of local roads and other assets such as land, buildings, parks and recreation facilities. Good asset management is critical to the asset intensive nature of Local Government, particularly for rural councils with higher operating costs of assets, it is important to consider the needs, demands and expectations of communities and to deliver services from infrastructure assets in a sustainable and affordable way.

DISCUSSION

The fundamental purpose of the Playgrounds Asset Management Plan is to improve Council's long term strategic management of its playground assets. This plan communicates the actions required for the responsible management of assets and the associated services provided, compliance with regulatory requirements and funding needed to provide the required levels of service to the community.

The intent of the document is to outline the approach used by Ararat Rural City Council (Council) in managing its playgrounds assets. This plan covers the entire lifecycle of managing the playgrounds assets including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Council will execute the management of its playground's assets in alignment with the approach outlined in this plan.

The plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement

- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

4 Developing and maintaining key enabling infrastructure

We will ensure that we plan, fund and develop new infrastructure in ways that delivers strong public value. Existing infrastructure will be managed, renewed and maintained to ensure that it continues to serve identified public needs.

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

The costs associate with reviewing the Asset Management Plans are allocated in the current budget.

Policy/Relevant Law

- Local Government Act 2020 and 1989
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Planning and Environment Act 1987
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- Australian Standards for Playground Equipment

Sustainability Implications

The asset management plan is considered within the following future impacts in mind:

- Climate change
- Service delivery
- Demographic change
- Emerging technologies and practices
- Political environments
- Asset volume (including duplication, redundancy and scarcity)
- Asset condition
- Financial capacity

Risk Assessment

The Playgrounds Asset Management Plan is one of the risk management measures in relation to the management of Playgrounds assets. There is no significant risk in application of the plan. Council officers will ensure that the Plan is implemented across the organisation.

Innovation and Continuous Improvement

The introduction of strategic planning principles, and the integrated approach to planning, monitoring and performance reporting allows for continuous improvement and innovation opportunities to be utilised through the life cycle of Council's assets.

Stakeholder Collaboration and Community Engagement

The review of the Playgrounds Asset Management Plan has been carried out through internal consultation with relevant officers.

The Chief Executive Officer briefed Councillors on the plan at the Council Briefing held on 24 October 2023.

**MOVED CR SANDERS
SECONDED CR R ARMSTRONG**

That:

- 1 Council adopt the Playgrounds Asset Management Plan; and
- 2 The Playgrounds Asset Management Plan be placed on Council's website.

CARRIED 4886/23

ATTACHMENTS

The Playgrounds Asset Management Plan is provided as Attachment 3.4

Ararat Rural City Council

Playgrounds

Asset Management Plan

**Playgrounds
Asset Management Plan**

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1 Plan Intention and Structure

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its Playgrounds network. This plan covers the entire lifecycle of all elements of managing the Playground network including but not limited to:

- Construction and Capital Works.
- Maintenance.
- Inspection and Health Assessment.
- Asset Register and Data.
- End of life/Renewal.
- Valuation.
- Incident Management.
- Reporting.

Ararat Rural City Council will execute the management of its Playground network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation

2 Introduction

2.1 Playgrounds Asset Class

Council provides playground facilities for use by residents and visitors to the Ararat Rural City Council. The objective of the Playground Asset Management Plan is to provide a guide to assist in maintaining a portfolio of assets that provide age-appropriate play activities in a safe environment for residents of all ages and abilities that complies with current Australian standards.

Council is committed to providing:

- A shared space for children, young people and adults to play, socialise and relax.
- An inspiring and well-designed space that encourages physical, creative and inventive play.
- An appropriate level of challenge that promotes a sense of adventure.
- Integration of built play equipment with a natural and sensory setting through landscaping design, path networks and associated park infrastructure, and
 - An attractive, vibrant and inviting environment for both residents and visitors i.e., a traveller break.

This plan outlines Council's processes in relation to inspecting and maintaining playgrounds, including play equipment, fall zones and any other built infrastructure. It establishes management arrangements for these items owned or managed by Council to ensure equitable community access and a continued provision of high-quality facilities.

Ararat Rural City Council's Playground Asset Management Plan includes playground and exercise facilities owned by Council and Crown and/or other land where Council is the appointed Committee of Management.

Currently, Council's portfolio of open space and playgrounds consists of 24 playgrounds.

2.2 Relevant Legislation

There is a range of legislation and statutory documents that guide the management of facilities. Key documents that affect the management of Council's playground assets are highlighted below:

- Local Government Act 2020 and 1989
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Planning and Environment Act 1987
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Victorian Charter of Human Rights and Responsibilities

Playgrounds Asset Management Plan

- National Construction Code 2015
- Australian Standards for Playground Equipment

2.3 Key Stakeholders

There are a number of stakeholders that are affected by the management and maintenance of Council's facilities. A list of key stakeholders is outlined below.

- Residents
- Management Committees
- Licensees
- Lessees
- Community
- Neighbouring businesses and residents
- Visitors to the municipality
- Councillors
- User groups
- Contractors
- Construction and maintenance personnel
- Suppliers of goods and services for facilities and buildings
- Council Officers

2.4 Land Ownership and Management Arrangements

Council has identified the land ownership and management arrangements for all playgrounds in the portfolio. Playgrounds can be owned by:

- Council (Council owns the freehold title to of the land and play equipment that occupy said land)
- Crown (Crown owns the freehold title of the land and play equipment that occupy said land)
- Private

If owned by the Crown, Council can be appointed as the Crown Land Committee of Management (CoM). Council is responsible for the management of the playground on that parcel of land and manages the equipment as if they were the owner.

2.5 Policy

This Asset Management Plan has a direct relationship with the following plans and policies:

- Council Plan
- Asset Management Policy
- Risk Management Policy

3 Asset Management

The Asset Management service is responsible for the delivery of the following core items.

- Asset Management System.
- Asset Class Definition.
- Asset Data Structure and Schema.
- Intervention Definitions.
- Condition Definition and Inspection.
- Asset Attribute Data Collection and upkeep.
- General Asset Reporting.

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Playgrounds Class Definition

Ararat Rural City Council Playgrounds are broken down into components. This breakdown serves as both a separator for type and a means to value the Playground network.

Components are

- Combination Unit
- Accessible Combination Unit
- Swing
- Slide
- Climbing Frame
- Exercise Equipment
- Skatepark

3.3 Playgrounds Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Playground Network.

MANDATORY DATA

- Installation date
- Area
- Description
- Sub-categories – Play Equipment, Artificial Safety Surface, Shade Structure – Cloth, Shade Structure – Poles and Supports

OPTIONAL DATA

- Specific Equipment

3.3.1 Spatial Data

The Ararat Rural City Council Playground network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the equipment as a three-dimensional model (using LiDAR etc) is not available at this time.

3.4 Condition Inspection

Condition inspections occur via one of the following methods.

Level 1: Routine Maintenance Inspection (Asset officer or Maintenance Staff)

Level 2: Condition Assessment (Asset Officer or Engineer)

Level 3: Industry Specific Inspection

3.4.1 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

Condition	Description
1. Very Good	Not likely to need replacement within the next 10 years
2. Good	Not likely to need replacement within the next 10 years
3. Fair	Likely need to replace most or all the asset in 5-10years, or minor components or isolated sections of the asset need replacement or repair now.
4. Poor	Likely need to replace most or all of the asset in 2-5 years, or need to do substantial work now
5. Very Poor	Immediate need to replace most or all of the asset

**Playgrounds
Asset Management Plan**

3.4.2 Condition Inspection Routine

INSPECTION DESCRIPTION	RATE
Condition 1	Inspect once annually
Condition 2	Inspect once annually
Condition 3	Inspect twice annually
Condition 4	Inspect twice annually
Condition 5	Inspect quarterly

3.5 Attribute Collection

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements.

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Playground asset listing including attributes
- Playground spatial mapping
- Condition report
- Maintenance report

4 Depot Operations

The core responsibilities of council's depot operations with relation to Playgrounds is the identification of playground defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

Council undertakes a preventative maintenance inspection of playgrounds on Council owned playgrounds annually. This process is undertaken by members of Council's depot operations department.

The results of the playground inspections provide Council with a way to review the condition of the built infrastructure and the natural environment. The results of which provide a list of maintenance works for Council's Parks and Gardens department to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded on Council's Confirm Asset Management System.

The results of the inspections on Crown land parcels are used to inform local committees of management as to the maintenance requirements for the playgrounds that fall under their designated responsibility.

During these audits an assessment of the condition of the equipment using a scale of 1-5 will be utilised, based on the tables below.

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a playground defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Playground Subcategories

Play Equipment

Condition	Description
1. Very Good	Sound equipment, designed to current standards, well maintained with no defects. No work Required
2. Good	As grade 1, but not designed to current standards, showing minor wear, tear and deterioration e.g., minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required.
3. Fair	Equipment functionally sound, but appearance affected by minor defects e.g., slight impact damage, decay/splitting of timber, cracking of plastics, staining of steel and fastenings. Deterioration beginning to affect strength, appearance, or functionality of the equipment, or not designed or constructed to current standards. Likely renewal within 3-5 years approx.
4. Poor	Equipment functioning but with problems due to significant defects e.g., rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, plastics cracking or splitting, causing a marked deterioration of strength,

**Playgrounds
Asset Management Plan**

	appearance or functionality, or not designed or constructed to current standards. Likely to require renewal within 1-3 years
5. Very Poor	Equipment has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Consider immediate closure. Priority rehabilitation/renewal required.

Artificial Safety Surface

Condition	Description
1. Very Good	Sound surface designed and constructed to current standards, well maintained with no visible defects. No work Required
2. Good	As grade 1, but not designed or constructed to current standards, showing minor wear, tear and deterioration of surface. Some minor abrading but no significant depressions, or dislocations. Deterioration has no significant impact on appearance, safety and user comfort. Only minor works required.
3. Fair	Surface functionally sound, but serviceability affected by minor defects e.g., wear <5mm, depressions, opening of joints and dislocation of panels. Deterioration beginning to affect appearance, safety and user comfort, or not designed or constructed to current standards. Likely to require renewal within 2-4 years approx.
4. Poor	Surface functioning, but with problems due to significant defects e.g., wear <15mm, surface irregularities/depressions, dislocation of panels and vegetation growth, causing a marked deterioration of appearance, safety and user comfort, or not designed or constructed to current standards. Likely Require renewal within 1-2 years.
5. Very Poor	Surface has serious problems, has failed or is about to fail in the near future e.g., irregular surface, abrading >15mm, missing panels, widespread vegetation growth, contamination of surface, causing unacceptable deterioration in appearance, safety and user comfort. Consider immediate closure. Priority rehabilitation/renewal required.

Edging Condition

Condition	Description
1. Very Good	Sound edging and well maintained with no defects. No work Required
2. Good	As grade 1, but showing minor wear, tear and deterioration e.g., weathering and cracking of timber, spalling or cracking of masonry, but no loosening of supports. Deterioration has no significant impact on stability and appearance of edging. Only minor works required.

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3. Fair	Edging functionality sound, but appearance affected by minor decay of timber, spalling or cracking of masonry, loosening of fastenings and movement of supports. Some deterioration beginning to be reflected in the stability and appearance of the edging. Likely to require renewal within 5 years approx.
4. Poor	Edging functioning but with problems due to significant defects e.g., rotting and splitting of timber, spalling or cracking of masonry, corrosion and loosening of fastenings, undermining of foundations, causing a marked deterioration in stability and appearance. Likely Require renewal within 2-3 years.
5. Very Poor	Edging has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in stability and appearance. Priority rehabilitation/renewal required.

Shade structure – cloth

Condition	Description
1. Very Good	Sound edging and well maintained with no defects. No work Required
2. Good	As grade 1, but showing minor wear, tear and deterioration e.g., minor tears and holes and weathering. Deterioration has no significant impact on strength, appearance and functionality. Only minor work required.
3. Fair	Shade cloth functionality sound, but appearance affected by minor defects e.g., slight tears and holes, fading and weathering. Deterioration beginning to affect the strength, appearance, or functionality, or not designed or constructed to current standards. Likely to require renewal within 2-3 years approx.
4. Poor	Shade cloth functioning but with problems due to significant defects e.g., obvious tears, holes, fading and weathering, causing a marked deterioration in strength, appearance or functionality, or not designed or constructed to current standards. Likely Require renewal within 1-2 years.
5. Very Poor	Shade cloth has serious problems and has failed or is about to fall in the future, causing unacceptable deterioration in strength, functionality safety and appearance. Priority rehabilitation/renewal required

Shade structure – poles/supports

Condition	Description
1. Very Good	Sound posts, designed to current standards, well maintained with no defects. No work Required
2. Good	As grade 1, but not designed to current standards, showing minor wear, tear and deterioration e.g., minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality.

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	Only minor work required.
3. Fair	Posts functionality sound, but appearance affected by minor defects e.g., slight impact damage, decay/splitting of timber, staining of steel and fastenings. Deterioration beginning to affect the strength, appearance, or functionality of the posts, or not designed or constructed to current standards. Likely to require renewal within 3-5 years approx.
4. Poor	Posts functioning but with problems due to significant defects e.g., rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, causing a marked deterioration in strength, appearance or functionality, or not designed or constructed to current standards Likely to require renewal within 1-2 years.
5. Very Poor	Posts have serious problems and have failed or are about to fail in the near future, causing unacceptable deterioration in strength stability, safety and appearance. Priority rehabilitation required.

Fitness Equipment

Condition	General Meaning
1. Very Good	Sound equipment, designed to current standards, well maintained with no defects. No work required.
2. Good	As grade 1 but not designed to current standards, showing minor wear, tear and deterioration e.g. minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required.
3. Fair	Equipment functionally sound, but appearance affected by minor defects e.g. slight impact damage, decay/splitting of timber, staining of steel and fastenings. Deterioration beginning to affect the strength, appearance, or functionality of the equipment. Likely to require renewal within 3-5 years approx.
4. Poor	Equipment functioning but with problems due to significant defects e.g. rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, causing a marked deterioration in strength, appearance or functionality. Likely to require renewal within 1-3 years.
5. Very Poor	Equipment has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Priority rehabilitation/renewal required.

**Playgrounds
Asset Management Plan**

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

Equipment	Defect Inspection Interval	Customer Request Inspection
Playground Equipment	Monthly	2-5 days
Artificial Safety Surface	Monthly	2-5 days
Edging Condition	Monthly	2-5 days
Shade Cloth Structure - Cloth	Monthly	2-5 days
Shade Cloth Structure – poles and supports	Monthly	2-5 days
Exercise Equipment	Monthly	2-5 days

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration.

4.2 Playground Maintenance

Playground Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Playgrounds inspections are aligned with the AS4685.0

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to a playgrounds outside of reactive maintenance, where a maintenance team will visit a site and complete any maintenance works required on the playground or recreational space where any defects exist outside of intervention levels.

Operational inspections will be undertaken quarterly.

**Playgrounds
Asset Management Plan**

8.5.4 Operational inspection

An operational inspection shall be carried out regularly, on a monthly or quarterly basis unless there are compelling reasons to deviate from this inspection frequency.

Operational inspections should include checking the following:

- (a) All issues listed in Clause 8.5.3.
- (b) Excessive wear of moving parts (including chain links).
- (c) Bolts and fasteners are secure.
- (d) Any protrusions and sharp edges.
- (e) The structural adequacy and/or stability of all playground equipment including ancillary items.
NOTE: Equipment that relies on a single anchor or attachment point should be carefully inspected.
- (f) Excessive corrosion, particularly within structural members.
- (g) Ropes and cables for fraying.
- (h) The maximum speed of the traveller for cableways.
- (i) The ground clearance of the loaded cableway.
- (j) Impact and attenuating edges of swing seats, pommels and other moving equipment that can impact users.
- (k) Clearances beneath carousels and ensure that the underside is clear of protrusions and sharp edges.
- (l) Foundations for exposed concrete, rot and corrosion.
- (m) Gate closer and locking mechanisms are operational and that gates have no finger entrapments, i.e. gate gaps are greater than 12 mm.
- (n) Trees for potential hazards.

NOTE: This may require the skills and competencies of a professional arborist.

Comprehensive (defect) inspection will be undertaken annually

Impact attenuating surfacing – every three years

4.2.2 Reactive Maintenance

Reactive playground maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

Asset	Timeframe	Responsibility
Playground Equipment	2-5 days	Parks and Gardens
Artificial Safety Surface	2-5 days	Parks and Gardens
Edging Condition	2-5 days	Parks and Gardens
Shade Cloth Structure - Cloth	2-5 days	Parks and Gardens
Shade Cloth Structure – poles and supports	2-5 days	Parks and Gardens
Exercise Equipment	2-5 days	Parks and Gardens

5 Engineering and Projects

5.1 Playgrounds Intervention Definitions

The purpose of playgrounds intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify.

The following outlines the response time to a playground defect.

Asset	Timeframe	Responsibility
Playground Equipment	2-5 days	Parks and Gardens
Artificial Safety Surface	2-5 days	Parks and Gardens
Edging Condition	2-5 days	Parks and Gardens
Shade Cloth Structure - Cloth	2-5 days	Parks and Gardens
Shade Cloth Structure – poles and supports	2-5 days	Parks and Gardens
Exercise Equipment	2-5 days	Parks and Gardens

Defects related to playgrounds will be detailed in accordance with the manufacturer's specifications and the criteria associated to playground inspections undertaken by qualified Council officers.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

Council services its townships with a variety of playground facilities. Renewal of assets should be funded before the funding of new and upgrade works. This is not always possible based on the condition of assets and the cost of renewal. In some instances, it would be considered best practice to upgrade the existing facility as opposed to renewal. Council will consider renewal and upgrade on a case-by-case basis and where possible any removal of existing playgrounds will be considered for relocation as opposed to demolition, dependent on the condition of the playground.

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Where renewal works are to be undertaken Council will work closely with the community and undertake consultation to determine the scope of works. The budget will provide the guidance for the scale of the renewal.

Council will ensure the development of its playgrounds considers the following design elements:

- Relevant industry benchmark documents including:
 - Australian Standards for playgrounds.
 - Access Audits Australia *How to develop more accessible playgrounds*.
 - Department of Planning and Community Development *the Good Play Space Guide: I can play too*; and
 - National Heart Foundation of Australia, *Healthy by Design: planners' guide to environments for active living*.
- A balance between play value, access, safety and value for money.
- An environment which offers unstructured, exploratory play and low maintenance options for a range of ages and developmental stages.
- A design complimenting the location and layout, and which considers a combination of built and natural elements, links to existing infrastructure including public toilets, car parking, landscape and nearby access points where appropriate or available.
- Provision of an accessible environment which promotes inclusion and offers interactive accessible play opportunities including sensory and tactile components.
- A space providing opportunities for people to meet and play in a comfortable physical environment (shade, seating, etc.)
- Public art may be incorporated within the park design.

The playground renewal schedule will be flexible considering funding provision and essential upgrades as they occur. Council will actively seek contributions from other funding sources such as grant programs to support the renewal works. Council will consider use of public open space developer contributions to help offset any deficit in grant funding.

Council will consider the retirement of facilities which offer limited play value and experiences and are near larger playgrounds at the end of their reasonable life as governed by the playground inspection process.

Planning for any new development or associated removal will involve community consultation with the relevant user groups and wider community.

Compliance audits will be carried out prior to accepting hand-over of any newly constructed or renewed playground.

5.3 Renewal Project Management

Playground renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor project regularly up to engineers' specification

**Playgrounds
Asset Management Plan**

- Survey of the project

6 Contracts and Procurement

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy. [Procurement Policy FINAL 30 May 2023.pdf](#)

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.

7 Finance and Valuations

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of XXXXX assets to fair value. XXXXX valuation is conducted using XXXXXX (refer to section 3.2), assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual XXXXX structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the XXXXXX asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All XXXXXXXX assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

XXXXXX Asset Depreciation is the value (\$) of the already consumed portion of the XXXXXX asset. For example, if the XXXXX asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Playground renewal projects are tracked within the council finance system using 'tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 Customer Service

8.1 Complaints

Complaints will be logged via Council's customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council's customer request management system (CRMS). Examples of request for service specific playgrounds are:

- broken equipment
- soft fall replacement

8.3 Feedback

General feedback is captured by customer service via email.

8.4 Customer Request Management System (CRMS)

Council's customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including playgrounds. Customers can log a request online, or phone the request into customer service, who log the request on the customer's behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 Risk/Occupational Health and Safety

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council's OH&S Policy and associated procedures.

[OHS Policy FINAL 19 January 2021](#)

**Playgrounds
Asset Management Plan**

10 Governance/CEO's Office

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under councils Governance SharePoint policy manual, owned by the Office of the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 Organisational Transformation

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement [various technology related to monitoring of assets that may assist in process efficiencies in this space.](#)

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Council's intent to trial and implement [various technology related to monitoring of assets that may assist in process efficiencies in this space.](#)

11.3 Public Data Access

Road based bridge structures are publicly displayed through the public roads register.

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to playgrounds that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.
- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.

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Asset Management Plan**

- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year roads and bridge capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.

3.5 CONSIDERATION OF ANNUAL REPORT 2022/2023

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 12319

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 Annual Report is prepared in accordance with the Local Government Act 2020, Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

The Annual Report 2022/2023 will be forwarded to the Minister for Local Government once complete.

The purpose of this report is to formally present the Annual Report 2022/2023 to Council.

DISCUSSION

The Annual Report 2022/2023 outlines the activities undertaken during the financial year.

In accordance with section 98, 99 and 100 of the Act, an Annual Report must contain the following in respect of the financial year reported on:

- Report of operations of the Council
- Audited performance statement
- Audited financial statements
- Copy of the auditor's report on the performance statement
- Copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994, and
- Any other matter required by the regulations

Additional information outlined in the attached Annual Report includes:

- A summary of Council's activities and performance
- Information on Council's service delivery
- Information pertaining to governance activities undertaken by Council
- Information pertaining to the structure of our organisation
- Report on Council's compliance and accountability

The Annual Report is the primary means of advising the community about Council's operations and performance during the year ended 30 June 2023.

Several highlights to note from the Annual Report 2022/2023 are as follows:

- Achieving a net 0% increase in rates over the last 5 years
- Implementing the local processing of organic and glass waste streams collected by the Revolution Ararat Program, driven by the circular economy policy
- Completing the Free Public WiFi network across Ararat and Lake Bolac
- Establishing of the Ararat Housing Enterprise Ltd to support affordable housing development.

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.

The Annual Report 2022/2023 reports on the progress in achieving the strategic objectives as listed in the Council Plan 2021-2025 (Year 2).

Budget Implications

Costs associated with the production of the Annual Report are included in the Budget for 2022/2023.

Policy/Relevant Law

Completion and circulation of the Annual Report is a key legislative requirement for all Councils.

Sections 98 to 100 of the Local Government Act 2020 outlines the requirements that Council must meet in preparing and considering the Annual Report for 2022/2023.

Sustainability Implications

This report does not raise any sustainability implications.

Risk Assessment

Council must meet the legislative requirements of the Act in relation to the preparation and consideration of the Annual Report 2022/2023.

Innovation and Continuous Improvement

None identified.

Stakeholder Collaboration and Community Engagement

Various Council officers have been involved in the preparation of the Annual Report 2022/2023.

Financial statements and performance statements were presented to the 26 September 2023 Council Meeting. These statements have been signed by the Victorian Auditor-General and are incorporated into the Annual Report 2022/2023.

A copy of the Annual Report 2022/2023 will be submitted to the Minister for Local Government before the Ministerial deadline.

RECOMMENDATION

That Council receive and note the Annual Report 2022/2023.

MOVED CR SANDERS

SECONDED CR BURRIDGE

That Council receive and note the Annual Report 2022/2023.

CARRIED 4887/23

ATTACHMENTS

A Draft copy of the Annual Report 2022/2023 is provided as Attachment 3.5.

3.6 QUARTERLY PERFORMANCE REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 6573

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 June 2023. The actual year-to-date figures included in this report have been used to compile Council's "in principle" Financial Statements, which are subject to audit by the Victorian Auditor-General.

The unaudited figures show Council's overall financial performance is more favourable than the Original Budget, finishing with an operating surplus of \$4.763 million rather than an operating surplus of \$0.612 million. The financial performance is also more favourable than the Current Budget figures for 2022/23 which includes adjustments for the projects carried forward from 2021/22 and grant funds received in advance.

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 \$38.445 million in revenue and \$33.682 million in expenses to 30 June 2023. This has resulted in an operating surplus of \$4.763 million for the year ended 30 June 2023 and a comprehensive result of \$19.281 million after including revaluations of Council's artworks, property and infrastructure assets.

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 \$17.696 million has been recognised as income for the year ended 30 June 2023.

User fees account for 5% of the total budgeted income for 2022/23 and \$1.556 million has been received to 30 June 2023. The majority of this relates to transfer station fees and fitness centre income.

Recurrent Operating Grants total \$10.286 million to 30 June 2023, including \$5.666 million from the Victorian Local Government Grants Commission for general purpose grants and \$3.653 million for the local roads grants. Council received \$2.604 million more than budget for financial assistance grants due to approximately 100% of the annual allocation for 2023/24 being received in June 2023 compared to around 75% being received in advance in previous years.

Non-recurrent Operating Grants total \$2.971 million to 30 June 2023. Council has been successful in obtaining several grants that had not been budgeted for, 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	-	62	-
Household Recycling Reform	-	98	-
Education and Behaviour Change Grant	-	35	-
New Arrivals Settlement Program	-	352	44
Pilot Coordination Grampians Workforce	-	176	50
Business Concierge & Hospitality Support Program	-	57	-
Aradale Solution-Economic & Social Development Strategy	-	500	-
Ararat Housing Transition	-	-	300
Digital Twin Victoria	-	46	954
Free Public WiFi Services	-	80	1,149
LSIF Ararat Bowls Club Lighting	-	41	-
Rural Roads Support Program	-	-	56
Supported Playgroups	60	63	-
Council Flood Support Fund	-	500	-
Unlocking Ararat North East	-	85	-
Community Recovery Officer Grant	-	128	-
Kindergarten Infrastructure and Services Plan (KISP) Support Grant	-	42	-
Community Recovery Hubs Grant	-	145	-
Council COVID-19 Rapid Antigen Test Program	-	90	-
COVID Safe Outdoor Activation Fund	-	108	-
Rural Councils Transformation Project	-	233	-
Power our Future!! Tatyoon Recreation Reserve	-	22	20
Other Minor Grants (under \$30,000)	30	108	20
	90	2,971	2,593

Non-recurrent Capital Grants total \$4.055 million to 30 June 2023, 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	-	2,550	-
Delacombe Way	-	64	-
Wilson Street	-	26	-
Urban Drainage Works	-	386	-
Ararat East Development Zone Trunk Infrastructure Project	-	467	419

Transfer Station Upgrade Fund	-	133	-
COVID Safe Outdoor Activation Fund	-	-	-
Pollands Bridge	-	267	-
Power Your Future	-	-	-
Ararat Regional Playgrounds All Abilities Redevelopment	-	162	-
	0	4,055	419

Note

It is important to note the following:

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-end variance is a surplus of \$6.783 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 year ended 30 June 2023 Council has incurred \$11.050 million in employee costs, which was \$0.085 million less than budget.

Materials and Services account for approximately 31% of the total budgeted expenditure for 2022/23. For the year ended 30 June 2023, Council has incurred \$13.123 million in materials and services costs. There are a number of projects, not completed during the year, that will be carried forward from 2022/23 to be completed during 2023/24. However, expenditure was still in line with budget due to the additional expenditure incurred for emergency and reinstatement works related to the October 2022 flood event.

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 June 2023. Comparative figures have been provided as at 30 June 2022.

Council's current assets have decreased by \$1.457 million from \$25.514 million as at 30 June 2022 to \$24.057 million as at 30 June 2023. Cash and cash equivalents have decreased by \$10.058 million from \$21.515 million to \$11.457 million, as \$8.500 million has been transferred to a term deposit with a six-month maturity period and is now classified as a financial asset. Council has received another advanced payment of the Victorian Local Government Grants Commission of \$7.426 million. Trade and other receivables have increased by \$0.587 million from \$3.922 million as at 30 June 2022 to \$4.509 million as at 30 June 2023.

Total liabilities have decreased from \$11.995 million in 2021/22 to \$8.596 million in 2022/23. Trade and other payables have increased by \$0.225 million and trust funds and deposits have increased by \$0.051 million. Unearned income/revenue decreased by \$4.107 million, and includes grants received by Council, where in

accordance with accounting standards they are held as a liability until grant-related performance obligations have been met.

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 \$10.058 million to \$11.457 million as at 30 June 2023. However, part of the decrease is due to \$8.500 million being transferred to a term deposit which is now classified as a financial asset, and no longer included in cash and cash equivalents.

Net cash of \$8.919 million was provided by operating activities, \$19.598 million was used in investing activities, and \$0.621 million was provided by financing activities.

Investing activities includes payments for property, plant and equipment, and infrastructure totalling \$11.586 million. This included capital building works and capital road works. Major capital building works included the Gordon Street Recreation Reserve Development (\$2.762 million) and Ararat Fitness Centre upgrades (\$0.154 million). Infrastructure works included Roads (\$5.300 million), Bridges (\$0.548 million), Footpaths & Cycleways (\$0.221 million) and Drainage (\$0.030 million).

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	30/6/2023	30/6/2022
<p>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</p>	322%	225%
<p>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</p>	7.07%	3.41%
<p>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</p>	5.47%	3.30%
<p>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%</p>	51.46%	55.29%

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		
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	\$4,616	\$4,064
Indicator - Revenue level <i>Measure - Average residential rate per residential property assessment</i> Expected values in accordance with the Local Government Performance Reporting Framework - \$700 to \$2,000 Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency	\$2,006	\$2,028
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 June 2023 the outstanding Rates Debtors totalled \$1.955 million compared to \$1.742 million as at 30 June 2022, an increase of \$0.213 million. In percentage terms 90.2% of the rates raised have been collected at 30 June 2023 compared to 90.1% up to 30 June 2022. Outstanding rates are currently charged 10% interest. Council issues approximately 7,500 rate notices. In 2022/23 there were 2,843 assessments paying by instalments compared with 2,636 assessments in 2021/22.	90.2%	90.1%
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.	90.93%	174.50%

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”.

Transfers to and from Reserves 2022/23

The following tables represent the amounts proposed to be transferred to and from Reserves for the year ended 30 June 2023. A number of these transfers are in accordance with the budget. The Transfers to the Capital Works Reserves includes funds received in 2022/23 that relate to 2023/24 and a number of specific projects included in the budget for 2022/23 that have not commenced or are in progress and proposed to be carried forward to 2023/24.

The major amounts proposed to be transferred to the Capital Works & Projects Reserve includes:

- Victorian Grants Commission advance payment (\$7.426 million) _
- Gordon Street Redevelopment Grant (\$2.307 million) _
- Free Public WiFi Services - Ararat (\$1.149 million) _
- Ararat East Development Zone Trunk Infrastructure Project (\$0.779 million) _
- New Arrivals Settlement Program (\$0.331 million)_
- Digital Twin Victoria (\$0.954 million)_
- Urban Drainage Works (\$0.645 million)_

Transfers To Reserves

CAPITAL WORKS & PROJECTS RESERVE	
Art Gallery TAMA	
Art Acquisitions	\$15,000
CEO's Office	
CEO Consultancies	\$75,000
Fed Uni Scholarships	\$59,000
CEO's Office-Funded Capital Projects-Recreation	
Ararat & Lake Bolac Playgrounds All Abilities	\$192,111
Willaura Hall	\$26,000
Community Capital Projects-Committed	\$647,628
CEO's Office-Funded Capital Projects-Roads	
Tunnel Track Pomonal	\$134,325
Reseal Program	\$404,000
Major Patching	\$274,000
LRCI3-Wilson St	\$36,023
Footpath Renewal Program	\$143,000
Urban Drainage Works	\$645,000
Ararat East Development Zone Trunk Infrastructure Project	\$779,342
CEO's Office-Funded Operating Projects	
Ararat Housing Transition	\$300,000
Pilot Coordination Grampians Workforce	\$50,310
New Arrivals Settlement Program – Grampians Pilot	\$43,663
Free Public WiFi Services - Ararat	\$1,149,086
Unlocking Ararat North East	\$85,000
Digital Twin Victoria	\$954,260
Power our Future!! Tatyoon Recreation Reserve	\$19,975
Rural Roads Support Program	\$56,500
Community Recovery Officer Grant	\$128,000
Kindergarten Infrastructure and Services Plan (KISP) Support Grant	\$42,000
Community Recovery Hubs Grant	\$145,000
Council COVID-19 Rapid Antigen Test Program	\$90,000
Digital Literacy for Seniors Program	\$3,442
Share of Rural Councils Transformation Project	\$129,934

Community & Events Support	
Community & Events Support	\$30,000
Community Support Grants	
Community Grants & Sponsorships	\$30,000
Corporate Revenue	
Grants Commission-General	\$4,517,251
Emergency Management	
Municipal Emergency Resource Program	\$60,000
Roadside Clearing Program (prison team)	\$78,000
Governance-Councillors	
Councillor Training	\$20,000
Information Services	
IT Hardware and Maintenance	\$70,000
Planning	
Planning Panel	\$15,000
Planning Consultancies	\$55,000
Statutory Planning Assistance	\$18,931
Positive Ageing-HACC PYP	
HACC PYP	\$18,915
Roads-Capital	
Grants Commission-Local Roads	\$2,908,291
Roads to Recovery – Helendoite Rd Bridge	\$323,111
Visitor Information Centre	
Drinking Water Fountain	\$8,400
Total for Capital Works Reserve	\$14,780,498

RECREATIONAL LANDS RESERVE	
Open Space Contributions	\$64,750
Total for Recreational Lands Reserve	\$64,750

TOTAL TRANSFERS TO RESERVE	\$14,845,248
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Total From Reserves

BUILDING CAPITAL WORKS RESERVE	
Contribution to Ararat Housing Enterprise	\$500,000
Waste Management – Circular Economy Implementation	\$500,000
Total for Building Capital Reserve	\$1,000,000

WASTE MANAGEMENT RESERVE	
Waste Management – Circular Economy Implementation	\$1,000,000
Total for Waste Management Reserve	\$1,000,000

PLANT REPLACEMENT RESERVE	
Net Operating/Capital/Recoup Surplus to Reserve	\$505,313
Total for Plant Replacement Reserve	\$505,313

GRAVEL PIT RESTORATION RESERVE	
Net Operating Surplus to Reserve	\$10,538
Total for Gravel Pit Restoration Reserve	\$10,538

CAPITAL WORKS & PROJECTS RESERVE	
Transfer from Capital Works Reserve for 22/23 Works/Projects	\$13,816,949
Total for Capital Works & Projects Reserve	\$13,816,949

TOTAL TRANSFERS FROM RESERVES	\$16,332,800
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A summary of movements in reserve balances is included in the following table:

	Balance at 30 June 2022	Transfers to Reserve	Transfers from Reserve	Balance at 30 June 2023
Capital works and projects	13,816,949	14,780,498	13,816,949	14,780,498
Plant replacement	505,313	-	505,313	-
Recreational land	100,210	64,750	-	164,960
Gravel pit restoration	10,538	-	10,538	-
Building capital	5,958,402	-	1,000,000	4,958,402
Environmental projects	94,709	-	-	94,709
Waste management	1,517,412	-	1,000,000	517,412
Total Reserves	22,003,533	14,845,248	16,332,800	20,515,981

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

- 6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation, and rating fairness

Budget Implications

Overall Council's financial performance is less favourable than expected with significant additional materials and services expenditure in response to the October flood event. However, Council has submitted claims for natural disaster assistance to receive reimbursement for most of the expenditure, which are currently being assessed.

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:

- 1 *Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 30 June 2023 be received and adopted; and*
- 2 *Transfers to reserves totalling \$14,845,248 and transfers from reserves totalling \$16,332,800 be adopted.*

MOVED CR ALLGOOD SECONDED CR SANDERS

That the:

- 1 **Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 30 June 2023 be received and adopted; and**
- 2 **Transfers to reserves totalling \$14,845,248 and transfers from reserves totalling \$16,332,800 be adopted.**

CARRIED 4888/23

ATTACHMENTS

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators are provided as Attachment 3.6

Attachment 1
Comprehensive Income Statement for the year ended 30 June 2023

	Original Budget \$'000	Current Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Variance
Income						
Rates and charges	17,743	17,743	17,743	17,696	(47)	0%
Statutory fees and fines	276	276	276	220	(56)	-20%
User fees	1,398	1,398	1,398	1,556	158	11%
Contributions - cash capital	-	-	-	-	-	0%
Contributions - cash operating	94	94	94	181	87	93%
Grants - operating (recurrent)	7,489	2,587	2,587	10,286	7,699	298%
Grants - operating (non-recurrent)	90	3,533	3,533	2,971	(562)	-16%
Grants - capital (recurrent)	533	533	533	477	(56)	-11%
Grants - capital (non-recurrent)	-	3,614	3,614	4,055	441	12%
Net gain/(loss) on disposal of property, plant and equipment	28	28	28	185	157	561%
Other income	225	225	225	655	430	191%
Fair value adjustments for investment property	-	-	-	162	162	0%
Share of net profits/(losses) of associates and joint ventures accounted for by the equity method	-	-	-	1	1	0%
Total income	27,876	30,031	30,031	38,445	8,414	
Expenses						
Employee costs	11,135	11,135	11,135	11,050	(85)	-1%
Materials and services	8,421	13,208	13,208	13,123	(85)	-1%
Depreciation	7,338	7,338	7,338	9,123	1,785	24%
Borrowing costs	15	15	15	33	18	120%
Other expenses	355	355	355	353	(2)	-1%
Total expenses	27,264	32,051	32,051	33,682	1,631	5%
Surplus for the year	612	(2,020)	(2,020)	4,763	6,783	-336%
Other comprehensive income						
Net asset revaluation increment	-	-	-	14,518	-	
Total comprehensive result	612	(2,020)	(2,020)	19,281	6,783	

Attachment 2
Balance Sheet as at 30 June 2023

	30/06/2023 \$'000	30/06/2022 \$'000
Assets		
Current assets		
Cash and cash equivalents	11,457	21,515
Trade and other receivables	4,509	3,922
Financial assets	8,002	-
Inventories	74	64
Prepayments	15	13
Total current assets	24,057	25,514
Non-current assets		
Trade and other receivables	7	9
Investments in joint venture	501	-
Property, plant and equipment, infrastructure	295,269	278,591
Investment property	1,661	1,499
Total non-current assets	297,438	280,099
Total assets	321,495	305,613
Liabilities		
Current liabilities		
Trade and other payables	1,765	1,540
Trust funds and deposits	305	254
Unearned Income	3,068	7,175
Provisions	2,084	2,245
Interest-bearing loans and borrowings	253	143
Total current liabilities	7,475	11,357
Non-current liabilities		
Provisions	123	184
Interest-bearing loans and borrowings	998	454
Total non-current liabilities	1,121	638
Total liabilities	8,596	11,995
Net Assets	312,899	293,618
Equity		
Accumulated surplus	92,600	86,349
Reserves	220,299	207,269
Total Equity	312,899	293,618

Printed 26/10/2023

Attachment 3
Statement of Cash Flows for the year ended 30 June 2023

	Year to 30/06/2023	Year to 30/06/2022
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000
Cash flows from operating activities		
Rates and charges	17,480	17,635
Statutory fees and fines	221	246
User fees	1,627	1,265
Grants - operating	12,352	10,790
Grants - capital	1,406	6,658
Contributions - monetary	201	181
Interest received	515	53
Trust funds and deposits taken	352	299
Other receipts	149	145
Net GST refund/payment	1,774	1,906
Employee costs	(12,022)	(10,808)
Materials and services	(14,422)	(12,498)
Trust funds and deposits repaid	(399)	(389)
Other payments	(315)	(346)
Net cash provided by (used in) operating activities	8,919	15,137
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(11,586)	(14,664)
Proceeds from sale of property, plant and equipment, infrastructure	488	185
Proceeds from investments	(8,500)	-
Net cash provided by (used in) investing activities	(19,598)	(14,479)
Cash flows from financing activities		
Finance costs	(33)	(54)
Repayment of borrowings	(180)	(2,138)
Proceeds from borrowings	834	-
Net cash provided by (used in) financing activities	621	(2,192)
Net increase (decrease) in cash and cash equivalents	(10,058)	(1,534)
Cash and cash equivalents at the beginning of the financial year	21,515	23,049
Cash and cash equivalents at the end of the period	11,457	21,515

Printed 26/10/2023

Attachment 4 Financial Performance Indicators for the year ended 30 June 2023		Result	Material Variations
LIQUIDITY			
Dimension - Operating position			
Indicator - Adjusted underlying result			
<i>Measure - Adjusted underlying surplus (or deficit)</i>		2.06%	
[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100			No material variation
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			
<i>Measure - Current assets compared to current liabilities</i>		322%	No material variation
[Current assets / Current liabilities] x100			
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			
<i>Measure - Unrestricted cash compared to current liabilities</i>		64.43%	No material variation
[Unrestricted cash / Current liabilities] x100			
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			
<i>Measure - Loans and borrowings compared to rates</i>		7.07%	No material variation
[Interest bearing loans and borrowings / Rate revenue] x100			
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			
<i>Loans and borrowings repayments compared to rates</i>		1.20%	No material variation
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100			
Expected range in accordance with the Local Government Performance Reporting Framework		0% to 20%	

Financial Performance Indicators for the year ended 30 June 2023 **Result** **Material Variations**

Indicator - Indebtedness

Measure - Non-current liabilities compared to own source revenue
[Non-current liabilities / Own source revenue] x100

5.47% 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)

Measure - Asset renewal & Upgrade compared to depreciation
[Asset renewal expenses / Asset depreciation] x100

90.93% 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

Measure - Rates compared to adjusted underlying revenue
[Rate revenue / Adjusted underlying revenue] x100

51.46% No material variation

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

Measure - Rates compared to property values
[Rate revenue / Capital improved value of rateable properties in the municipality] x100

0.29% 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

EFFICIENCY

Dimension - Efficiency

Indicator - Expenditure level

Measure - Expenses per property assessment
[Total expenses / Number of property assessments]

\$4,615.87 No material variation

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

Measure - Average rate per property assessment
[Total rate revenue (general rates and municipal charges) / Number of property assessments]

\$2,006.17

Outside The average rate per property assessment is slightly above the **Expected Range** expected range.

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

3.7 FREE ENTRY TO OUTDOOR POOLS 2023/2024 SUMMER SEASON

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 12337

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

Our public aquatic facilities are a useful way for Council to promote active lifestyles, the health benefits that are associated with physical activity and water safety.

With summer approaching there is no better place to cool off than in one of our three outdoor pools located around the municipality, in Ararat, Willaura or Lake Bolac.

It is suggested that Council offer free entry to our outdoor pools over the 2023/2024 summer period. The aim of this is to encourage increased usage and assist to improve our community's swimming skills in a safe and friendly environment.

The introduction of the free entry will not have a significant impact to Councils budget moving forward and there may also be scope for operating/staff saving based on this initiative.

DISCUSSION

With summer just around the corner, the Ararat, Willaura and Lake Bolac outdoor swimming pools will look to open very soon, it is suggested that Council offer free entry to encourage the use of these facilities over the 2023/2024 summer period.

Our outdoor pools are fantastic assets for the community. They provide a perfect social hub for our children, parents, families and friends. Providing free entry to these facilities brings about numerous benefits to the community, including:

- Provides a safe and affordable location for young children to increase their knowledge of water safety
- Encourages improved swimming skills amongst our community
- Provides an opportunity for children, families, friends and visitors to socialise
- Promotes physical well-being amongst our community
- Instills valuable life skills
- Provides a safe and enjoyable hub for our rural communities to gather, without traveling long distances from their homes
- Provides free access to facilities that are inclusive and cater to all ages and levels of fitness

The cost of providing free entry to the outdoor pools in the 2022/2023 season would have been \$36,967. Although this is a cost to Council, it is believed that the benefits this initiative provides to our communities far outweighs this figure.

Item	Income	Expenses
Ararat Outdoor	\$22,380	\$107,245
Lake Bolac Outdoor	\$10,602	\$61,410
Willaura Outdoor	\$3,985	\$30,919
Total	\$36,967	\$199,574

The above table outlines the income and expenses associated with each individual pool. The net loss to Council in operating the outdoor pools was \$162,607. The income represents only 18.5% of expenses.

Council staff will monitor how many people take advantage of the free casual visit to outdoor pools, which will help inform the way pools are being used and developed in the future.

This initiative has proactive health benefits for the community and has flow-on effects for learning to swim and reducing drownings. It is a great way for financially disadvantaged children to now have access to facilities, which they may not have had in the past.

The Ararat outdoor pool is set to reopen for lap swimmers on Monday 30 October, for weekday mornings between 6:00-9:00am. The Ararat outdoor pool will be fully open to the public from Saturday 11 November 2023 and the Willaura and Lake Bolac outdoor pools will reopen on Saturday 2 December 2023 (weather permitting).

Indoor Pool.

It is not expected that offering free access to the outdoor pools should impact adversely on indoor pool use. In many senses the indoor and outdoor pools serve different purposes and are used by different groups in the community. The indoor pool has a strong focus on more formal swimming instruction, rehabilitation and year-round fitness swimmers. Heating the indoor pool represents a considerable cost impost on Council and offering free access to this facility is not financially viable or in keeping with different modes of use.

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.

Budget Implications

Based on the figures from the 2022/2023 season the cost of providing free access to Council's three outdoor pools during the 2023/2024 summer season is likely to be in the order of \$40,000. The net impact on global budget will be negligible and the additional cost will be recouped through efficiency savings in other elements of the budget.

Policy/Relevant Law

N/A

Sustainability Implications

N/A

Risk Assessment

Offering free access to Councils outdoor pool facilities is likely to have great benefits on the children and youth of our community. Without providing opportunities for children of all socio-economic backgrounds to learn swimming skills, we may risk seeing increased drownings within our municipality, particularly over an expected hot and dry summer.

Innovation and Continuous Improvement

Encouraging increased safety and improved physical wellbeing to children and young people within our community is a responsibility of Councils. This initiative allows us to continually work towards our goal of supporting active living as well as deliver positive health and wellbeing outcomes to the communities of Ararat Rural City.

Stakeholder Collaboration and Community Engagement

It is viewed that the free access program will be endorsed by the community. Council will engage in an engagement process to inform the community about the free access and monitor attendance numbers during the 2023/2024 summer season.

RECOMMENDATION

That Council endorse the report and approve free entry to the Ararat, Willaura and Lake Bolac outdoor pools for the 2023/2024 summer period.

**MOVED CR SANDERS
SECONDED CR R ARMSTRONG**

That Council endorse the report and approve free entry to the Ararat, Willaura and Lake Bolac outdoor pools for the 2023/2024 summer period.

CARRIED 4889/23

ATTACHMENTS

There are no attachments in relation to this item.

SECTION 4 – INFORMATION REPORTS

4.1 2023/2024 CAPITAL WORKS PROGRAM – OCTOBER 2023

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 9655

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 adopted its 2023/2024 Capital Works Program as a key element of the 2023/2024 Budget. The 2023/24 budget has a strong focus on infrastructure with a \$9.5 million investment in capital works.

Major works including the following:

- Stage one of the Ararat Leisure Centre, urban gravel to seal road upgrades, and maintaining and repairing rural and urban roads and drainage.

DISCUSSION

Council's 2023/2024 Capital Works Program continues to be substantially different to previous years, the program does not have a number of major road and bridge construction and will continue to undertake a "small targeted" capital works program.

The emphasis for 2023/2024 is on renewal and updating Council assets, undertaking a larger number of smaller projects of lower value to avoid the impacts of price volatility in the market. Using this approach will also provide opportunities to leverage in-house capability, support local employment and engagement of local contractors.

The capital works program has had an emphasis on the following areas:

- An enhanced road reseal program
- Improvement to urban drainage
- Upgrades to the footpath network
- A major urban road gravel to seal program
- Commencement of Mt William Road Reconstruction works
- Stage One of the Ararat Leisure Centre Upgrades

The capital work budget is currently 31% spent to 23 October 2023. This result sees our Capital Works Budget tracking at the expected monthly rate with end of month invoices still to be provided. This has taken a whole team effort to achieve this result. The first four months of the 2023/2024 financial years has seen significant works in road resheeting with 52% of the available budget being expended and the small property capital projects having expended 49% of the current budget.

	Budget	Committed/ Contracted	Complete	Notes
PROPERTY - CAPITAL	\$400,000			
Property Capital		\$113,689	\$83,102	These works are made up of a series of smaller projects. Projects include upgrade of the town hall square lighting and power, Willaura Memorial Hall Kitchen installation and bluestone works at the Alexandra Gardens Fernery.
Alexandra Oval Resurfacing	\$200,000		\$13,862	
Ararat Fitness Centre Stage 1	\$950,000	\$139,985	\$18,190	
				Commencement of resurfacing works at Alexandra Oval
				Work has commenced with the Architect to commence detailed design of stage one of the Ararat Fitness Centre redevelopment.
TOTAL PROPERTY		\$253,674	\$100,573	
PLANT & EQUIPMENT	\$40,000			
Plant and Vehicles			\$121,709	Quarter 1 Bookstock payment has been made.
Book stock - Library Book Replacement			\$13,702	
TOTAL PLANT & EQUIPMENT			\$135,411	
Gravel Road Sheeting & Gravel Road Widening	\$2,800,000	\$27,603	\$1,425,163	The 23/24 Resheeting and Road Widening program has commenced well even with the wet weather conditions. These works will continue over the financial year.
Reseal Program	\$1,000,000	\$505,490	\$29,000	Feature survey and native flora and fauna reporting is being undertaken for road widening on Rhymney Rd and Buangor Ben Nevis Rd. Road reseal program will commence in October 2023, the full extent of this years program is expected to be complete before Christmas.
Mt William Road	\$1,000,000	\$97,740		Documentation is being prepared for the first section of Mt William Road Reconstruction. Stone has been ordered for works.
Urban Road Gravel to Seal	\$2,200,000	\$34,450	\$13,860	Feature surveys have been completed and design works are commencing for roads nominated in this years program. Ironbark Lane is due to start in the coming month.
Major Patching		\$23,432	\$4850	Major patching works are commencing the inspection phase.

				Additional asphaltting works at the Deneys Carpark have been committed to be completed in the coming month.
Footpath Renewal Program	\$400,000		\$146,404	Works have been awarded for the George Road Pedestrian Refuge adjacent to the Ararat West Primary School, a new footpath in Main Street, Willaura adjacent to the railway station back to Delacombe Way, and new footpath in Albert Street, Ararat, have been completed in the last month. New footpath tenders are expected to be released in the coming weeks. Footpath connections and condition assessments are being completed inhouse.
Urban Drainage Works	\$750,000	\$80,800	\$107,871	Works have been completed in in Golf Links Road, Ararat, Works in Thompson and Kneale Street, Ararat – works are due to commence in November 2023.
TOTAL INFRASTRUCTURE		\$648,343	\$1,722,298	
TOTAL CAPITAL WORKS		\$902,017	\$1,958,282	

There are also recreation facilities projects that were funded in the 2021/2022 budget that have extended beyond the single financial year. The committed expenditure includes contracts entered for construction of various elements of the projects. The table below provides a summary of these projects:

Capital Work Element	Committed expenditure	% complete	Notes
Gordon St Recreation Reserve	\$4,590,641	97%	The project is running on time and very close to budget. The alterations to the fields are being completed inhouse.
Buangor Recreation Reserve Kitchen Extension	\$40,520	15%	Project halted due to huge variations in construction pricing. The project has been out to the market and came in with a significant price difference between the cost plan and the pricing received from the tenderers. This project will be withdrawn – funding opportunities will be looked into with the community.
Lake Bolac Golf Club Kitchen	\$197,520	91%	Works are being undertaken by Build Forth, from Ballarat, this project is awaiting inspection and certificate of occupancy..

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The key financial drivers align strongly with the thrust of the Council Plan 2021-2025, particularly the following:

- 4.1 Ensure that asset development and renewal during the planning period matches that identified in Council’s Asset Plan 2021-2031.

- 4.2 Work directly with asset users to manage and develop new and existing assets.
- 4.3 Deliver infrastructure outcomes that support economic growth, promote community wellbeing and safety and align with Council's financial sustainability.
- 6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation, and rating fairness.

Budget Implications

The 2023/2024 Capital Works Program represents a significant element of Council's 2023/2024 Budget. In the current civil construction market, it is essential that Council manages capital works expenditure carefully to ensure budget outcomes are met.

Policy/Relevant Law

The 2023/2024 Capital Works Program complies with the program funded in the 2023/2024 Budget.

Sustainability Implications

There are no environmental sustainability implications. Council is mindful of considering new innovative approaches to improve its sustainability and environmental footprint as a part of the Capital Works program.

Risk Assessment

The 2023/2024 Capital Works Program was developed as a mitigation of the financial risks associated with market volatility currently being experienced in the civil and building construction sectors.

Innovation and Continuous Improvement

Development of the 2023/2024 Capital Works Program represented an agile response to market conditions. A capacity to rework strategy based on a changing environment is a critical element in developing an innovative organisation.

Stakeholder Collaboration and Community Engagement

The 2023/2024 Capital Works Program has been developed as an element of the 2023/2024 Budget. There was extensive community engagement undertaken prior to adoption.

RECOMMENDATION

That the 2023/2024 Capital Works Program – October 2023 report be received.

**MOVED CR BURRDIGE
SECONDED CR SANDERS**

That the 2023/2024 Capital Works Program – October 2023 report be received.

CARRIED 4890/23

ATTACHMENTS

There are no attachments in relation to this item.

4.2 COMMUNITY ASSET COMMITTEES' HALF YEAR REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 12318

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 ten 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 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 ten 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	23 February 2023, 18 May 2023, and 27 July 2023 (AGM & Ordinary)	23 November 2023, 15 February 2024, 23 May 2024, and 25 July 2024 (AGM & Ordinary).
Buangor Community Sports Centre	8 February 2023, 15 March 2023, 5 April 2023, 3 May 2023, 7 June 2023 and October 2023	8 November 2023
Elmhurst Public Hall	TBC	No meetings scheduled.
Lake Bolac Memorial Hall	No meetings held.	No meetings scheduled.
Maroona Recreation Reserve	9 October 2023 (AGM)	No meetings scheduled.
Mininera Recreation Reserve	14 August 2023 (AGM)	No meetings scheduled.
Moyston Public Hall	TBC	No meetings scheduled.
Pomonal Hall and Recreation Reserve	1 February 2023, 7 June 2023, and 9 August 2023 (AGM)	No meetings scheduled.
Streatham Memorial Hall	No meetings held.	No meetings scheduled.
Tatooon Hall and Recreation Reserve	28 March 2023, 4 September 2023 (minutes not provided)	No meetings scheduled.
Warrak Public Hall	No meetings held.	AGM scheduled for November
Westmere Hall	Committee discontinued in 2023	N/A
Wickliffe Recreation Reserve	29 March 2023	No meetings scheduled.
Willaura Memorial Hall	5 February 2023 and 28 September 2023 (AGM & Ordinary)	7 December 2023
Willaura Recreation Reserve	2 March 2023, 17 April 2023, and 28 September 2023 (AGM & Ordinary)	No meetings scheduled.
Yalla-Y-Poorra Community Centre	27 September 2023 (AGM) (minutes not provided)	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.

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 January 2023.

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 4891/23

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 THURSDAY 23/02/2023

WELCOME:

Chairman Wayne Gason extended a welcome to members present.

PRESENT:

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

APOLOGIES

NIL

MINUTES OF MEETING HELD 10/11/2022.

R.Coco That Minutes of previous Meeting
H.Lockland held 10/11/2022 be taken as true
and correct. CARRIED

BUSINESS ARISING OUT OF MINUTES.

1. Roof leakage around skylight - ladies wash room - rain has eased lately so no problem. Have not had any report on repairs etc..
2. Security lighting (fake) Rob Cocu reported soon to be installed..
3. Spouting has been cleaned out with grass removed by maintenance staff from Council..
4. AED -Electrode Pad Expiry Date Alert (Defibrillator) Mr.Rob Coco Report in General Business.
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.

OUTWARDS CORRESPONDENCE.

1. To Ararat Rural City enclosing (a) copy of Minutes of Meeting held 10/11/2022 and (b) a list of maintenance required including clean spouting, skylight in ladies change room leaking, graffiti removal , and hot water system in guide hall kitchen requires repair/replacement, not working(LONG TIME)

M.Egan That Outwards Correspondence be approved
C.Healy CARRIED

23/02/2023

Page 2

TREASURER'S REPORT.

INCOME AND EXPENDITURE 10/11/2022 - 15/02/2023

<u>INCOME</u>	<u>EXPENDITURE</u>		
Hall Hire Guides \$100.00.	Power -Guides \$219.81)		
" " Badminton \$765.00	Main \$486.20)	\$706.01	
" " Trash & Treas. \$130.00	Cleaning requirements	\$69.95	
" "Table Tennis \$140.00			
Canine Obedience \$370.00.	Postage and Stationery	\$15.35	
Casual Hire \$75.00			
Bank Interest .34			
<u>TOTAL \$1,580.34</u>	<u>TOTAL</u>	<u>\$820.06</u>	

BANK RECONCILIATION

Balance Carried Forward	\$9,575.58	Bank	
Income	<u>\$1,580.34</u>	Statement Balance	\$10,463.61
<u>TOTAL</u>	\$11,155.92	Less O/S Cheques	
Less Expenditure	<u>\$820.06</u>	No.104 - \$58.300	
<u>TOTAL</u>	<u>\$10,335.86</u>	No.105 \$69.45)	<u>\$127.75</u>
		<u>TOTAL</u>	<u>\$10,335.86</u>

TERM DEPOSIT ACCOUNT.

Balance Carried Forward	\$43,996.84
Interest Received	<u>\$193.47</u>
<u>TOTAL</u>	<u>\$44,190.31</u>

Total funds available. \$54,526.17

K.Leggett
R.Cocu

That the Treasurer's Report be
received. CARRIED

.....Page 3.

GENERAL BUSINESS.

NEW KEYING SYSTEM - evidently this has not been completed as yet. Have requested additional keys as some user groups do not have keys as we were issued only five per hall. This is not enough for the permanent user groups.

Secretary to advise Dr. T Harrison the additional keys required.

REMOVAL OF GUIDE HALL(Materials in Store Room)

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.

Mrs. Leggett advised she is slowly going through the remaining items and will remove and get rid of items no longer required. Members offered to assist when and if she requires any assistance to dispose of unwanted items.

**AED REGISTER ;ELECTRODE PAD EXPIRY DATE ALERT.
(defibrillator)**

Mr.Rob.Cocu advised he had followed up with the authority regarding the defib. and following this he was advised the unit positioned in the main hall was or will be obsolete in the near future. Following his good work, a new unit has been fully installed with Council assistance and is available if and when this unit may be required. We appreciate the time and work involved to bring the situation to a very good conclusion.

GUIDE HALL KITCHEN - HOT WATER UNIT.

The hot water unit in this area is not working and has not worked for quite some time. Following a discussion it was decided to check on a small unit for use, obtaining prices and also the subsequent cost to have a suitable fitted. President and Vice President to follow up and report findings to the next meeting if possible.

MAIN HALL & FOYER WINDOWS AND WINDOW SILLS.

An inspection of the main hall window area resulted in these being very dirty/dusty and require hot water and detergent to remove many markings of spiders etc. It is suggested we arrange to have the work carried out professionally.

NEXT MEETING DATE May 18th 2023 ,at 7:00pm

_There being no further General Business the Meeting was declared closed at... 7:35pm.....

W.Graon
President

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT.
MINUTES OF A MEETING HELD IN THE GUIDE HALL
AT 7:00PM THURSDAY 18/05 /2023

WELCOME:

Acting Chairman Robert Cocu extended a welcome to members present.

PRESENT:

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

APOLOGIES

W.Gason & Dr.T.Harrison

K.Leggett

That apologies be accepted.

C.Healy

CARRIED

MINUTES OF MEETING HELD 23.02.2023.

H.Lockland

That Minutes of previous Meeting

C,Healy

held 23/02/2023 be taken as true

and correct.

CARRIED

BUSINESS ARISING OUT OF MINUTES.

1. New Keying System not fully in use as yet.

2. Hot Water System in Guide Hall - R.Cocu & W.Gason looked at various hot water heater prices approx, \$1,700.00 electric, type plus maintenance, fitting and it was decided at this point of time no action will be taken due to costs and also the small usage of the kitchen who require hot water. Value not there. Units are available to heat a large volume of water when required..

3 Pest Exterminator -completed works on 09/05/2023.

4. 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. NIL

OUTWARDS CORRESPONDENCE.

1. To Ararat Rural City enclosing copy of Minutes of Meeting held 23/02/2023

H.Gunstone

That Outwards Correspondence

R.Cocu

be approved.

CARRIED

Page 2

TREASURER'S REPORT.

INCOME AND EXPENDITURE 15/02/2023 -5/05/2023

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire .		Power -Guides	\$205.50)
"Suicide Preven.	\$220.00	Main	\$327.04) \$532.54
"Trash & Treas.	\$260.00		
" Table Tennis	\$140.00		
Canine Obedience	\$220.00.		
Bank Interest	.26		
<u>TOTAL</u>	<u>\$840.26</u>	<u>TOTAL</u>	<u>\$532.54</u>

BANK RECONCILIATION

Balance Carried Forward	10,335.86	Bank Statement	<u>\$10,643.58</u>
Income	<u>\$840.26</u>	Balance 05/05/23	
<u>TOTAL</u>	\$11,176.12		
Less Expenditure	<u>\$532.54</u>		
<u>TOTAL</u>	<u>\$10,643.58</u>	<u>TOTAL</u>	<u>\$10,643.58</u>

TERM DEPOSIT ACCOUNT

Balance Carried Forward	<u>\$44,190.31</u>
<u>Total funds available.</u>	<u>\$54, 833.39</u>

Account from Tom's Termite & Pest Control for \$550.00 presented for .
payment.

R.Cocu That account for \$550.00 be passed for
M.Egan payment.

CARRIED.

Secretary requested reimbursement for Cleaning \$20.00, Stationery
& Postage \$12.00 Total of \$32.00

C.Healy That the Treasurer be reimbursed
K.Leggett \$32.00 and the Report be received.

CARRIED

Page 3...

18/-5/2023

GENERAL BUSINESS.

NEW KEYING SYSTEM -this has not been completed as yet, discussed with Olivia Mackley from Council who is now in charge of many Council Buildings. other items which were discussed as follows:-

1. Broken pavers both ends of building Collings St.end.. also broken pit cover West end.
2. Leaking roof in ladies change room
3. Leaking Spouting Eastern side .

Olivia advised short of staff and she may have to obtain some assistance from other departments to attend to these problems. She will advise further.

GUIDE HALL.

During the week Secretary was showing the Guide Hall Kitchen to a prospective casual hirer and found one user group has turned the refrigerator on and is storing frozen goods inside keeping the refrigerator on all the time. (This group only use the area once or twice a month) It is suggested the group be advised the refrig. is for use only on the day of hire and goods are not to be stored there in between their meeting nights. / Or would they be willing to contribute more for the hiring to cover the cost of the power?
The situation was discussed at length and R.Cocu will monitor the power used and cost incurred, to ascertain what action will be taken.

WINDOWS AND ASSOCIATED AREAS

Secretary to contact the window cleaners to carry out extensive cleaning to internal windows including all window sills to remove dirty spider markings etc. in main hall and guide hall.

Next Meeting Date. July 27th

Normal Meeting at 7:00pm to be followed by Annual Meeting at 7:45pm

There being no further General Business the Meeting was declared closed at...7:52pm.....

ARARAT RURAL CITY
RECEIVED

17 JUL 2023

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT.
AGENDA

AGENDA FOR A MEETING TO BE HELD IN THE GUIDE HALL
AT 7:00PM THURSDAY 27/07/2023

REFERRED TO.....
FILE NO.....
DOC ID NO.....

WELCOME:

Chairman Wayne Gason extended a welcome to members present.

PRESENT:

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

APOLOGIES

Dr.Tm Harrison

That apologies be accepted.

CARRIED

MINUTES OF MEETING HELD 23.02.2023.

That Minutes of previous Meeting held 18/05/2023 be taken as true and correct.

CARRIED

BUSINESS ARISING OUT OF MINUTES.

1. New Keying System now in use.
2. Guide Hall and report on power usage when refrigerator is going continuously. Rob Coco to monitor usage and report..
3. Maintenance items, broken pavers & open pit Collings St. frontage have been attended to. Roof in ladies change room, exterior spouting still to be attended to,(ladies room not certain)

INWARDS CORRESPONDENCE.

OUTWARDS CORRESPONDENCE.

- 1. Ararat Rural City enclosing copy of Minutes of Meeting held 18/05/2023 & requesting they attend to advert. for A.G.M. 27/07/23.
- 2. To C & R Vanderhorst, Horsham Return of Bond following Hire

That Inwards Correspondence be received & Outwards Correspondence be approved.

CARRIED

27/07/2023

TREASURER'S REPORT.

INCOME AND EXPENDITURE 5/05/2023 -15/07/2023

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire .		Power -Guides	\$230.71)
Badminton Ass'n	\$520.00	Main	\$94.92) \$325.63
Guide Hall	\$50.00	Cleaning Reqs	\$20.00
Bond	\$200.00	Bond refund	\$ 200.00
Bank Interest June	0.09.	Stationery	\$50.30
Bank Interest July	.009	Pest.Ext'n-Main	\$350.00)
		Guides	\$200.00) \$500.00
TOTAL	\$770.18	TOTAL	\$1,145.93

BANK RECONCILLIATION

Carried Forward	\$10,643.58	Bank Statement	\$10,467.83
Income	\$ 770.18	Less O/S Cheque	\$200.00
<u>TOTAL</u>	\$11,413.76	No. 114 (Bond)	
Less Expenditure	\$1,145.93		
<u>TOTAL</u>	<u>\$10,267.83</u>	<u>TOTAL</u>	<u>\$ 10,267.83</u>

TERM DEPOSIT ACCOUNT

Balance Carried Forward	<u>\$44,190.31</u>
<u>TOTAL FUNDS AVAILABLE</u>	<u>\$54,458.14</u>

That the Treasurer's Report be
received

CARRIED

GENERAL BUSINESS.

Interior Window Cleaning Secretary has been unsuccessful in obtaining window cleaners, as our windows are too high under OH&S laws. Still trying!

SET DATES FOR 2023/24 MEETINGS: .

FURTHER GENERAL BUSINESS

....

MEETING DECLARED CLOSED AT.....

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT.
MINUTES OF A MEETING HELD IN THE GUIDE HALL
AT 7:00PM THURSDAY 18/05 /2023

WELCOME:

Acting Chairman Robert Cocu extended a welcome to members present.

PRESENT:

R.Cocu, C.Healy, M.Egan, K.Leggett, H.Lockland, H. & J.Gunstone.

APOLOGIES

W.Gason & Dr.T.Harrison

K.Leggett

That apologies be accepted.

C.Healy

CARRIED

MINUTES OF MEETING HELD 23.02.2023.

H.Lockland

That Minutes of previous Meeting

C,Healy

held 23/02/2023 be taken as true

and correct.

CARRIED

BUSINESS ARISING OUT OF MINUTES.

1. New Keying System not fully in use as yet.

2. Hot Water System in Guide Hall – R.Cocu & W.Gason looked at various hot water heater prices approx, \$1,700.00 electric, type plus maintenance, fitting and it was decided at this point of time no action will be taken due to costs and also the small usage of the kitchen who require hot water. Value not there. Units are available to heat a large volume of water when required..

3. Pest Exterminator –completed works on 09/05/2023.

4. 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. N I L

OUTWARDS CORRESPONDENCE.

1. To Ararat Rural City enclosing copy of Minutes of Meeting held 23/02/2023

H.Gunstone

That Outwards Correspondence

R.Cocu

be approved.

CARRIED

Page 2

GENERAL BUSINESS.

NEW KEYING SYSTEM –this has not been completed as yet, discussed with Olivia Mackley from Council who is now in charge of many Council Buildings. other items which were discussed as follows:-

1. Broken pavers both ends of building Collings St.end., also broken pit cover West end.
2. Leaking roof in ladies change room
3. Leaking Spouting Eastern side .

Olivia advised short of staff and she may have to obtain some assistance from other departments to attend to these problems. She will advise further.

GUIDE HALL.

During the week Secretary was showing the Guide Hall Kitchen to a prospective casual hirer and found one user group has turned the refrigerator on and is storing frozen goods inside keeping the refrigerator on all the time. (This group only use the area once or twice a month) It is suggested the group be advised the refrig. is for use only on the day of hire and goods are not to be stored there in between their meeting nights. / Or would they be willing to contribute more for the hiring to cover the cost of the power?
The situation was discussed at length and R.Cocu will monitor the power used and cost incurred. to ascertain what action will be taken.

WINDOWS AND ASSOCIATED AREAS

Secretary to contact the window cleaners to carry out extensive cleaning to internal windows including all window sills to remove dirty spider markings etc. in main hall and guide hall.

Next Meeting Date, July 27th

Normal Meeting at 7:00pm to be followed by Annual Meeting at 7:45pm

There being no further General Business the Meeting was declared closed at...7:52pm.....

R.COCU
Vice Chairman

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT

AGENDA
ANNUAL MEETING TO BE HELD IN THE GUIDE HALL
AT 7:45PM THURSDAY 27th JULY 2023

WELCOME

Chairman Wayne Gason welcomed everyone present.

PRESENT:

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

APOLOGIES:

Dr. Tim Harrison

That apologies be accepted.

CARRIED

MINUTES OF LAST ANNUAL MEETING HELD 14/11/2022:

That Minutes as circulated be
taken as true and correct.

CARRIED

CHAIRMAN'S REPORT:

Chairman Wayne Gason presented his Report.

That the Chairman be congratulated
on his report and the report be
received.

CARRIED

TREASURER'S REPORT:

Treasurer presented the Balance Sheet, Statement of Income & Expenditure, a
copy is attached, together with the Auditors Report.

That Treasurer's Reports be
received.

CARRIED

ELECTION OF COMMITTEE /OFFICE BEARERS:

Chairman declared all positions vacant and asked for a volunteer to take the chair for the election of the Committee for the ensuing two (2) years.

Nominations in writing have not been received.

<u>Chairperson</u>	Retiring (W.Gason)
<u>Vice Chairperson</u>	.(R.Cocu)
<u>Secretary/Treasurer</u>	(J.Gunstone)
<u>Risk Officer</u>	(R.Cocu)
<u>General Committee</u>	M.Egan, H.Gunstone, C. Healy, H.Lockland and K.Leggett..

New nominations?

New nominations received Nil

No notice of further business has been advised therefore the meeting was
declosed closed at

Chairman

**ARARAT : ALEXANDRA HALL- COMMUNITY ASSET COMMITTEE
COMPREHENSIVE INCOME STATEMENT 01/01/2022 – 30/06/2023**

	<u>ACTUAL</u>	
	<u>2022/2023</u>	<u>2021/2022</u>
<u>INCOME</u>		
Hall Hire Badminton Ass'n	\$1,725.00	\$1,160.00
" Guide H Hall	\$1,100.00	910.00
" Suicide Prevention	\$360.00	0.00
" Ararat Canine & Dog Obedience	\$590.00	\$280.00
" Ararat Table Tennis Ass'n	\$280.00	\$0.00
" Ararat Trash & Treasure	\$715.00	\$325.00
" Ararat Taikwando	\$0.00	\$40.00
Casual Hirings	\$385.00	\$630.00
Venue Hire Bond	\$200.00	\$0.00
Bank Interest Operating A/c	\$0.92	\$1.03
Bank Interest Investment/Term Deposit	\$193.47	\$153.65
Ararat Rural City- Grant	\$2,400.00	\$2,400.00
Banking Error – Incorrect Account	\$417.00	\$0.00
<u>TOTAL INCOME (A)</u>	<u>\$8,366.39</u>	<u>\$5,919.68</u>
<u>Expenditure:</u>		
Power	\$1,178.24	\$1,042.99
Main Hall		
Guides Hall	\$946.56	\$591.61
Cleaning Requirements	\$118.70	\$15.50
Main Hall		
Guide Hall	\$0.00	\$40.00
Office expenses (stationery, postage etc.)	\$65.65	\$22.55
Bond Refund	\$200.00	\$0.00
Pest Extermination	\$200.00	\$0.00
Guide Hall		
Pest Extermination	\$350.00	\$0.00
Main Hall		
Maintenance	\$69.95	\$4,354.40
Main Hall		
Maintenance	\$0.00	\$5,043.50
Guide Hall		
Banking Error – Incorrect Account Reversal	\$417.00	\$0.00
<u>TOTAL EXPENDITURE (B)</u>	<u>\$3,546.10</u>	<u>\$11,110.55</u>
<u>SURPLUS (A MINUS B)</u>	<u>\$4,820.29</u>	
 <u>BALANCE SHEET AS AT 30/06/2023</u>		
		<u>2021/2022</u>
<u>ASSETS</u>		
Cheque Account less O/S cheque	\$10,467.74	\$5,640.97
Unpresented Chc No 114 Bond Refund		\$0.00
Cheque Account Balance	= \$10,267.74	\$0.00
Investment/Term Account	<u>\$44,190.31</u>	<u>\$43,996.84</u>
<u>TOTAL ASSETS ©</u>	<u>\$54,458.05</u>	<u>\$49,637.81</u>
Total Liabilities		
Amounts owing to others.	\$0.00	\$0.00
(C MINUS D)	<u>\$54,458.05</u>	<u>\$49,637.81</u>

Joy Gunstone – F Hon Treasure 2022-2023

ALEXANDRA HALL COMMUNITY ASSET COMMITTEE
ANNUAL GENERAL MEETING HELD
IN GUIDES HALL AREA AT 7:45 PM
THURSDAY 14TH JULY 2022

WELCOME:

Chairman Robert Cocu extended a welcome to everyone present, including Dr. T.Harrison , Ararat Rural City Chief Executive Officer.

PRESENT:

Mrs. H.Lockland, Mrs. K.Leggett, Ms. C.Healy, Mr. R.Cocu, Mrs.J.Gunstone, Mr. H.Gunstone and Dr. T.Harrison C.E.O.

APOLOGIES:

Apologies received were W.Gason and M.Egan

C.Healy

H.Gunstone

That apologies be accepted.

CARRIED

MINUTES OF LAST ANNUAL GENERAL MEETING HELD 11/08/2021.

K.Leggett

H.Lockland

That Minutes as circulated be taken as true and correct.

CARRIED

CHAIRMAN'S REPORT:

Chairman R.Cocu presented the president's report on behalf of W.Gason, a copy of same is attached hereto..

H.Gunstone congratulated the Chairman on the good work he had carried out during the year with removal of goods stored in the Guide Hall clearing out in readiness for the sealing of the area which had not been sealed when the hall had originally built. The helpers here carried out a very good job, with the hall now being very useable and tidy. The work by all is much appreciated.

H.Gunstone

H.Lockland.

That the Chairman's report be received.

CARRIED

TREASURER'S REPORTS

Treasurer presented the Balance Sheet, Statement of Income and Expenditure together with Audit Report..

Audited Balance Sheet was presented and it was noted there has been a reduction in Income over the past year due to Covid Pandemic continuing which has resulted in a number of our usual hiring groups not reforming, subsequently hall usage has dropped over the period.

Re- sealing of both the main hall and guide hall floor has seen expenditure rise. Results being we have very good flooring throughout the complex. Total funds of \$49,637.84 still on hand after a loss of ~ Comprehensive Income Statement attached.

All relevant books in relation to the financial position are available for perusal.

J.Gunstone

C.Healy

That the Treasurer's Reports and Auditors Certificate be received.

CARRIED

Page 2.

ELECTION OF NEW COMMITTEE FOR A TWO (2) YEAR TERM

Chairman declared all positions vacant, and called on ...Dr. Harrison .to take the chair for the election of Committee for the ensuing 2 years.

Nominations in writing have not been received.

Chairperson	Mr. Wayne Gason
Vice Chairperson	Mr. Robert Cocu
Secretary/Treasurer	Mrs. Joy Gunstone
General Committee	Mr. Michael Egan, Mrs. Heather Lockand Ms. C. Healy, Mr. Henry Gunstone Mrs. Kathleen Leggett

There were no further nominations received for the respective positions and all the above nominees were declared elected for the ensuing period of two (2) years.

Dr. Harrison expressed his appreciation to the Committee for the ongoing interest and work in assisting to maintain one of Ararat's community assets. Community Asset Committees through out the municipality provide much appreciated management and interest which benefits many residents in various ways. Mention of our two year term for the Committee as being a good idea was also mentioned. In conclusion Dr. Harrison thanked every one on the Committee for the continued voluntary work and interest in Ararat,

There was no further business notified for the meeting therefore the meeting was declared closed at 8:00pm

R. Cocu
Vice Chairman

BCSC General Meeting- 8/2/2023

Open – 6:45pm

Attending – John M, Josiah P, David G, Tim W, Katie S, Sally P

Apologies – Dan J, Dr Tim H, Mary B, Jodie S, Marcus C

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 –

- * Mower service invoice from Fenny

Treasures Report –

- * Wedding from Oct, 2022 is still outstanding.
- * Sheep Drive (\$4476 sheep. \$400 approx wool. Donations to be confirmed)
- * \$36000 approx in account.

Previous Minutes – (Moved – John Second – Tim)

- * Black & White stool - \$100 to Jane. Marcus
- * Fireplace - Leigh to collect \$1300 from Jodie at the pub.
- * Sheep Drive – Well supported event. John to send letter of thanks to the Pilgrim’s. Total yet to be finalised/advised.
- * Back Room - storage units once back room is cleaned up? 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. Is David the link? Yes
- * Outdoor Blinds - Jodie to talk to Adam about cameras.
- * C&C clean up – 3mth clean up action plan & removal of cool room Josiah John Suggestion of employing a cleaner for the C&C, possibly monthly Jodie
- * New Bins – delivered for both building. Inside bin – potentially get a new bin that help with segregating recycle/rubbish/glass?
- * Xmas Cards Mary
- * Campbells Cash & Carry -application & delivery options Jodie
- * Bar Opening Book - Needs to be filled in each time the bar is operating. Jodie
- * Fridge - Old fridge is at Mark Dyer’s. is going to ask him to bring it in before Sunday.
- * Great Northern Beer on tap – Jodie
- * Outside Maintenance
 - Ideas for \$5k Pitch Festival Grant. Blower? Whipper snipper? Possibly a Honda & stick with 4 stroke so it is the same fuel as the mower. John Marcus
 - Fuel for mower – possibly get a fuel card to ensure no one is out of pocket. Tim to check & fill up jerry can. Keep receipt for reimbursement. Tim
 - Mower – Fenny has fixed it. Jodie to square up with him. Jodie
 - Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew. Tim
- * Xmas Party / Australia Day Events – Feedback?

Agenda Items

Title	Discussion	Who is following up
Small shed	Purpose - cricket shed. Club to organise shelving for shelving prior to start of 23/24 season. Cricket gear to be stored in there. Mower to be in the large shed.	
New cleaning roster	Tim – doing mowing & bins weekly & David – cleaning windows.	Katie

	Sally Langley has offered to help out regularly, Muffy/Athol continue to assist & Margaret Webby has joined as well.	
RSA	Who has it? Request for committee & wider community to renew and provide certificate. LL obligation to have certificates onsite for who is serving.	Katie
Future Bookings	-Robobank – Feb 14 th (location TBC). Pavilion hire or only using downstairs of C&C is a \$500 cover charge + bar. -Elders Auction – March 17 th (@ Pavilion) 12:30-4pm. No tea/coffee or bar during hire period. Bar to potentially open earlier, when Elders give the okay. \$250 hire charge. -40 th birthday for Bianca – April 29 th . Location TBC. -Nutrien (John McGrath) - May 19 th – C&C Booking. Future functions - Building hire paid 2 weeks before function date. Bar tab to be paid after the event within 2 weeks. Contract agreeing to these terms is to be signed when booking is made	Katie
Bug Spray	Quote for \$400 approx for inside/outside spray if we get rid of cobwebs. \$500 approx if he does. Approved by committee.	Katie
Address	Incorrect address on Google for us. Needs amending	David
Drink price increase	Keep prices similar for weekly locals & have a <i>function price list</i> for bigger events or hired events. Discussions to continue for price lists at next meeting.	
Contact List Update	Remove Jack & Jenny Add – Ken & Ruth, Paige Gray, Sally Langley, Pilgrims, Leigh Jeffrey, Ian Bradshaw, Paul & Gill, Matt, Margaret Webby Crickey (works for Draffin's – number to be provided soon)	Katie John
Electricity Bill	Quite excessive. Potentially swap to another provider	David
Sand for oval	Do we purchase soon and have it stored here? Follow up sand & freight cost	Josiah
Bike Track	Primary School kids to fix the bike track. They have a \$2,000 grant. Will write persuasive text letters for more financial/material support across the district	
Day on the Green	Ferarri is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.	
Road Base	Tim / Turk in discussion with VicRds to get some donated.	
	Cobb and Co booking for <i>Nutrien</i> for John's retirement celebration. Potential 5pm start. Kelly to be rep for Nutrien	Jodie Katie
Working Bee – Sun Feb 12 th	Message sent to community contact list for support. Focus - Tree branches on left @ entrance will need to be trimmed for Robobank truck clearance. C&C yard – hedge & rose pruning. Inside C&C – walls, floors, toilets, kitchen. Extra - stables	

Meeting closed 8:50pm

Next meeting – Wed, March 15th @ 6:30pm

Community Dates to be mindful of...

- * Feb 14 - C&C Booking - Robobank Function
- * March 17th Friday- Pavilion Booking – Elders Auction (12:30-4pm)
- * April 29th Sat - C&C Booking - 40th birthday for Bianca
- * May 19th – C&C Booking – *Nutrien* (John McGrath)

Working Bee Jobs

- | | | |
|---|---|---------------------------|
| *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 | |

Maintenance List

- ***Electrical** – lights under veranda
- ***Structural** – seal internal bluestone walls in Pavilion?

Future points to discuss...

- * Community meetings (*“community conversations”*) – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Cricket Oval revamp
- * Club potentially owning a bus.

BCSC General Meeting- 15/3/2023

Open – 6:47pm

Attending – Dan J, Josiah P, Mary B, David G, Tim W, Katie S, Sally P

Apologies – John M, Dr Tim H, Jodie S, Marcus C

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

Treasures Report –

*Outstanding invoice – Rabobank, Elders & McNamara wedding.

Previous Minutes – (Moved – David Second – Dan)

* Black & White stool - \$100 to Jane. Marcus

* Sheep Drive – Total yet to be finalised/advised. David

* C&C clean up – 3mth clean up action plan & removal of cool room Josiah John / Sally to talk to school cleaner about quote for regular clean

* New Bins – Tim to create signs as to what goes in each bin. Katie to purchase new 3 bay bin for behind the bar.

* Campbells Cash & Carry -application & delivery options. Potentially more expensive than in the past? Jodie

* Bar Opening Book - Needs to be filled in each time the bar is operating. Jodie

* Fridge - Old fridge is at Mark Dyer's. Tim is going to ask him to bring it in before Sunday.

* Great Northern Beer on tap – Jodie

* RSA - Who has it? Request for committee & wider community to renew and provide certificate. LL obligation to have certificates onsite for who is serving. Katie

* Future Bookings – Contract Katie

* Bug Spray - Quote for \$400approx for inside/outside spray if we get rid of cobwebs. \$500approx if he does. Katie

* Address - Incorrect address on Google for us. Needs amending David

* Electricity Bill - Quite excessive. Potentially swap to another provider David

* Sand for oval - Do we purchase soon and have it stored here? Follow up sand & freight cost Josiah

* Bike Track - Primary School kids to fix the bike track. They have a \$2,000 grant. Will write persuasive text letters for more financial/material support across the district Sally

* Road Base - Tim/Turk in discussion with VicRds to get some donated.

Agenda Items

Title	Discussion	Who is following up
Good Friday F&C Event	Committee to do the bar and have a working bee the weekend before (Sunday 2 nd , from 3pm)	

C&C Kitchen	Dishwasher not working correctly. David to have a look and then we will try Jeff McGuinness	David
Eftpos	Pin is known by treasurer. It has a refund option, if needed, which David will sort out. Currently not set up for cash out or paying with credit card. Potentially set up separate bank account to secure main amount of savings.	
McNamara wedding	David to call Liv again and try for \$3,000 alcohol bill and we forfeit the hire charge.	David

Meeting closed 8:45pm

Next meeting – Wed, April 5th @ 6:30pm

Community Dates to be mindful of...

- * March 17th Friday- Pavilion Booking – Elders Auction (12:30-4pm)
- * April 7th Friday – *Good Fri Fish & Chip* Event
- * April 29th Sat - C&C Booking - 40th birthday for Bianca
- * May 19th – C&C Booking – Nutrien (John McGrath)

Working Bee Jobs

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

Maintenance List

- *Fire extinguisher – mount to wall in Pavilion?

Future points to discuss...

- * Community meetings ("*community conversations*") – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Cricket Oval revamp
- * Club potentially owning a bus.
- * Kitchen oven space use & back room storage
- * Outside Maintenance
- \$5k Pitch Festival Grant. Blower? Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.
- Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.
- Shelving for Cricket Shed
- * Contact List - Crickey (works for Draffin's) – number to be provided soon
- * *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.
- * Cameras at outdoor area
- * Liquor Rep - John to stand down as our rep, so we need to work out who will be taking his place at the end of the year.
- * May meeting – frequency of Daniel cleaning the C&C

Next meeting we need to invite men's shed – Mark

BCSC General Meeting- 5/4/2023

Open – 6:40pm

Attending – Dan J, Josiah P, Mary B, David G, Tim W, Katie S, Sally P, John M, Marcus C

Apologies – Jodie S, Dr Tim H

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 –

*Council/Ian Cooper – C&C structural wall - it was underpinned around 10 years ago and according to Damien Ferrari via the CEO, the issue with the wall related to wall ties and trusses, a building rather than foundation issue. We need a specialist stone/brick layer to check the wall with limited success but hopefully in the next week will be able to have our builder check the inside walls and trusses to make a detailed assessment.

Treasures Report – (see below) (Moved – Josiah Second – Katie)

- * Elders & Rabobank have paid.
- * Large spendings on alcohol to refill C&C fridge before functions.

Previous Minutes – (Moved – John Second – David)

- * Black & White stool - \$100 to Jane. Marcus
- * Bar Opening Book - Needs to be filled in each time the bar is operating. Bar operating hours need to be inline with our license operating hours. Tim
- * Fridge - Extra fridges still under the C&C. Have a look and see if we sell any. Tim
- * RSA - Completed – Mary, Katie, John, Sally, Josiah Refresher needed – David, Dan Needs to get it – Marcus, Tim Response to run a course about 15 people. David to organise a course.
- Fyn completing her RSA course next week. Club to cover the \$60 cost. Katie
- * Future Bookings – Trial contract for Bianca’s 40th booking on April 29th.

- * Electricity Bill - Quite excessive. Potentially swap to another provider David
- * Sand for oval - Do we purchase soon and have it stored here? Starting from scratch. Discussions currently being held with Chooka Bradshaw – he says it needs to be fixed now. Sand - Jimmy Liston normally \$36+ p/t but he will do it for \$28 p/t delivered. Needs to go from Crossroads to Ballarat for screening and then back to us. Josiah Spreading – need farmer with belt spreader. Danny Cameron may be able to do it – to follow up. Katie to email council once Josiah and Dan have finalised product/cost. Katie
- * Good Friday F&C Event - Committee to do the bar – who?
- * C&C kitchen - Dishwasher & glasswasher not working correctly. David to have a look and then we will try Jeff McGuinness. Katie
- * Eftpos - Pin is known by treasurer. It has a refund option, if needed, which David will sort out. Currently not set up for cash out or paying with credit card. Potentially set up separate bank account to secure main amount of savings. David
- * McNamara wedding outstanding invoice - David to call Liv again and try for \$3,000 alcohol bill and we forfeit the hire charge.

Agenda Items

Title	Discussion	Who is following up
Dam Gate Padlock	Code 3375	

Pavilion inside lights	Light blew on Sunday night. Brad has been in on Tuesday and replaced all of the globes – price of globes and his time was a donation. Next time he is at the bar, club to provide drinks as a thank you.	
Rodent activity	We need to bait both buildings. David to purchase and Tim to spread around	David Tim
Pavilion Drip Tray	Hose has been replaced and parts donated by Reece in Ararat. Katie to create a thank you letter.	Katie
Vacuum	Needs bags in it & needs to be emptied when full.	
C&C Booking April 29 th	Camping – allowed? Yes. Toilet access in C&C. Stocktake of bar to be done at closing Remaining tap beer barrel to come across to the Pavilion. Who is covering the bar? Yet to be decided.	Katie
Pacific Hydro BBQ	Thurs April 20 th 5-7pm. Lions Club supplying and cooking bbq. Club invoicing P.H for hire (\$1500) and it is being donated to our brigade. Second invoice covering soft drinks to be sent after the event.	
Maintenance / Men's Shed group	Message sent to Mark & Rich to touch base but didn't hear back.	Katie

Meeting closed 7:55pm

Next meeting – Wed, May 3rd @ 6:30pm

Community Dates to be mindful of...

- * April 7th Friday – Good Fri Fish & Chip Event
- * April 20th Thurs – Pavilion booking - Pacific Hydro/CFA BBQ 5pm
- * April 29th Sat - C&C Booking - 40th birthday for Bianca
- * May 19th – C&C Booking – Nutrien (John McGrath)
- * June 17th Sat – Pavilion Booking – Loz & Fenny

Working Bee Jobs

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

Maintenance List

- *Fire extinguisher – mount to wall in Pavilion?

Future points to discuss...

- * Community meetings (“community conversations”) – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Club potentially owning a bus.
- * Kitchen oven space use & back room storage
- * Outside Maintenance
 - \$5k Pitch Festival Grant. Blower? Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.
 - Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.
 - Shelving for Cricket Shed
- * Contact List - Crickey (works for Draffin's) – number to be provided soon
- * Day on the Green - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.
- * Cameras at outdoor area
- * Liquor Rep - John to stand down as our rep, so we need to work out who will be taking his place at the end of the year.

* C&C Cleaning - Daniel is happy to clean for \$35 per hour. Sally to book him in for Thursday April 6th, April 27th & May 18th. May meeting – discuss frequency of Daniel cleaning in the future.

BUANGOR COMMUNITY SPORTS CENTRE
190 COACH RD
BUANGOR VIC
3375



INCORPORATED

Profit and Loss

Buangor Community Sports Centre
Inc
For the period 16 March 2023 to 5
April 2023

Account	BCSC Statement Account – Bendigo Bank
Trading Income	
Drink sales	1,539.00
Interest Income	0.29
Venue Hire - Pavilion	250.00
Total Trading Income	1,789.29
Gross Profit	
	1,789.29
Operating Expenses	
Bank Fees	34.16
Bar expenses	3,533.07
General Expenses	131.95
Licences, fees & registrations	118.30
Total Operating Expenses	3,817.48
Net Profit (Loss)	(2,028.19)

BCSC General Meeting- 3/5/2023

Open – 6:48pm

Attending – Dan J, Josiah P, Mary B, David G, Tim W, Katie S, Dr Tim H, Marcus C

Apologies – Sally P, John M, Jodie S

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 –

- *Weebly Website annual renewal - \$39.60
- *Council contribution of \$1500 for oval rejuvenation (sand)

Treasures Report – see below (Moved – Dan Second – Josiah)

Previous Minutes – (Moved – Tim Second – David)

- * Black & White stool - \$200 (\$100 to cover cost & \$100 as thank you) to be given to Jane. Marcus
- * Bar Opening - Sign acknowledging 11pm close time. Tim
- * RSA - Needs to get it – Marcus, Tim. Course to be held @ Pavilion Tues, 9th May 6-10pm for 18 people. David to confirm booking.
- * Future Bookings Contract – Has been updated to include our bank details, bar tab to be paid in advance & rubbish being out in specific bins on clean up.
- * Sand for oval - Katie to call Dr Tim tomorrow for a reply so decision can be made.
- * C&C kitchen/bar - Dishwasher now working. David to organise a sign for how to use it properly. On the hunt for a second hand glasswasher, hopefully around \$3k. Dr Tim having on
- * Eftpos - David to organise a sign for how to use it properly.
- * McNamara wedding outstanding invoice - Liv not answering any calls. Hopefully word of mouth in a small area works in our favour.
- * Pavilion inside lights – Brad replaced globes & is owed an evening of free beers as a thank you for donation of time.
- * Rodent activity - David Tim to bait both buildings
- * Reece letter of thanks
- * Vacuum - Needs bags in it & needs to be emptied when full.
- * Maintenance / Men’s Shed group –
- *Event Feedback - Good Friday F&C Event
- Pacific Hydro
- Bianca’s 40th booking

Agenda Items

Title	Discussion	Who is following up
Daniel - Cleaning	No longer able to do it moving forward past May 18 th . Potentially get Kim - Josiah to get her number.	Josiah
C&C structural issue update	See additional attachment in email for details.	
Tyro/Bank Acc	Consolidate account signatories – only have executives.	David
Sausage Sizzle	Fenny & Loz are running it, in the effort to promote more people coming to the Pavilion. No direct assistance requested for committee to assist. Potentially run every 2-3 weeks.	
C&C Sound System	Adam P to check and potentially upgrade. He may have some second hand equipment to use.	Katie

Stock replenishing	Who is going to take this on? Bar staff on a Fri night to record stock levels. To be reviewed at next meeting.	
Door Handle replacements	Internal for Pavilion – hallway & showers. Will enable us to lock away bar & extra stock, but leave access to toilets.	
Bar Staff	Pay increase to \$25.	
Pacific Blue	Reps attended bbq - Lucy Sinclair – discussions around uncapped grants. Application could include the Primary School and grant could be shared between the bike track funds & Pavilion extension. Discussions around our (potential) contribution getting the extension back on track with the Council. Dr Tim to get the extension re-quoted in July/Aug, to enable accurate figures. Council are happy to assist with us getting the grant.	Josiah David Dr Tim
C&C Events Again	Bogan Bingo, Trivia etc. Get something back going. Dan & David to suss out potential future event dates with school council. Sparks and Jodie to look into event opportunities.	David Dan Marcus & Jodie
Fridges/Freezers	Need to be sorted at the next working bee.	

Meeting closed 8:15pm

Next meeting – Wed, June 7th @ 6:30pm

Discussion points for next meeting - *Event price list. Checklist for before/after C&C functions. Stocktake for grog & food.*

Community Dates to be mindful of...

- * May 9th Tues – Pavilion – RSA Course
- * May 19th – C&C Booking – Nutrien (John McGrath)
- * June 17th Sat – Pavilion Booking – Loz & Fenny

Working Bee Jobs

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

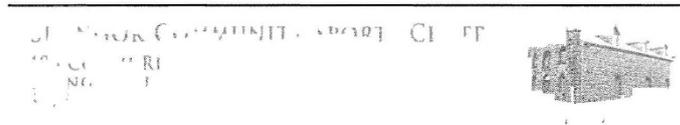
Maintenance List

- ***Fire extinguisher** – mount to wall in Pavilion?
- ***C&C Heaters** – not all working.

Future points to discuss...

- * Community meetings (“*community conversations*”) – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Club potentially owning a bus.
- * Kitchen oven space use & back room storage
- * Outside Maintenance
- \$5k Pitch Festival Grant. Blower? Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.
- Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.
- Shelving for Cricket Shed
- * Contact List - Crickey (works for Draffin’s) – number to be provided soon

- * *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.
- * Cameras at outdoor area
- * Liquor Rep - John to stand down as our rep, so we need to work out who will be taking his place at the end of the year.
- * Extra Fridges under C&C - Tim to purchase one. We keep one downstairs for extra cold storage.
- * Electricity Bill - Quite excessive. David to look into swapping to another provider.



Profit and Loss

Buangor Community Sports
Centre Inc

For the period 6 April 2023 to 3
May 2023

Account	6 Apr-3 May 2023
Trading Income	
Drink sales	2,544.50
Grants received	1,500.00
Interest Income	0.34
Other Revenue	1,005.00
Venue Hire - Cobb & Co	1,618.30
Venue Hire - Pavilion	1,500.00
Total Trading Income	8,168.14
Gross Profit	
8,168.14	
Operating Expenses	
Bank Fees	33.40
Bar expenses	3,221.32
Cleaning	360.60
Repairs and Maintenance	3,171.51
Telephone & Internet	39.60
Total Operating Expenses	6,826.43
Net Profit	
1,341.71	

BCSC General Meeting- 7/6/2023

Open – 6:47pm

Attending – Dan J, Josiah P, Tim W, Katie S, Marcus C

Apologies – Dr Tim H, Sally P, John M, Mary B, David G, Jodie S

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 –

*Weebly – C&C Website annual renewal \$336

*Bendigo Bank Annual Grant Information Night – Wed, June 14th 7pm @ Footy Oval. David attending

Treasures Report – (see below) (Moved – Marcus Second – Tim)

Previous Minutes – (Moved – Josiah Second – Dan)

* C&C kitchen/bar - Dishwasher now working. David to organise a sign for how to use it properly. On the hunt for a second hand glasswasher, hopefully around \$3k. Dr Tim following up with Show Society about potentially having one available.

* Eftpos - David to organise a sign for how to use it properly.

* Good Friday F&C Event - Skiddy to receive a thank you letter. Katie School is to be given half of takings that went into the account for bar. David to be en

* C&C cleaning – Daniel no longer available. Kim? Josiah

* Tyro/Bank Acc - Consolidate account signatories – only have executives. David

* C&C Sound System - Adam P to check and potentially upgrade. He may have some second hand equipment to use. Katie

* Stock replenishing - Who is going to take this on? Bar staff on a Fri night to record stock levels.

* Door Handle replacements - Internal for Pavilion – hallway & showers. Will enable us to lock away bar & extra stock, but leave access to toilets. Marcus

* Bar Staff - Pay increase to \$25.

* Pacific Blue - Reps attended bbq - Lucy Sinclair – discussions around uncapped grants. Application could include the Primary School and grant could be shared between the bike track funds & Pavilion extension. Discussions around our (potential) contribution getting the extension back on track with the Council. Dr Tim to get the extension re-quoted in July/Aug, to enable accurate figures. Council are happy to assist with us getting the grant. Josiah David Dr Tim

* C&C Events Again - Bogan Bingo, Trivia etc. Get something back going. Dan & David to suss out potential future event dates with school council. Sparks and Jodie to look into event opportunities. David Dan Marcus & Jodie

Agenda Items

Title	Discussion	Who is following up
C&C Alcohol & Fridges	*Kegs – be mindful of starting with fresh kegs. Kegs that have been tapped and not all used need to be returned to the Pavilion for immediate use. *Fridges down the bottom of the C&C to possibly go into the cupboard – Tim to chat to Paul about doing it.	Tim
Mower Blade	Fenny to sharpen the blades.	
Oval - Sand	Sand is all spread. Thank you letter to be sent to Jim for the discount on the sand. Dinner voucher for Mark for \$200 to Dyer's Steak House in Ballarat.	Katie

Event price list.	To be done at next meeting	
Checklist for before/after C&C functions.	To be done at next meeting	
Stocktake for grog & food.	Friday night jobs – once the bar closes the fridge needs to be refilled, stock level recording sheet in the back room is to be filled in & space clean by the person being paid to be behind the bar. Sunday night – fridge refilled, if possible.	
LL & Takeaways	Sign to go up on fridge – no takeaways.	Tim
C&C Booking	Debbie Shay – Dinner & Speaker. Wednesday, July 26 th . Approx 40 people.	Katie
Andre – Trestle Tables	Approx 8 tables available for either the club or school to have, if wanted.	
Upcoming Grants	<i>Tiny Towns Funding</i> - Grants available for up to \$50,000 through Development Victoria, opening in August 2023. MP Martha Haylett will put our name on the list for further information, as it becomes available. <i>Growing Regions Program (Round 1) –</i> *EOI opens July 5 / closes Aug 1 *Full Application (by invitation, following EOI approval) opens Nov 1 / closes Dec 12 *Other funding can be from local gov grants but cannot use other funds from other Commonwealth grants to finish project *Grant could cover up to 50% of project costs *Recent quotes must be included in EOI *Eligibility – aimed at constructing new community infrastructure or expanding or upgrading existing infrastructure for wider community benefit.	
Back Room Shelf	Thanks to Fenny for donation of self and putting it in – Friday night beers on the club as a thank you. Sign has gone up regarding not storing heavy items on the top shelf.	Josiah
Day on the Green	Josiah trying to chase up Ferrari about further discussions	Josiah
Liquor Rep	Dan and Josiah to run it past Mark and Mick to get their thoughts.	Josiah Dan
Pitch Festival \$5k gardening equipment	Battery Power Blower to be purchased.	Tim

Meeting closed 8:55pm

Next meeting – Wed, July 12th @ 6:30pm

Community Dates to be mindful of...

* June 17th Sat – Pavilion Booking – Loz & Fenny. ~~Katie~~ to message Loz about alcohol choices.

Working Bee Jobs

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

Maintenance List

- *Fire extinguisher – mount to wall in Pavilion?
- *C&C Heaters – not all working.

Future points to discuss...

- * Community meetings (“community conversations”) – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Club potentially owning a bus.
- * Kitchen oven space use & back room storage
- * Outside Maintenance
- \$5k Pitch Festival Grant. Blower? Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.
- Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.
- Shelving for Cricket Shed
- * *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.
- * Cameras at outdoor area
- * Liquor Rep - John to stand down as our rep, so we need to work out who will be taking his place at the end of the year.
- * Extra Fridges under C&C - Tim to purchase one. We keep one downstairs for extra cold storage.
- * Electricity Bill - Quite excessive. David to look into swapping to another provider.
- * Maintenance / Men’s Shed group
- * Rodent activity & baiting
- * McNamara wedding outstanding invoice

Profit and Loss

Buangor Community Sports Centre Inc
For the period 4 May 2023 to 7 June 2023

Account	4 May-7 Jun 2023
Trading Income	
Drink sales	2,710.50
Interest Income	0.35
Other Revenue	800.00
Venue Hire - Cobb & Co	2,850.00
Venue Hire - Pavilion	457.00
Total Trading Income	6,817.85
Gross Profit	
6,817.85	
Operating Expenses	
Bank Fees	65.35
Bar expenses	2,744.64
Entertainment	500.00
Licences, fees & registration	944.00
Light, Power, Heating	422.53
Water	67.30
Total Operating Expenses	4,743.82
Net Profit	2,074.03

LESS \$1,104.38
(electricity, paid today)

Treasurer's Report - 7th June, 2023

- Net profit should read **\$969.65** after today's payment of electricity account; **\$1,104.38** late & in arrears, yet to be processed by bank at time of preparing this report. (Notice received this week via an SMS from Rich. Ball is rolling on transfer of authority, will hopefully be completed and a new provider sourced by next meeting.)
- **\$800** other revenue from Mark for last year's machinery auction. A further **\$800** will be forthcoming once the buyer is invoiced and Mark's received payment.
- Light, Power, Heating amount of **\$422.53** appears to be the call-out fee from Elgas after confusion about LPG tank levels. Authority is needed for this account too, I assume emails/invoices are going to Rich, or someone else's email account? Please let me know if anyone's receiving them...
- TYRO account is now back in our control. When taking payment from Nutrien, I noticed the EFTPOS terminal had disconnected from network again, and was out of paper. Full box of receipt rolls is behind the bar. I will follow up regarding consistent network failures...
- Still no joy following up on the McNamara wedding debt. Would someone like to have a go calling this month? Maybe Sparks?
- Requesting the committee approve a transfer of **\$321.25** to Buangor PS, being half of drink sales (EFTPOS only, cash sales unaccounted for...) on Good Friday. Final recipient of the school's profit (100%) is the RCH Good Friday Appeal.

BCSC General Meeting- 12/7/2023

Open – 6:40pm

Attending – Dan J, Josiah P, Tim W, Katie S, Marcus C, Sally P, John M, Mary B, David G

Apologies – Dr Tim H, Jodie S

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

Treasures Report – (see below) (Moved – Josiah Second – Sally)

Previous Minutes – (Moved – Tim Second – Dan)

- * C&C kitchen/bar - Dishwasher - David to organise a sign for how to use it properly.
- * Eftpos - David to organise a sign for how to use it properly.
- * C&C cleaning – Mark now cleaning the school & C&C. First clean on July 25th, before next booking. Plan is for a quick once over every 6ish weeks and thorough clean before an event.
- * C&C Sound System - Tim has removed older systems that are no longer needed & they have been placed downstairs. Tim to purchase the additional items that we need and be reimbursed. Dan to see if Mick Fay wants older equipment back.
- * Stock replenishing - Fridges to be refilled on the Friday evening & stock level recording sheet in the back room is to be filled in. Building is to be left clean. Person behind the bar is being paid – hence expectation is greater. Sunday evening – fridge refilled, if possible. Aim to do a Premix/Woolworths order each 3-4weeks. Tim
- * Door Handle replacements - Internal for Pavilion – hallway & showers. Will enable us to lock away bar & extra stock, but leave access to toilets. Marcus
- * Upcoming Grants – *Tiny Towns* (opening in August) & *Growing Regions Program* (EOI open July 5 to Aug 1) – email send to Dr Tim re: quote for extension. Pacific Blue - Council are happy to assist with us getting the grant. Conversations with Pac Blue to match Council input, or at a minimum \$100k. Josiah DavidDr.Tim
David – Katie
- * C&C Events Again - Bogan Bingo, Trivia etc. Get something back going. School have a few ideas – see if we can do something together. Sparks and Jodie to look into event opportunities. DavidDan Marcus & Jodie
- * C&C Alcohol & Fridges - Fridges down the bottom of the C&C to possibly go into the cupboard – Tim to chat to Paul about doing it. Kegs – be mindful of starting with fresh kegs. Kegs that have been tapped and not all used need to be returned to the Pavilion for immediate use.
- * Mower Blade - Fenny to sharpen the blades.
- * Oval – Sand - Sand is all spread. Katie to send a thank-you letter to Jim for the discount on the sand & organise dinner voucher for Mark for \$200 to Dyer’s Steak House in Ballarat.
- * Liquor Licence & Takeaways - Sign to go up on fridge for no takeaways. Tim
- * C&C Booking - Debbie Shay – Dinner & Speaker. Wednesday, July 26th. Approx 40 people. Katie
- * Andre – Trestle Tables - Approx 8 tables available for either the club or school to have, if wanted. Marcus
- * Back Room Shelf - Thanks to Fenny - Friday night beers on the club as a thank you. Josiah
- * *Day on the Green* - Josiah trying to chase up Ferrari about further discussions.
- * Liquor Rep - Dan and Josiah to run it past Mark and Mick to get their thoughts.
- * Pitch Festival \$5k gardening equipment – Tim to purchase a Battery Power Blower.

* McNamara wedding outstanding invoice Marcus

Agenda Items

Title	Discussion	Who is following up
Spreading of mulch	To be done this Sunday @ 4pm.	
National School Tree Planting Day	Coming up in a few weeks - Tuesday July 25 th . Alison Barr supplying plants. David to follow up where planting could occur around the creek area. Committee to assist with payment for trees and supports.	David
Bike Track	Nathan (Buangor Primary School) looking at quotes for rejuvenating the space.	
Tennis Club	Affiliation with Tennis Victoria is due by July 30. \$655. Committee approved for payment again.	
Promotion of events	To be circulated within the school newsletter as well.	
Pavilion function	Shane Murphy – 60 th event on a Saturday. Date to be confirmed.	Jodie Marcus
Cricket Club	Probably have an U13s team at this stage.	
Beer Taps	Beer hasn't been pouring properly – missing o ring and potentially needs cleaning	
Bar Staff	Olivia (Liv) McGrath may be keen for some occasional bar work. Her number will be forwarded to Jodie, as a back up.	
Event price list.	To be done at next meeting	
Checklist for before/after C&C functions.	To be done at next meeting	

Meeting closed 8:05pm

Next meeting – Wed, August 9th @ 6:30pm

Community Dates to be mindful of...

- * July 26th Wed – C&C Booking – Debbie Shay for speaker & dinner
- * September 8th Friday – Martha Haylett visiting the Pavilion. Pizza for community dinner?

Working Bee Jobs

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

Maintenance List

- *Fire extinguisher – mount to wall in Pavilion?
- *C&C Heaters – not all working.

Future points to discuss...

- * Community meetings ("*community conversations*") – open to everyone to attend and discuss ideas/issues etc.
 - * Pavilion Extension
 - * Club potentially owning a bus.
 - * Kitchen oven space use & back room storage
 - * Outside Maintenance
- \$5k Pitch Festival Grant. Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.

-Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.

-Shelving for Cricket Shed

* *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.

* Cameras at outdoor area

*Liquor Rep - John to stand down as our rep, so we need to work out who will be taking his place at the end of the year.

*Extra Fridges under C&C - Tim to purchase one. We keep one downstairs for extra cold storage.

* Electricity Bill - Quite excessive. David to look into swapping to another provider.

* Maintenance / Men's Shed group

* Rodent activity & baiting

BUANGOR COMMUNITY SPORTS CENTRE
 100 JACK RIVER
 6000 COLVILLE
 VIC 3241

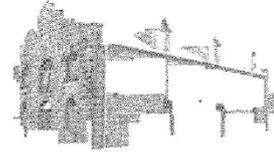


Profit and Loss

Buangor Community Sports Centre Inc
 For the period 7 June 2023 to 12 July
 2023

<u>Account</u>	<u>7 Jun-12 Jul 2023</u>
Trading Income	
Drink sales	2,091.00
Interest Income	0.34
Total Trading Income	2,091.34
<hr/>	
Gross Profit	2,091.34
<hr/>	
Operating Expenses	
Bank Fees	105.90
Bar expenses	232.40
Cleaning	319.00
Light, Power, Heating	1,104.38
Office Expenses	9.50
Repairs and Maintenance	139.20
Telephone & Internet	369.60
Total Operating Expenses	2,279.98
<hr/>	
Net Profit (Loss)	(188.64)

BUANGOR COMMUNITY SPORTS CENTRE
196 COLLEGE RD
BUANGOR, VIC
3377



Phone: 0439 329 450

12th July, 2023

FINAL NOTICE

Re: TAX INVOICE #22.15

Issued to:
Liv & Adam McNamara
135 Scholes Rd. Raglan, VIC. 3373
Ph. 0407 352 862

Being for:	Unit(s):	Price:	Total:
Gobb & Co-Complex Hire	1	\$2,500	\$1,500*
Sports Pavilion & Bar Hire	1	\$500	\$0*
Bar – Alcohol sales	1	\$3,000	\$3,000

TOTAL (GST included)

\$3,000

*Discounted in lieu of works completed

Overdue: please pay immediately

Payment by bank transfer, please use *invoice2215* as reference:

Bendigo Bank
BSB: 633 000
ACC: 148109879

Cheques payable to:

Buangor Community Sports Centre

PO Box 788
Ararat, VIC
3377

Note from treasurer: We are a not-for-profit, volunteer-run community group. The committee has voted to forgive your building-hire debt of (an already discounted) \$1,500. However, we are out-of-pocket for your wedding's alcohol expenses. The amount of \$3,000 must be paid to settle this outstanding debt. If financial hardship is an issue, please contact me for arrangements.

David Gregg,
Ph. 0439 329 450

BCSC General Meeting- 9/8/2023

Open – 6:45pm

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

Apologies – Dr Tim H, Jodie S, Sally P

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

Treasures Report – (see below) (Moved – Mary Second – Marcus)

Previous Minutes – (Moved – David Second – Dan)

- * C&C kitchen/bar - Dishwasher - David to organise a sign for how to use it properly.
- * Eftpos - David to organise a sign for how to use it properly.
- * C&C Sound System - Tim has removed older systems that are no longer needed & they have been placed downstairs. Tim to purchase the additional items that we need and be reimbursed. Dan to see if Mick Fay wants older equipment back.
- * Upcoming Grants - *Growing Regions Program* – not worrying about this grant. *Tiny Towns* – Martha visit on September 8th. *Pacific Blue* – David to call Lucy to keep our foot in the door. Conversations with Pac Blue to match Council input, or at a minimum \$100k. Council are happy to assist with us getting the grant. Josiah David Dr Tim C
Nutrien Ag – Katie to ask for a letter from Duncan regarding their function in May.
- * C&C Events Again – Aim to have a function between now & Xmas – possibly around Oct 21 or 28 – Sally has messaged a potential trivia option. Tim
posed idea of wine event at the C&C – possibly in Autumn – retake on *Sips in the Stable*.
- * C&C Alcohol & Fridges - Fridges down the bottom of the C&C to possibly go into the cupboard – Tim to chat to Paul about doing it.
- * Mower Blade - Fenny to sharpen the blades & belt needs replacing now too.
- * Andre – Trestle Tables - Approx 8 tables available for either the club or school to have, if wanted. Marcus to chat to Andre
- * *Day on the Green* - Josiah trying to chase up Ferrari about further discussions.
- * Liquor Rep - Dan and Josiah to run it past Mark and Mick to get their thoughts. David
- * McNamara wedding outstanding invoice Marcus David
- * National School Tree Planting Day - Coming up in a few weeks - Tuesday July 25th. Alison Barr supplying plants. David to follow up where planting could occur around the creek area. Committee to assist with payment for trees and supports. David
- * Bike Track - Nathan (Buangor Primary School) looking at quotes for rejuvenating the space.
- * Tennis Club - Affiliation with Tennis Victoria is due by July 30. \$655. Committee approved for payment again.
- * Promotion of events – to be circulated in the school newsletter as well.
- * Pavilion function - Shane Murphy – 60th event on a Saturday. Date to be confirmed. Jodie Marcus
- * Cricket Club - Probably have an U13s team at this stage.
David

- * Beer Taps - Beer hasn't been pouring properly – missing o ring and potentially needs cleaning
- * Bar Staff - Olivia (Liv) McGrath may be keen for some occasional bar work. Her number will be forwarded to Jodie, as a back up.

Agenda Items

Title	Discussion	Who is following up
Working Bee	Needed on Sunday, August 27 th from 2pm? Spraying and weeding needed. Tim NA on the day but will mow during the week.	
Council Info	Tables/Chair Combo - 4 pre-used sets delivered. We need to organise a concrete slab or other form of structural support. Idea – possibly weld tables/chairs together to enable them to be moved around in future? C&C Structure report – crack monitoring device has been sourced & will be installed soon. Kitchen Audit – Thurs, Aug 10 th @ 9:15am.	Katie
AGM Date	To be held in October.	
Blower	Tim has engraved the new Makita blower (thank you!) & it will be stored in the back room for charging until we have power in a shed.	
Cleaning Roster	New one to be created & circulated	
Stocktake Board	Not currently being used – unsure why. Aim of the board is to make ordering easier and not rely on 1 person for stocktake/ordering etc.	
Event price list.	To be done at next meeting	
Checklist for before/after C&C functions.	To be done at next meeting	

Meeting closed 7:50pm

Next meeting – Wed, September 6th @ 6:30pm

Community Dates to be mindful of...

- * September 2nd Saturday – Pavilion Booking – Shane Murphy's 60th – camping over weekend
- * September 8th Friday – Martha Haylett visiting the Pavilion. Pizza for community dinner?
- * September 10th Sunday – Community BBQ (also mini bday celebration for John McGrath) in afternoon.
- * November 10th Friday – C&C Booking – Debbie Shay for speaker & dinner
- * November 25th Saturday – C&C Community Event – Trivia

Working Bee Jobs

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

Maintenance List

- *Fire extinguisher – mount to wall in Pavilion?
- *C&C Heaters – not all working.

Future points to discuss...

- * Community meetings ("*community conversations*") – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Club potentially owning a bus.
- * Kitchen oven space use & back room storage

* Outside Maintenance

-\$5k Pitch Festival Grant. Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.

-Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.

-Shelving for Cricket Shed

* *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.

* Cameras at outdoor area

*Liquor Rep - John to stand down as our rep, so we need to work out who will be taking his place at the end of the year.

*Extra Fridges under C&C - Tim to purchase one. We keep one downstairs for extra cold storage.

* Electricity Bill - Quite excessive. David to look into swapping to another provider.

* Maintenance / Men's Shed group

* Rodent activity & baiting

BUANGOR COMMUNITY SPORTS CENTRE
INCORPORATED
17/08/2023



Profit and Loss

Buangor Community Sports Centre Inc
For the period 13 July 2023 to 8 August
2023

<u>Account</u>	<u>13 Jul-8 Aug 2023</u>
Trading Income	
Drink sales	1,433.00
Interest Income	0.36
Total Trading Income	1,433.36
Gross Profit 1,433.36	
Operating Expenses	
Bank Fees	42.15
Bar expenses	2,793.84
General Expenses	274.86
Licences, fees & registration	718.60
Light, Power, Heating	321.20
Repairs and Maintenance	516.35
Total Operating Expenses	4,667.00
Net Profit (Loss)	(3,233.64)

Treasurer's note: Large expenses this month for mower repair,
Tennis & CAV registration + General Expenses
being for one half of Buangor PS's tree planting costs.

BCSC General Meeting- 9/8/2023

Open – 6:36pm

Attending – Josiah P, Katie S, John M, Dr Tim H, Sally P, Mary B, Dan J, Marcus C,

Apologies – Jodie S, Tim W, David G

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 –

* Council Facilities Maintenance Grant of \$4400 – use towards new fridge & glass washer for C&C

* Insurance - mower and business insurance renewal – we are looking into if this coverage is necessary

Treasures Report – (see below) (Moved – Sally Second – Mary)

Previous Minutes – (Moved – John Second – Josiah)

* C&C kitchen/bar - Dishwasher - David to organise a sign for how to use it properly.

* Eftpos - David to organise a sign for how to use it properly.

* C&C Sound System - Tim has removed older systems that are no longer needed & they have been placed downstairs. Tim to purchase the additional items that we need and be reimbursed. Dan to see if Mick Fay wants older equipment back.

* Upcoming Grants - *Tiny Towns* – Martha visit on September 8th. Pacific Blue – David to call Lucy to keep our foot in the door. Grant dates have changed to Sep/Oct. Workshop notification coming for application writing.

Conversations with Pac Blue to match Council input, or at a minimum \$100k. Council are happy to assist with us getting the grant. Josiah David Dr Tim Nutrien Ag – Glowing letter provided by Duncan. Letter of support from the school (Sally), Pitch & David have written the application & David has submitted it – thank you! If we are successful, funds would go towards the windows & door refurbishment at the Cobb & Co. The committee will probably need to financially contribute to get the job finished. Paul may be able to do the work.

* C&C Events Again – Trivia booked for Sat, November 25th. Possibly have 7:30 start, patrons bring their own nibbles to share with table. Flyer to be discussed at the next meeting.

Autumn Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. Tim is waiting to hear back from them.

* C&C Alcohol & Fridges - Fridges down the bottom of the C&C to possibly go into the cupboard – Tim to chat to Paul about doing it.

* *Day on the Green* - Josiah trying to chase up Ferrari about further discussions.

* Liquor Rep - Dan and Josiah to run it past Mark and Mick to get their thoughts. David to find out additional information to determine the repercussions for an incorporated association.

* McNamara wedding outstanding invoice Marcus David Call to be made to Bernie (debt collector) over the next few days get her calling Liv again before their settlement on the 16th.

* Bike Track - Nathan (Buangor Primary School) looking at quotes for rejuvenating the space.

* Pavilion function - Shane Murphy – 60th event on a Saturday.

* Cricket Club - Probably have an U13s team at this stage. Shelves to be purchased to go into the shed & a new pitch. David to talk to Chammo about possibly organising them.

* Council Info - Tables/Chair Combo - 4 pre-used sets delivered. We need to organise a concrete slab or other form of structural support. Idea – possibly weld tables/chairs together to enable them to be moved around in future?

- C&C Structure report – crack monitoring device has been sourced & will be installed soon.

- Kitchen Audit – Thurs, Aug 10th @ 9:15am.

* Stocktake Board - Not currently being used – unsure why.

Aim of the board is to make ordering easier and not rely on 1 person for stocktake/ordering etc.

* AGM Date - TBA

Agenda Items

Title	Discussion	Who is following up
Pavilion Event	Murphy's 60 th was a good event. Rule needs to be made – liquor stops being served at 11pm. No exceptions, regardless of if people have an access key or not. Potentially get key back off Ferrari?	Josiah
C&C – Trivia event	\$600 to cover Trivia and their travel. We need to provide 6 gifts. 10 tables of 10. Try Bookings or contact the school. 18+ event. BYO nibbles. \$20 per head. Drinks at bar prices. 6:30pm bar open, 7:30pm trivia starting. Flyer to be created	Katie
Trolley for salad bar	Kim Peacock will provide quote for a trolley for the salad bar fridge, with cupboards underneath for storage of crockery.	Josiah
Community Dinner Events	*Pizza on Friday – Mark cooking. *BBQ on Sunday – food is organised. RSVP – 50ish Jim Cox has offered to create a Tats pack to be raffled off.	
Grand Final Event	Sep 30 th . Bar open @ 2pm. Flyer to be created and circulated.	Katie
Step at the C&C	Dr Tim to follow up grinding the concrete back with Ian Cooper.	Dr Tim
Defib	Battery needs to be replaced. Unsure if chest plate stickers also need replacing.	Sally
Cigarette Butt collector for C&C	Will get bucket and sand.	Katie
Pavilion photo display	Thanks to David for his efforts.	

Meeting closed 7:50pm

Next meeting – AGM Wed, October 4th @ 6:30pm

Community Dates to be mindful of...

- * September 8th Friday – Martha Haylett visiting the Pavilion. Pizza for community dinner?
- * September 10th Sunday – Community BBQ (also mini bday celebration for John McGrath) in afternoon.
- * November 10th Friday – C&C Booking – Debbie Shay for speaker & dinner
- * November 25th Saturday – C&C Community Event – Trivia

Working Bee Jobs

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

Maintenance List

- *Fire extinguisher – mount to wall in Pavilion?
- *C&C Heaters – not all working.

Future points to discuss...

- * Community meetings ("*community conversations*") – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Club potentially owning a bus.
- * Kitchen oven space use & back room storage
- * Outside Maintenance

- \$5k Pitch Festival Grant. Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.
- Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.
- Shelving for Cricket Shed
- * *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.
- * Cameras at outdoor area
- * Liquor Rep - John to stand down as our rep, so we need to work out who will be taking his place at the end of the year.
- * Extra Fridges under C&C - Tim to purchase one. We keep one downstairs for extra cold storage.
- * Electricity Bill - Quite excessive. David to look into swapping to another provider.
- * Maintenance / Men's Shed group
- * Rodent activity & baiting

BUANGOR COMMUNITY SPORTS CENTRE
90 COACH RD
BUANGOR VIC
3375



Income & Expenditure

Buangor Community Sports Centre Inc
For the period 9 August 2023 to 6
September 2023

<u>Account</u>	<u>9 Aug-6 Sep 2023</u>
Trading Income	
Drink sales	7,872.00
Interest Income	0.34
Total Trading Income	7,872.34
Gross Profit	
	7,872.34
Operating Expenses	
Bank Fees	49.98
Bar expenses	2,357.69
General Expenses	320.00
Light, Power, Heating	950.59
Printing & Stationery	54.95
Repairs and Maintenance	2,743.77
Water	51.00
Total Operating Expenses	6,527.98
Net Profit	1,344.36

Treasurer's note:
Another big month for expenses, but made up for with the wedding debt paid, and last weekend's birthday party.
Potential insurance expenses ~\$1,300 possibly pending, TBC.
Error: \$250 of this month's drink sales should be pavilion hire.

AGM Minutes – positions for 2023/2024

Chair – Dr Tim Harrison

Open – 7:20pm

Welcome (Dr Tim Harrison) – Welcome to Country.

President – Josiah Pitcher (Nominated by everyone). Elected

Secretary – Lauren Smithwick (Nominated by John). Elected

Treasurer – David Gregg (Nominated by John). Elected

Committee Members:

Present - Jodie Simpson, Mary Brennan, John McGrath, Marcus Sparks, Sally Peacock, Tim Webby (on block – all re-elected)

New Member – Liv McGrath, Xavier Burns

Standing down – Katie Sanford, Dan Jess

Treasures Report (Passed – Sally Seconded – Dan)

***Opening (Nov 2022)**- \$35,00.00 approx **Closing (Oct 2023)** - \$42,000.00 approx

Closed – 7:27pm

BCSC General Meeting- 4/9/2023

Open – 6:42pm

Attending – Josiah P, Katie S, John M, Dr Tim H, Sally P, Mary B, Dan J, Marcus C, Jodie S, Tim W, David G

Apologies –

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 –

* Insurance - mower and business insurance renewal – we are looking into if this coverage is necessary

Treasures Report – (see below) (Moved – John Second – Mary)

Previous Minutes – (Moved – Mary Second – David)

* C&C kitchen/bar - Dishwasher - [redacted] to organise a sign for how to use it properly. Will be done before Nov 10.

* Eftpos - [redacted] to organise a sign for how to use it properly. In the pipeline. Ongoing

* C&C Sound System - Tim has removed older systems that are no longer needed & they have been placed downstairs. [redacted] to purchase the additional items that we need and be reimbursed. Ongoing [redacted] to see if Mick Fay wants older equipment back. Ongoing

* Upcoming Grants - *Tiny Towns* – Martha Ongoing.

Pacific Blue – Grants are not currently online. Josiah [redacted] David has done an online workshop recently. Next 2 weeks will be very busy completing the application. We have additional support from Martha Haylett too, which may extend to additional funding.

Nutrien Ag – We are yet to hear back [redacted] Due to be announced at the end of this month.

* C&C Trivia Event - \$600 to cover Trivia and their travel. We need to provide 6 gifts. 10 tables of 10. Try Bookings or contact the school. 18+ event. BYO nibbles. \$20 per head. Drinks at bar prices. 6:30pm bar open, 7:30pm trivia starting. Flyer to be created [redacted] Done. 6x gifts (Mary) & bar staff will need to be organised.

* C&C Autumn Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. [redacted] is waiting to hear back from them. Ongoing

- * C&C Alcohol & Fridges - Paul is ready to start and place them under the stairs. Requested a provisional budget of \$2000 – approved.
- * Liquor Rep - [Redacted] and Josiah to run it past Mark and Mick to get their thoughts. [Redacted] to find out additional information to determine the repercussions for an incorporated association. Any transfer of license rep will require 3months approx. for handover. David is finding it very challenging to speak to anyone at VCGLR and may need to speak to a commissioner to get some liability questions answered. John to stay on until 2024 license is due (thank you!) and we have 15mths to ensure everything is sorted. Ongoing
- * Cricket Club - pitch has been paid for and will be done in the next month. [Redacted] /Chammo 10am Sunday working bee for pitch to be laid. Bad areas at nets may get some modifications too.
- C&C Structure crack monitoring device – when will it be installed? [Redacted] Done
- * Stocktake Board - Board may need to be moved to an easier visual position. Josiah Bar staff to put the board where they want it.
- * Trolley for salad bar - Kim Peacock will provide quote for a trolley for the salad bar fridge, with cupboards underneath for storage of crockery. Josiah Quote for \$2-3000 approximately. Ongoing.
- * Step/tripping hazard at the C&C – Photos emailed to Dr Tim to follow up grinding the concrete back with Ian Cooper. [Redacted] To be followed up with Ian. Ongoing
- * Defib - Battery needs to be replaced. Unsure if chest plate stickers also need replacing. [Redacted] Serial number reports that the unit is 20years old. Would need a software update and a substantial amount spent on it. Ambulance Aux may have spare ones. Ongoing
- * Cigarette Butt collector for C&C - Will get bucket and sand. [Redacted] Ongoing.
- * Grand Final Event - Sep 30th. Bar open @ 2pm. Flyer to be created and circulated. [Redacted] Good event. 22 attendees. Screens were great – thank you to Adam P.

Agenda Items

Title	Discussion	Who is following up
Sheep/Wool Drive	Still to go ahead. Sunday Nov 19 th . Bbq meat is in the freezer. Pitch, John and Dan to be contact people. Pick up available. Flyer to be circulated.	[Redacted]
Mower	Fenny has sourced 2 new belts, after another belt has gone. Potentially 6yrs old. Possibly trade it in while it still holds value, considering the amount of issues it is starting to have.	[Redacted]
C&C Heaters	Adam Flemming has been contacted. He will hopefully be out in 3weeks. Repair issues and service all units.	Katie
Trivia Night	License Extension applied for until 1am. \$238. (Bianca’s 40 th extension was \$118 – unsure why the increase). Who is doing the bar – Who is purchasing the 6 gifts – Mary	[Redacted]
Christmas day toilet access	Discussions to continue around creating easy access for C&C toilet use without access to alcohol stock.	[Redacted]
Working Bee	Location for donated council tables. Areas need to be dug out, rocked, rio before concrete. Sunday 15 th ? Do the bulk of the work on the Sunday and possibly pour the concrete on the Monday. Fenny to organise a digger. Dan to organise rock.	Fenny Dan

Meeting closed 7:21pm

Next meeting – Wed, Nov 8th @ 6:30pm

Community Dates to be mindful of...

- * November 10th Friday – C&C Booking – Debbie Shay for speaker & dinner – CANCELLED
- * November 19th Sunday - Pavilion Community Event – Sheep Drive
- * November 25th Saturday – C&C Community Event – Trivia
- * December 2nd Saturday – Pavilion Booking – Dave

- * December 17th Sunday – Pavilion Community Event - Christmas Party
- * December 25th Monday – Pavilion Booking – Adrian Phillips

Working Bee Jobs

- | | | |
|--|---|-------------------|
| *Cricket Shed Tank stand to be created | * Burn pile near big shed | *Roses to be cut |
| *Mowing/spraying/weeding etc. | * Clean out big shed | * C&C bar doors |
| *C&C Landing screen | * C&C windows -re paint/varnish (nth side especially) | |
| *old Fridge from Kitchen to be removed | *Topsoil relocation | *fridges/freezers |
| *Council table/chair combos to be concreted in place | | |

Maintenance List

- * **Fire extinguisher** – mount to wall in Pavilion?
- * **C&C Heaters** – not all working.

Future points to discuss...

- * Community meetings (*"community conversations"*) – open to everyone to attend and discuss ideas/issues etc.
- * Pavilion Extension
- * Club potentially owning a bus.
- * Kitchen oven space use & back room storage
- * Outside Maintenance
- \$5k Pitch Festival Grant. Whipper sniper? 4 stoke blower available, but not whipper sniper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.
- Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.
- * *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.
- * Cameras at outdoor area
- * Electricity Bill - Quite excessive. David to look into swapping to another provider.
- * Maintenance / Men's Shed group
- * Bike Track - Nathan (Buangor Primary School) looking at quotes for rejuvenating the space.

BUANGOR COMMUNITY SPORTS CENTRE

19b COACH RD
BUANGOR VIC
3375



Income and Expenditure

Buangor Community Sports Centre Inc
For the period 7 September 2023 to 4
October 2023

Account **7 Sep-4 Oct 2023**

Trading Income

Drink sales	3,093.50
Grants received	4,400.00
Interest Income	0.33
Total Trading Income	7,493.83

Gross Income **7,493.83**

Operating Expenses

Bank Fees	73.55
Bar expenses	2,608.88
Cleaning	18.00
Entertainment	41.90
Insurance	1,637.00
Licences, fees & registration	238.50
Printing & Stationery	10.00
Repairs and Maintenance	240.44
Total Operating Expenses	4,868.27

Net Income **2,625.56**

Treasurer's note:

Large insurance expenses. Council grant received.
Please note move away from Profit & Loss to Income & Expenditure
to reflect our status as an incorporated not-for-profit.

Murrauna Recreation Reserve Committee
of Management. 2022-2023

Income

Donations	Senior Citizens	50.00
	History Centre	100.00
	Makim Harvesting	1600.00
Meetings	Upper Hopkins	70.00
	Fire Brigade	50.00
ARCC (wrong A/c)		<u>130.00</u>
		<u>2000.00</u>

Expenses

power	1014.03
new minute book / Anzac biscuits	34.00
Gas bottle service fee	92.40
new urr	135.00
bringing to Anzac Day	<u>145.05</u>
	<u>1420.48</u>

Balance 31/7/22	3460.59
plus income	<u>2000.00</u>
	5460.59
less expenses	<u>1420.48</u>
	<u>4041.11</u> OK

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Handed to, old - from - ...

2023 Maroona Rec Reserve Presidents report: 9/10/2023

Another year has seen the Maroona Rec reserve been utilised well, with everybody pitching in to help keep the hall and reserve looking great. Starting with a successful Anzac Day we were fortunate to have Bev McArthur as our guest speaker and during her time we were also presented with a Victorian Flag. A special thanks to Kerrin for organising this.

Stuart Mcpherson from Southwest Tafe has been running a wool classing course with approximately 11 students and Kerrin and Irene have been utilising the Hall as a History Centre once a month with lots of local memorabilia.

There have also been multiple meetings and functions held throughout the year utilising the hall as well.

With the success of the Maroona Wind Farm grant we have purchased and installed a new water tank and are in the process of replacing our old flagpole. We have ordered a new one which should be arriving tomorrow with the hope of having it installed in the coming week. o

Many thanks to Irene for looking after the nuts and bolts of the place as secretary treasurer, Pat for keeping an eye on the place and looking after the toilets and to everyone else for chipping in with working bees, mowing etc.

I wish the very best for the next year ahead.

Cheers, Tony Jackson



17 4 23

Special meeting called to discuss ANZAC DAY Service to be held on Monday 24th April.

Present: Tony, Kerrin, Trevor, Steve, Irene Kelly

Apology Chris Wood.

Minutes of previous meeting held 21st Feb 2023 were read

Mover Kelly 2nd Trevor that minutes are true and correct.

Steve asked for the use of the hall for AAM for Fordson Tractor Club of Australia Meeting to be held Saturday 3rd June for 2.30 pm. Seating required for approx 60 meeting. Stuart Kerr to cater for afternoon tea.

Anzac Day

Steve to do the welcome, school children, parents, Bev McArthur guest speaker, Rod Lawin Bugler Trevor music.

Tony to check out another company re flag poles.

Ward Farm \$3400 available for our project this year

Work undertaken for the following year to be installed in the future.

The Hopkiss structure of the H7 however far more than was Budgeted. R.R. of the H7 is 1000. H7 structure 3000.

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21 2 2023

General Meeting held at the Maroona Rec Hall
Tuesday 21st Feb 2023

President Tony welcomed the following to our first meeting of the new year - Kerrin, Kelly, Trevor, Chris + Irene

~~Proposed~~ Apology Port Steve + Dom
Irene moved Trevor 2nd Kelly that apologies be ~~received~~ ^{accepted} carried

Minutes of the previous General Meeting held on 5/9/22
and a special meeting held on 25/10/2022 were read.
Kerrin moved and Kelly 2nd that they were true and correct carried.

Business arising transferred to General Business

Treasurer Report

As at tonight we have a CR balance of \$2954.89 with a deposit of \$1600 - to be paid by the Makins.
Irene moved Tony 2nd that report be received. carried

General Business

New Flag Pole. Tony has been dealing with a company in Footscray call Abel Current looking at a new pole 8 mts high. He will get back to committee when he receives his quote.

Local classing course set to go ahead after long weekend
of work. Thursday night and Friday night

2nd organge meeting Monday 20th March.

McDougal has started up a p... ..
... .. need extra accommodations of the
... .. to from 2⁴ March - 27th April 2023

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- 98. ...
- 99. ...
- 100. ...

Meeting closed 5:30 pm



Ararat Rural City

MEETING MINUTES

Committee of Management: ____Mininera Recreation
Committee _____

Date of Annual General Meeting: 14-08-
23 _____

Time of Meeting:
7:30pm _____

Venue: __Mininera
Recreation _____

Present:- Chairperson:	Garry Meek
Minute taker:	Justine Liston
Committee Members:	Conna Wilson Garry Meek Justine Liston Linda Coutts John Box snr Jono Box
Council Officers:	Dr Tim Harrison
Others:	Tony Liston
Apologies:	Sharon Meek Ash Quinlivan Judy and Rowley Patterson
Quorum Failure Time:	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, Failure Time: A quorum shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.

Conflict of Interest Declarations:	CAC Members: Council Officers:
---	-----------------------------------

Welcome by Chairperson: Name Garry Meek

Confirmation of minutes of the previous AGM	That the minutes of the previous AGM of the [] Committee held on [] be confirmed Moved: Conna Seconded: Linda Outcome: CARRIED
--	--

Item: Annual Management Report			
Chairperson's Report			
User Groups			
Injuries and Accidents Report			
Maintenance Undertaken for Financial Year			

Evaluation of Operations			
--------------------------	--	--	--

~~Mover xx/Seconder xx~~

That the Chairpersons Report be received and adopted.

CARRIED

Item: Secretary's Report
Correspondence – Outwards ARC grant information

Item: General Business			
Discussion	Action Items	Responsible	Due
To open a Bendigo Bank account At our last meeting, Rowley advised the committee that to be seriously considered for grants from Bendigo Bank we should consider transferring our account from Westpac to our local Bendigo bank branch in Lake Bolac. Everyone agreed	Justine will initiate	Justine	
<p>Sewerage. Dr. Tim will instruct to have septic pumped before Grand Final on September 9th. He also will look into long term upgrade of toilets which may include a complete replacement</p> <p>Tony Liston gave a report of the oval Salt in the bore has increased due to rain 3630 total – dissolved solids</p> <p>Reverse osmosis is superior standard, however very expensive</p> <p>Carefree desal is very effective and affordable If the cost is between two to four thousand dollars the committee are happy to approve purchase Everyone thanked Tony for his dedication and commitment that has resulted in the excellent condition of the oval today</p> <p>McCarthy Wedding</p> <p>Discussion of logistics of Taylah and Alex hiring rec for their wedding in November Sharon to send them hiring information with council terms on insurance etc</p> <p>It was agreed to ask them to make a donation to the club rather than being charged a fee as they are both very strong club members</p> <p>Upgrade old toilet block</p> <p>Linda suggested that the tennis shed and toilet block be demolished and replaced with a modern upgrade Also requested an external tap outside netball shed</p> <p>Grand Final parking</p> <p>Dr. Tim will organise several loads of gravel to be spread in low lying areas east of the oval</p> <p>Council will mow roadside areas</p> <p>A trailer of bins will be available from council for grand final Garry Meek to</p>			

Value of the Stock on Hand		
Amounts owed to debtors		
Property, equipment, furnishings		
Investments (eg. Term deposits)		
Investment for Asset Replacement		
Other (specify)		
	Total Assets (C)	\$
Liabilities		
Amounts owing to others (Creditors)		
Loans (outstanding balance)		
Provision for Asset Replacement		
Other (specify)		
	Total Liabilities (D)	\$
	Equity (C-D)	\$

Mover xx/Seconded xx J.Liston J.Box

That the Treasurers Report be received and adopted.

CARRIED

Next Meeting:

Date: Insert
 Time: Insert
 Venue: Insert

Forward meeting dates: List for next 12 months

-
-
-

Meeting closed at: Insert Time 8.25
 pm _____

Minutes to be forwarded to Council's Coordinator Works Administration 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.
 Garry Meek 14/8/23
 Meeting Date Minutes are confirmed: _____ Chairperson Signature & Date: _____

		<ul style="list-style-type: none"> The art hanging attachments will be put up soon. External window cleaning needed to be organised by committee <p>Action: Andrea</p>	
	GWN water foundation	<p>GWM has had discussions with ARCC and a water filling station will be installed soon. Committee are proposing this to be situated near the entrance of the Hall toilets.</p> <p>Action: Andrea to notify Narelle and GWM of our suggestion for placement of this.</p>	
	Internet issues at large gatherings	<p>Dr. Tim said many small towns have similar issues and Telstra are reluctant to make improvements due to financial restraints.</p>	
	Communication with Cricket club - hire forms	<p>Discussion about how to improve communication and understanding of the relationship and responsibilities between the Hall committee and the cricket club committee and the Men's shed committee.</p> <p>Action: Andrea to arrange with Josie a suitable meeting date with these groups and Dr. Tim Harrison.</p> <p>Cricket club committee will be re sent the user agreement annual fee invoice for \$400 for the 2023-24 financial year. This will include a contribution for power usage and the availability of using the Hall for bookings.</p> <p>A user agreement will be sent to the Men's shed.</p> <p>Action: Andrea</p>	
	<p>Items discussed in General business:</p> <ul style="list-style-type: none"> Acoustic solutions Iaimiga design studio proposal for Pomonal Hall grounds Honor board update - ongoing Shed space/ shelving allocation for Community groups APS GG library cupboard issues 		
2.	<p>Correspondence in and out</p>		
	<p>Most Actions to be discussed in General business.</p>	<p>Relevant correspondence discussed with items in general business.</p> <p>For November 2022 to January 2023:</p> <ul style="list-style-type: none"> ARCC - November minutes and actions for discussion with Dr. Tim Harrison. Hall maintenance requests and replies. To regular Pomonal user groups - annual agreement and hiring fees options, new key system. Hall bookings: public and community enquiries, photos of events. GWN Follow up enquiry re water filling station, waiting for reply, are going to contact ARCC. Iaimiga design project accepted, and date arranged for Committee meeting – 9 December 2022. Festival of Small Halls our reply, not for 2023. 	

		<ul style="list-style-type: none"> • Avenue interior systems re advice on acoustics, quote received. • Wave form consulting plan and fee for site inspection. • Hall committee re power bill. • Note from Lloyd re acoustics. 	
3.	Finance Report		
	<p><i>Motion: "That the financial statements for the previous months be ratified and all accounts approved for payment"</i></p> <p>Update needed:</p> <ul style="list-style-type: none"> • Bookings invoice procedure and payments outstanding • Hall running costs updated / balance of ARCC maintenance grant update 	<p>Financial report was presented by Barb.</p> <p>Discussion had re some expenses and will be discussed in general business.</p> <p>Booking invoice to be sent on confirmation of booking.</p> <p>Action: Richard</p> <p>Dr. Tim will review our yearly expenses and the maintenance grant given to us.</p>	<p>Moved: Barb Venn</p> <p>2nd: Simon Freeman</p>
4.	General business		
	Dates and whom for deck maintenance	<p>A date for deck maintenance will be organised.</p> <p>Action: Claire, Rachel & Andrea</p>	
	Dates and whom for shed shelving to be installed	<p>A date for delivery and set up of shelving units with Rodney Cox to be organised. Committee agreed to offer him \$100 to do this.</p> <p>Action: Andrea</p>	
	Power bill discussion and plan	<p>Discussion had with Dr Tim Harrison re hall power costs.</p> <p>He will talk to the company who has recently done an energy analysis for the Council on their power use and ask for their advice on how we can monitor usage from the Hall, Men's shed, EV charger and the Cricket club.</p> <p>Tim agreed that the council may need to pay a proportion of the Hall power bill as hot public showers are provided.</p>	
	Community feedback for Hall and Reserve and initial update from Iaimiga design	<p>Drone photo of the Hall and grounds was shown and has been sent to Iaimiga design.</p> <p>The possibility of upgrading the tennis courts to a multi-use facility was discussed. Grants to be explored.</p> <p>Dr. Tim informed us that Willura got a grant for upgrading their netball court which included a multipurpose court. This is how they now have a tennis court.</p> <p>Simon suggested some improvements could be readily made to the tennis courts.</p> <p>Michelle Woods has offered to look into forming a tennis group. Claire has heard about a ex tennis coach moving into the area, will follow this up.</p> <p>Action: Claire</p>	
	Picnic table	<p>Barb reported on resin leaking issues with the new picnic tables.</p>	

		This has been discussed with Steve Fields. He will look for a solution and report back to committee on a solution.	
	Management of excess rubbish being dumped at the front of hall	Dr. Tim and all on committee agreed that excess rubbish at times will be dumped by people. Hopefully the new bin enclosures may deter some of this.	
	Recycle coffee cups has been started for market days	Recycle coffee cups bin is used at the market.	
	Hall Bookings and fees: <ul style="list-style-type: none"> User groups response for fees Mixed bunch fee for shed storage use or in-kind contribution of sorts? Smart TV use for bookings, instructions needed and whom to show how it works 	Hall bookings are going well. PPA and APS GG have agreed to and paid the annual fee. Pomonal primary school have agreed and an invoice for payment needs to be sent. Action Richard The annual user agreement and letter to be resent to Mixed Bunch Action Barb and Andrea Smart TV has been used with a USB, this works well.	
	Hall bookings for December 2022 <ul style="list-style-type: none"> Church carols Pomonal school 'Bush Christmas 'event Local family booking Funeral booking 	All events went well.	
	New Hall bookings for 2023: <ul style="list-style-type: none"> CFA Australia Day Funeral Wimmera Catchment Authority workshop date to be confirmed Grampians Brushes & Textures (TBC fee \$400 for both or one) Tai Chi 	Discussion had re Grampians textiles and art booking. Action: Andrea to inform them that their fee will be half the normal booking fee per day.) Tai Chi commenced in January 2023. Enquires for future Hall bookings: <ul style="list-style-type: none"> Sparkle circus Folk singer Emily Maguire British song writer 	
	Recreational reserve: <ul style="list-style-type: none"> Use of oval for Pomonal market expansion and Farmers Market plan Cricket club to get their own bins or share? Concrete rubble to be removed Report on discussion had with Lochie - cricket club plans 	Committee will support the Farmers Market idea presented by PPA & ARCC by assisting with infrastructure items e.g., shade sails, power upgrades and produce ideas. Action: Rachel The outer perimeter of the recreational reserve can be used for this market. All agreed The cricket club has been informed that they need to remove the concrete rubble. Cricket club to share the Hall rubbish bins Cricket club have plans to put a small fence around their new turf area.	
	Hall needs: <ul style="list-style-type: none"> CFA – Hall alarm box instructions Hall cleaning: done in Dec, outside windows to be cleaned 	CFA members will be given an in-service on the Hall alarm. A sign to ring 000 will be placed above this. Hall cleaning has been completed and will be done on a regular basis. Keith will be asked to give a quote to clean outside windows. Action: Andrea	

	<p>Hall Maintenance needed:</p> <ul style="list-style-type: none"> • Glass washer machine - use and care of or disconnect and remove • Internet equipment in meeting 	<p>Simon stated a glass cleaner machine is needed in the kitchen and this has recently been serviced.</p> <p>Action: Andrea to find details of this.</p> <p>ARCC to review the internet set up in the meeting room and make this neater. A new power point will be installed.</p>	
	<p>Acoustic quote for discussion</p>	<p>Hall acoustic quote was discussed. No action will be taken. Dr, Tim will ask an independent audio analysis person to investigate the acoustics at the hall and make recommendations.</p>	
	<p>Honor board update - ongoing</p>	<p>Quote for Honour board to be discussed when presented.</p>	
	<p>Shopping List:</p> <ul style="list-style-type: none"> • Garden leaves blower • Locked cupboard for chemical storage etc for corridor • Notice board in foyer for notes etc instead of blue tack • Wet floor signs 	<p>Committee has approved purchase of battery leaf blower from the Stihl shop in Stawell</p> <p>Action: Andrea</p> <p>Also Notice board and Wet Floor signs</p> <p>Action: Barb</p>	
<p>Meeting close: 2100</p>			

Your action record

Item	Action	Deadline	Person responsible

Your notes

Minutes of Pomonal Hall and Recreational Reserve Committee Meeting held on June 7th 2023.

Time and date	June 7th 2023 at 7 pm	
Chairperson	President: Acting - Simon Freeman	
Location	Pomonal Hall	
Attendees	Committee— Rachel Whittaker, Claire Evans and Andrea Shelley	
	Community groups - Tennis club: Sue Macaffer and Michelle Woods	
Apologies	Barb Venn, Richard Flecknoe and Dr. Tim Harrison	
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.	
Minutes	<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: Andrea Shelley Second:Rachel Whittaker</p>	

Item	Description	Action	M o v e d
1.	Correspondence : in /out— A summary of emails sent and received was presented and is attached.	Moved: Andrea Shelley Seconded : Simon Freeman	
2.	<p>Finance Report</p> <p>Motion : That the financial statements for the previous months be ratified and all accounts approved for payment</p> <p>Report was presented to meeting by Andrea Shelley</p>	Moved : Andrea Shelley Seconded: Simon Freeman	

	<p>Richard Flecknoe has said he has resigned from the Pomonal Hall Committee but will manage accounts until the AGM at the August meeting.</p>	
<p>3.</p>	<p>Business from previous minutes, updates and items for ARCC input and reports</p>	<ol style="list-style-type: none"> 1. Dr. Tim Harrison was not present at the meeting and there was not a report sent to address any updates on ARCC actions on the list below. <ul style="list-style-type: none"> • Discussion on the ARCC budget re applying for funds for footpaths and bike track around the oval. • Committee decided to write a submission and this will be sent to ARCC. <p>* Power and acoustic audits have not been done; this is an ongoing issue, waiting for action.</p> <p>*The positions for the ARCC Rubbish bin enclosures and GWM water station are undecided and more consultation with Keith Johnson ARCC to be had.</p> <p>* Maintenance issues, -fibro cement outside window sill update re remodelled. This is an ongoing issue.</p> <p>* Pot holes in car park, this will be reviewed and action to be addressed to Keith Johnson</p> <p>*Community enquiry made re security on Hall internet and possibility of an upgrade on Hall oval power box which is needed. No action at this meeting. Is an ongoing issue.</p> 2. Hall committee - Deck renewal date? When weather improves a date will be decided on. 3. Shelving for storage sheds date update - Rodney Cox will do this in July 2023. Date to be confirmed. 4. CFA inservice on the fire alarm cabinet has been done. 5. PPA - Honor board is now on the wall in the Hall Foyer. Payment for this has been made. 6. Cricket Club - Removal of concrete rubbish and storage of pitch roller. No reply from the cricket club committee re this. Remainder to do this email will be sent again.
<p>4.</p>	<p><i>Community groups reports / business</i></p>	<ol style="list-style-type: none"> 1. Pomonal cricket club -. Concrete removal please. Future storage of lawn mower ? Own shed to be built? Keys cut for Hall committee please - no representative attended this meeting so this will be an ongoing request for action. Annual user fee has not been paid as yet, invoice to be resent. <p>An enquiry for details for the master plan is what is the minimal size of oval needed for games. This question will be sent to the cricket club again.</p> 2. APS Grampians Group - Hall garden working bee updates, new planting needed near bench seat area. Email has been sent, no dates given as to action.

		<p>3. Mens shed - Power bill contribution update. No further discussion. Dr. Tim Harrison has said he will talk to the Mens Shed committee about the relationship between Hall committee and Mens shed.</p> <p>4. PPA re market parking. A discussion about parking options and idea for a sign for the new seat area. This will be discussed at the next PPA meeting by Andrea.</p> <p>5. Pomonal Primary School. Booking has been made for their Art show. Annual user fee has not been paid, invoice has been resent.</p>	
<p>5.</p>	<p>General business</p> <ul style="list-style-type: none"> ● Submission to ARCC - for footpath/bike path and tennis court upgrade ● Hall Bookings update ● Shopping list - Hall purchases - round tablecloths, tubs for storage of black foam pads in the shed. door snake things. ● No smoking/ vaping signs for outdoor tables, no nappies sign for yellow rubbish bins ● Shelving to be put in sheds in July when Rod is available ● Hall maintenance - general cleaning, deck staining, electrical work needed in meeting room for tidying up internet cords, an electrician to contact ? ● Hall storage ideas needed for TV unit ● Hall grounds - request for updating the electrical box outside with another 10 & 15 W amp plug ● Iaimiga design plan update ● Pomonal communications workshop report 	<p>Rachel will draft a submission and send it to the committee for review. Michelle and Sue presented a report on the newly formed tennis club group. They have had discussions with tennis related groups re insurance for players, funding opportunity available ,how to improve the courts condition for immediate use, possible design features and are setting up a Facebook page. The full report given will be sent to the committee.</p> <p>Andrea stated that Hall bookings were going well and those organising activities were happy with the facilities. On Sunday 3/6 there was a fire alarm issue. This has been resolved.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Will be organised - Andrea</p> <p>Hall cleaning is being done this week. Keith Johnson arranged for ant spraying in the Hall 7/6.</p> <p>Internet cord issue - ongoing</p> <p>Committee suggested that Tv unit can be stored in the meeting room when not in use.</p> <p>To be discussed again with Dr. Tim Harrison</p> <p>Barb Venn sent a report on her discussion with Felicity. More discussion at the next meeting.</p> <p>Barb and Clare attended this workshop. Claire gave a report.It seems Pomonal Hall committee is not well recognised and its responsibilities are often not realised by the community. Further discussion with the new committee will be had in August.</p>	

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Annual General Meeting -Minutes
Pomonal Hall and Recreational Reserve Community Asset
Committee
Meeting Date: August 9th 2023 7 pm at Pomonal Community Hall

1 Welcome: Barb Venn

2. Attendance:

Committee members : Barb Venn President	
Andrea Shelley-Secretary	
Claire Evans -Committee member	
Lisa Ashdowne, Michelle Stewart, Greg Bellinger,	

3.Apologies:

Dr. Tim Harrison	Rachel Whittaker
Richard Flecknoe	
Simon Freeman	

4. Minutes of the last Annual General Meeting:

Moved to accept: Andrea Shelley 2nd: Barb Venn
Carried. All

5. Annual Management Report : Chairperson : Barb Venn

https://docs.google.com/presentation/d/1GA7DN2FnrxgDcarVbEL2PoAp5G4OBJX9EnvftWGORo/edit#slide=id.g257b0ada176_0_84

Moved to accept:Barb Venn
2nd : Andrea Shelley

6. Annual Financial Report :

The report was prepared by Richard Flecknoe, Treasurer 2023 and presented at the August 9 th meeting by Barb Venn.

Moved to accept: Barb Venn
2nd: Andrea Shelley

7. Election of new committee, All positions declared vacant.

Nominations received:

President : Barb Venn

Secretary: Andrea Shelley

Treasurer: Keith Ward

Booking person : Andrea Shelley

**General Committee members: Simon Freeman, Rachael Whittaker, Michelle Woods,
Lisa Ashdowne**

Positions for 2023-2024

President: Barb Venn

Vice President: Vacant

Secretary: Andrea Shelley

Treasurer: Keith Ward

Booking officer: Andrea Shelley

**General Committee members: Simon Freeman, Rachel Whittaker, Michelle Woods,
Lisa Ashdowne**

Motion: That Keith Ward be a signature on the Pomonal Hall and Recreational

Reserve bank account

Moved:Andrea Shelley

Seconded : Barb Venn

Meeting closed 730 pm.

President: Barb Venn

Secretary : Andrea Shelley

Note :On 4 th September 2023, Narelle Cleary ARCC Coordinator Works Administration has emailed that the AGM held on August 9th is valid. This is to allow for the 2023/2024 committee to be formed even though a quorum of 2022/2023 committee members was not had.



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: 28.3.2023

Time of Meeting: 7:37pm Attendance: C.Drum, , J.King, H.Astbury, A.Tucker, R.Bibby, D.Carter, K.Armstrong
A.Brady, T.Harrison, I.Armstrong, A.Laidlaw, P.Hartwich, B. Robertson, R.McKay

Apologies: n/a

Zoom: 8PM Andrew Davidson online

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 24.3.23 circulated on. Moved by K.Armstrong and seconded A.Brady .

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
GMW WATER	Applied - waiting	C.Drum	HELD
Grants	Matrix – completed	K.Armstrong	COMPLETED APPEXDIX 1
Fence on Netball Court	Adjourned to later	J.King	HELD
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. ARCC to look at this!! Action – J.King to ask Tim what we do with shed and asbestos.	B.Robertson K.Armstrong ARCC - TIM	In Progress
Church Fence	Thinking we need a fence around church. P.Hartwich wanted some more time. More time needed.	P.Hartwich J.King	HELD
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	Still In Progress

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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Generator	Generator fixed and R.Bibby will action to get Barry Davidson to install. Rewired tomorrow 29.3.23. B.Davidson Rich Bibby and Rob McKay to action.	R.Bibby	In Progress
New Building	Continue to liaise with Tim Harrison re PHASE 1. (Move to General Business)	J.King C,Drum	In Progress

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: ARCC Narelle Cleary – letter emailed of key and lock upgrade	Letter to advise of upgrading of all locks and key system. Installation of electronic access system.		Begins 17.11.22
October 2022 In: POWERPOLE Email from Living Local Regional Grants Program. OUT: Phone conversation with C.Drum to CEO to confirm ARCC responsibility of project OUT: K.Armstrong emailed all docs related to power pole application and maps .	Docs to sign for successful application of Living Regional Grants of \$40k. ARCC will project manage this whole project of assembly of power pole. They will work closely with committee when commencement begins.	CDRUM K.ARMSTRONG CEO ARCC	Docs signed by due date by CEO T.Harrison on 26.10.22.
26.11.22 In: Email letter for Election – Confirmation for hall to be reserved for election	Docs to sign by secretary for use of hall for election on 26.11.22.	JKING	COMPLETED 28.10.22
3.11.22 In: letter \$200 invoice for class 2 premises community group not for profit organisation	Forward to Treasurer for payment		
29.11.22 Out: Email sent to Tim Harrison re New build	Secretary asked if any architect had been sort after	JKING	
Feb 2023 – Andrew Davidson Architect employed by Arcc – Meeting organised on site	Met on site and discussed with a small group from committee.	JKING	Completed
17.3.23 – In: ARCC EMAIL us the DESIGN BRIEF from Davidson Architecture	Committee to go through and submit to Andrew Davidson	JKING	Complete in this meeting with zoom. 28.3.23
24.3.23 – In:ARCC forward powercor letter on to K.Armstong. JKing and C.Drum	Letter stated that powerpole must be located approx. 50m to the EAST END OF EXISTING POLE.	CDRUM	IN PROGRESS

Moved by R.Bibby and seconded by D.Carter.

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.
24.10.22 Marcus Oldham \$200
23.11.22 ARCC GMW Water – cancelled – date changed
26.11.22 Election Day Friday to access Hall. \$400
15.2.23 ARCC DIGITAL TWIN -mroberts@ararat.vic.gov.au \$100
15.2.23 SPAA Precision Ag -rachel.melland@spaa.com.au SPAA Society of Precision Ag Australia \$100

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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17.3.23 Gorst Rural \$100

21.3.23 Dagro \$100

Future Bookings:

27.3.23, 29.3.23, 3.4.23, 4.4.23 – MOVIE – 4 days of filming ‘Just a farmer’ Annika Ph. 0428772817

rangatera@gmail.com VAM Paddock Productions \$750.00

majority votes.

11.4.23 BLWF PTY LTD, Ballyrogan Wind Farms, peter.higgins@refuture.com.au \$200

Treasurer’s Report

Financial report B.Robertson

Trading Account Balance: \$21,313.45

Savings Account: \$113,566.96

- savings account, which is made up of cash & grain donations earmarked for capital improvement. i.e the new community facility, will be transferred into a term deposit with Bendigo bank. Terms are 4 months at 3.8%
- Trading account liability of \$5863 to Ballarat Motor winders for \$5863 for the replacement of the oval pump.

J.King to action with ARCC the GST component of Ballarat Motor winders invoice.

Discussion

- Oval improvement fund – currently the account is managed by the TFNC, approx. \$2500 balance. I feel as we as the rec are paying for improvements to the oval it would make more sense for us to manage the account, and pay grant money associated with directly into it. It was discussed at the TFNC general meeting that it was no longer relevant. Propose funds are either divided between TFNC and TCC or transferred to TRR to put towards oval improvement. Do we need a separate account it?

Action: President of TFNC R.Bibby will ensure the TFNC oval improvement fund will be transferred to the Rec-reserve account. All expenses for the oval will then be paid through the Rec reserve account.

- Discuss ‘just a farmer’ movie crew hire fee. 4 days utilizing all facilities within the recreation reserve. Agreed \$750

Committee voted and majority agreed at price \$750 to be charged to film.

- Insurance – Do we require Public Liability. Who is liable? As the TRR is incorporated it was felt a policy would be required. We have been incorporated since 2001. Discussion around when Tatyoon became inc. 2001 register states.

Action: Dr Tim Harrison looking into legality of situation and will be in touch. - Do we need to be incorporated? Processes.

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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\$1600 sprinklers have been donated by R.McKay. Committee thanked R.McKay for his generosity.

Only used half the sand this year on ground which has kept costs down.

Treasurers report moved by B.Robertson and seconded by A.Brady.

Adjourned Business

Sub-committee/Working Group reports (if any)

n/a

Agenda Items

Item: Agenda Items

1. Maintenance Undertaken

Generator – Pump – Pipes

R.McKay - over past 3 months , pump motor has had electrical issues and faulty switch on pump. New pump has increased the pressure however this has caused trouble due to old pipes.

R.McKay has had to replace sprinkles. 30 sprinklers have been replaced on oval and many pipe leaks. Approx in total 64 sprinklers out on oval.

Wiring damage – yet to be fully repaired. Thanks I.Armstrong for fixing electrical issues. A lot of in kind hours spent over Summer. Generator to be rewired by Barry Davidson.

Discussion of old infrastructure - 30 year old pipes.

How can we plan to improve infrastructure acknowledging the expense?

R.McKay's view is we now wait and see as hopefully these major leaks have been fixed. However, it is something that we need to plan for in the future. Replace pipes.

R.McKay expressed his thanks to R.Peachy, I.Armstrong, A.Rosato, W.Henderson and R.Bibby for their work all day on Sunday.

C.Drum expressed a huge thankyou to R.McKay and the team of people.

2. Facility Good Governance implementation (standing Agenda item)

3. New Social Facility (Move to General Business)

4. Grants Matrix aligned with 5year Annual Plan for Reserve

APPENDIX 1 – Grants Matrix

Looked and discussed matrix

Action Plan needed for next 5 years. Discussion around ensuring we don't rush into projects but have them well planned. Eg. – Electronic Scoreboard.

Secretary to work on Action Plan.

T.Harrison -Discussed the importance of ensuring that we don't muddy the water. Don't disadvantage ourselves by applying for bigger grants that we may need for the social rooms. They tend to only give grants once.

Summary: Stay away from bigger grants. Committee discussed that we would add Electronic Scoreboard into new build in the wish list.

Grants to be placed in newsletter. Action J. King

Committee discussed that K.Armstrong only submit for smaller grants .

FACEBOOK PAGE –Tatyoon Rec Reserve. Moved by J.King and all in favour.

Newsletter - good place to thank locals.

K.Armstrong expressed how much in kind work has been done in last couple of months.

5. Working Bee 30th March 2023

Painting happening on Friday by Correctional team.

K.Armstrong to discuss with Marxy and discuss with C.Drum.

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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Cleaning of Netball Courts: Every 4 years approx.
Action: A.Brady to discuss with Skipton who cleaned their courts and committee thought that hiring someone to clean courts professionally was important.

General Business

- New Social Facility – Design Brief

8PM Zoom within our meeting with Andrew Davidson (Architect)

Andrew Davidson discussed with the committee the importance of meeting the specific criteria of major grants guidelines to ensure we are successful. Therefore, current changerooms will have to be modified.

- RENO of current football changerooms
- New social rooms

J.King stated that ARCC had stated that the Gordon Street project costs were approx..

\$5000/sqm - new build

\$2500/sqm – reno

A.Davidson thought this was on high side.

Committee discussed each section with architect within the design brief produced by architect in February.

In summary the main points committee suggested, or thought were important:

- More powerpoints needed
- Lots of fridge room
- Loading bay needed if height of building elevated. (not too many ramps)
- Walk way between building needed however can't be a wind tunnel. Maybe wind panel installed or even enclosed with a door
- Heating and cooling
- New pump shed will be needed and relocation of pipes to oval
- Scoreboard electronic
- Fence around oval

Appendix 2 (Summary of suggestions from committee combined of Design Brief)

Action – J.King to email to architect.

T.Harrison – wish list needed. Ask for best first. ARCC will be looking at grants around 4th April for Sports and Infrastructure.

CEO stated that this is going to be 'Your facility'. He recommended us to really state what we want and listen to Andrew Davidson as he has had a lot of success with SPORTS VIC

C.Drum – Thanked Tim Harrison for his ongoing support.

T.Harrison outline the next phases:

1. Get Architecture designs and 3D models
2. Lobbyist employed by ARCC
3. Grants
4. BUILD

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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- Power Pole

A.Brady, R.Bibby, I.Armstrong and C.Drum to form small subcommittee to discuss location of powerpole.

Discussion of what is needed:

Two power poles, two metre boxes. Two supplies. New power pole will go to everything except hall.

Action Plan – J.King to update action plan for next 5 years. Committee to take back to clubs what does each club need at the reserve. This will then help aid decisions when applying for grants. J.King to construct a document to send back to clubs.

Closed: 9:32

Next Meeting: Date General Meeting

Time: Venue:

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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A.G.M. AGENDA

ANNUAL GENERAL MEETING OF THE WICKLIFFE RECREATION RESERVE COMMITTEE OF MANAGEMENT.

Date: 29.03.2023.

Time: 7.300 PM.

Venue: Wickliffe Recreation Reserve.

AGENDA

1. Welcome. By Maurice Braat. (Chairperson)
2. Present.
3. Apologies.
4. Minutes of last Annual General Meeting.
5. Annual Management Report. By Maurice Braat (Chairperson)
6. Annual Financial Report. By Barry Dalglish (Treasurer)
7. Election of New Committee.
 - A) Chairperson/President
 - B) Vice Chairperson/President
 - C) Secretary
 - D) Treasurer
 - E) Auditor/Public Officer
 - F) General Committee Members.
8. Thanks to outgoing Committee of Management (if applicable)
9. Closure of Meeting.

PRESIDENTS REPORT FOR 2023

For the last 3 years because of the covid outbreak things have changed a lot. The cricket club has not been able to function and a number of people and players have moved out of the district or others have had to change their directions which has left the club short of members. Hopefully this will change in the near future.

The competition that the reserve won for \$30000 to renovate the building has been done but not without some issues which I am not going into as most people know that a particular person left a lot of work unfinished. This left us with extra costs. Had this not occurred we would have completed the project within budget. It took us a lot longer to complete the project because of COVID.

I would like to thank the Bendigo bank and the Ararat council for there support during this very difficult period. A special thanks must go to the community members that helped during this prolonged period.

Now that the borders for overseas travel have reopened I will be away from Wickliffe for long periods of the year so I am standing down as your President and as you are all aware I am not getting any younger. It is my hope that a younger person will take on the role as we have a wonderful establishment here.

In closing I would like to thank the outgoing committee that I have had the privilege to service with during these hard times.

Maurice Braat
President
Wickliffe Recreation Reserve
Dated:29.03.2023

Itemised Categories

17/12/2020 through 29/03/2023 (in Aus. Dollars) (Cash Basis)

27/03/2023	Date	Account	Num	Description	Memo	Tag	Clr	Amount	Page 1
		INCOME						10,025.19	
		Int Inc						75.19	
	8/03/2021	Term deposit-... DEP		interest				39.27	
	8/10/2021	Term deposit-... DEP		interest				12.47	
	8/04/2022	Term deposit-... DEP		interest				10.62	
	8/10/2022	Term deposit-... DEP		interest				12.83	
		Other Income						9,000.00	
		Other Other Income						9,000.00	
	13/12/2022	Wickliffe R ec... DEP		S Transfer From...arc acc			R	9,000.00	
		Rental Income						950.00	
	9/02/2021	Wickliffe R ec... DEP		S Wickliffe Rec ... Lia Slattery x...			R	400.00	
	27/04/2021	Wickliffe R ec... DEP		S Wickliffe Rec ... Bill ?			R	150.00	
	22/06/2021	Wickliffe R ec... DEP		S Wickliffe Rec ... Bill ?			R	200.00	
	3/12/2021	Wickliffe R ec... DEP		S Wickliffe Rec ... Bill ?			R	200.00	
		EXPENSES						-33,969.59	
		Improvements						-31,430.14	
	14/04/2021	Wickliffe R ec... EFT		S Harvey Norman kitchen appli...			R	-3,760.00	
	17/05/2021	Wickliffe R ec... EFT		S Heath Jackso...			R	-1,980.00	
	25/07/2021	Wickliffe R ec... 254		S Dishwasher			R	-1,320.00	
	27/07/2021	Wickliffe R ec... EFT		S Heath Jackso...			R	-2,640.00	
	17/08/2021	Wickliffe R ec... EFT		S Heath Jackso...			R	-3,648.44	
	24/08/2021	Wickliffe R ec... EFT		S Mathews Join...			R	-10,020.00	
	8/09/2021	Wickliffe R ec... EFT		S d & R Watson			R	-2,200.00	
	3/12/2021	Wickliffe R ec... 255		S Paint			R	-605.85	
	12/01/2022	Wickliffe R ec... 256		S Painter			R	-2,000.00	
	4/02/2022	Wickliffe R ec... EFT		S Secure Shuttersshuttrrs			R	-750.00	
	9/03/2022	Wickliffe R ec... EFT		S Secure Shuttersshuttrrs			R	-750.00	
	30/05/2022	Wickliffe R ec... EFT		S Bruce Blake			R	-1,004.00	
	27/03/2023	Wickliffe R ec... 259		S M Braat reimbursement			R	-631.85	
	27/03/2023	Wickliffe R ec... 260		S R Prickett reimbursement			R	-120.00	
		Repairs & Maintenance						-369.40	
	11/04/2022	Wickliffe R ec... 257		S Westvic Tyres rmower battery			R	-132.00	
	18/01/2023	Wickliffe R ec... 258		S Britrens Machi...Mower Parts			R	-237.40	
		Utilities						-2,170.05	
		Gas & Electric						-2,095.47	
	11/02/2021	Wickliffe R ec... EFT		S Origin Energy			R	-361.45	
	10/05/2021	Wickliffe R ec... EFT		S Origin Energy			R	-266.78	
	4/08/2021	Wickliffe R ec... EFT		S Origin Energy			R	-271.35	
	23/11/2021	Wickliffe R ec... EFT		S Origin Energy			R	-283.72	
	14/02/2022	Wickliffe R ec... EFT		S Origin Energy			R	-258.96	
	18/05/2022	Wickliffe R ec... EFT		S Origin Energy			R	-155.91	
	15/08/2022	Wickliffe R ec... EFT		S Origin Energy			R	-84.64	
	30/11/2022	Wickliffe R ec... EFT		S Origin Energy,			R	-219.46	
	23/03/2023	Wickliffe R ec... EFT		S Origin Energy			R	-193.20	
		Water						-74.58	
	2/03/2021	Wickliffe R ec... EFT		S GWM Water			R	-11.60	
	28/07/2021	Wickliffe R ec... EFT		S GWM Water			R	20.28	
	14/02/2022	Wickliffe R ec... EFT		S GWM Water			R	-17.52	
	30/05/2022	Wickliffe R ec... EFT		S GWM Wate			F	7.62	
	15/08/2022	Wickliffe R ec... EFT		S GWM Wate			F	-7.62	

Itemised Categories

17/12/2020 through 29/03/2023 (in Aus. Dollars) (Cash Basis)

27/03/2023	Date	Account	Num	Description	Memo	Tag	Clr	Amount	Page 2
	30/11/2022	Wickliffe R ec...	EFT	S GWM Water			R	-9.94	
OVERALL TOTAL								-23,944.40	

29 / 3 / 23

CHEQ Acc \$ 10,871.79
 TERM DEPOSIT \$ 8,543.35
 CASH MAN Acc \$ 390.98

 \$ 19,806.12

Willaura Hall General Meeting
5/2/23 at 8.00pm

PRESENT. A Millear, R Jenkinson, A Byron, A Evans, G McInnes, V Albert
R Laidlaw, D McRae, Dr T Harrison

APOLOGIES R Patterson, J Filliponi Moved R Laidlaw, V Albert

MINUTES APPROVED. Moved A Byron, V Albert

BUSINESS ARISING. Nill

TREASURERS REPORT

Willaura a/c \$11897.07
ARCC a/c. 2435.52

A/c to pay.	Origin Energy.	\$288.49
	GWM Water.	86.97

Moved R Jenkinson, A Millear

CORRESPONDENCE. Nill

GENERAL BUSINESS

* Dollar Curtains have issued a final quote to supply and fit sound deadening curtains in the supper room \$7446.00 inc GST. It was moved by A Byron that we proceed as quoted with some assistance from committee to provide appropriate fixings to hang the curtains. Second R Laidlaw.

The Willaura Dev Group will forward the grant money held for this project to meet final payment.

*The AED gifted to the Willaura community for the Willaura Hall by Western Ag has been received and will be mounted on the outside at the front door of the hall. R Jenkinson to follow up.

*A request for qualified bar staff for the upcoming event on 14 April (Confetti and Chaos) from the hall committee was received.

* A working bee to be held on Monday 13 February at 5.30pm to spring clean the hall for upcoming events.

* Several bookings for the hall over the next couple of months was noted.

MEETING CLOSED. 9.00pm

NEXT MEETING April 6 at 8.00pm at the Hall

Willaura Hall
General Meeting
28/9/23 at 8.00pm

PRESENT

A Evans ,R Jenkinson,A Millear, A Byron, R Patterson V Albert,R Laidlaw,
Dr T Harrison

APOLOGIES

J Filliponi, D McRae. Moved A Millear, R Patterson

MINUTES APPROVED.

Moved A Millear , R Jenkinson

BUSINESS ARISING

A Byron an apology from last meeting/ Correction

TREASURERS REPORT

A/c paid GWM Water \$87.96, Liquor licence \$66.50

A/c Balances. Willaura \$ 12076.28

Ararat. 1710.56

Moved R Jenkinson, R Laidlaw

CORRESPONDENCE

Update re kitchen renovation from Thomas Catering
ARCC re annual maintenance grant.

GENERAL BUSINESS

*Service request to rectify faulty lights in the super room and
storeroom.

* A Evans gave a progress report on kitchen renovation .

* The Kitchen health inspection has been completed and all
approved.

* The upcoming "Dance Hall" night on 7/10/23 is low on
numbers.

MEETING CLOSED. 8.22pm

NEXT MEETING 7/12/23

Willaura Memorial Hall

Annual General Meeting

28/9/23 at 8.30pm

PRESENT

A Evans, R Jenkinson, A Millear, A Byron, R Patterson, V Albert
R Laidlaw, Dr T Harrison .

APOLOGIES

D McRae, J Filliponi. Moved R Laidlaw, A Millear

MINUTES APPROVED

Moved. R Jenkinson,A Byron

BUSINESS ARISING

Nill

TREASURERS REPORT

Willaura a/c 633000 123792798
Closing Balance. \$10764.73

ARCC a/c 633000 158847533
Closing Balance. \$1864.97

Detailed balance sheet attached

Moved R Jenkinson,V Albert

CORRESPONDENCE

ARCC New committee details and maintenance grant
information.

PRESIDENTS REPORT

A Evans. Reported on another successful year well supported by Council.A council grant was received to upgrade the kitchen along with a grant from the Bendigo Bank for a new pie warmer for the kitchen.We are very great full for this assistance. Funds have also been raised by committee working the bar for Blue Ribbon foundation in Ararat and events held at the hall.The new curtains for the supper room to help with the acoustics has been a great success . Thanks to the committee for their good work throughout the year and look forward to the coming year.

GENERAL BUSINESS

Dr T Harrison thanked the outgoing committee for their good work and care and improvements to the hall.

All positions were declared vacant and election of office bearers and committee was carried out as follows.

Election of office bearers

President A Evans.	Nominated. A Byron	Second R Laidlaw elected
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Secretary / Treasurer R Jenkinson.	A Evans.	R Laidlaw elected
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Committee of A Millear, A Byron, R Patterson, G McInnes, V Albert, R Laidlaw,
J Filliponi , D McRae
A block nomination was made . Elected.

Dr T Harrison thanked everyone for their contribution and look forward to another successful year.

MEETING CLOSED. 8.46pm

NEXT MEETING. TBA

Willaura Recreation Reserve General Meeting
2/3/23 at 6.00pm

PRESENT

D Shalders, R Jenkinson, K Gleeson, P Platen, S Kumnick J Filliponi
Dr T Harrison

APOLOGIES

R Townsend

CONFORMATION OF MINUTES. J Platen, S Kumnick

BUSINESS ARISING Nil

CORRESPONDENCE. Out. GWM water reuse

TREASURERS REPORT \$111704.48. Report attached
Moved K Gleeson. J Platen

GENERAL BUSINESS

- *Debrief of clubrooms official opening. Great success enjoyed by all.
- *Update on Liquor licence, Dr T Harrison gave a brief update on progress moving towards a universal licence for clubrooms . More information is required to proceed which is urgent. The MWFNC have removed Friday night from their licence which will be of some concern from April 1 for our community meals. When more information is available a working group from Recreation Reserve, Cricket club and MWFNC members will progress this matter forward.
- *Willaura Hospital Market day to be held on the Northern end of the reserve on the 5/3/23.
- * New padlocks have been fitted to the pump shed & bowls toilets. The big shed key opens these. The electronic locks have been installed at the club rooms and are ready for commissioning. R Jenkinson has a key for the BBQ cabinet at the rotunda.
- * March 16 is training to commence at Willaura for MWFN.
- * Stock ordering , please let K Gleeson know when stock is ordered for the clubrooms. Order book to be used.
- * E Velenski is to clean and maintain the campers bathroom starting immediately.
- * Get a quote for solar panels for the clubrooms . R Jenkinson to organise.
- * J Filliponi to proceed with fitting clothing hooks to the umpires room. R Jenkinson to obtain necessary material. D Shalders to assist.
- * D Shalders and J Filliponi to fit roof vent to the bar area.*
- * D Shalders, S Kumnick and J Filliponi to investigate a proposal to hold an automotive swap meet at the Rec . To report findings to our next meeting.
- * A new TV to be purchased for the clubrooms . L Shalders to organise . All agreed
- *

Meeting closed. 7.15pm

Next Meeting TBA

General Meeting Willaura Recreation Reserve

17/4/23 at 6.00pm

PRESENT.

D. Shalders, R. Jenkinson, P Platen, J Filliponi, Dr T Harrison

APOLOGIES

R Townsend, S Kumnick, K Gleeson.

CONFORMATION OF MINUTES

J Filliponi, J Platen.

BUSINESS ARISING

Null.

CORRESPONDENCE

Payment from GWM Water for last years account. \$6324 .00

TREASURERS REPORT K Gleeson away.

Total COH \$115302.8

Paid ELGAS \$359.02 (6 months)

GENERAL BUSINESS

*Meeting times to be reviewed for all to attend meetings.

*Liquor licence- Application for the Willaura Rec liquor licence has been completed with some valued assistance from the ARCC. S Kumnick will complete a pre requisite course for this licence to progress. The application will now be submitted .

* Another Solar quote is required for consideration .

Natimuk Solar to be approached . Any other local providers —a quote would be welcome. R Jenkinson to follow up.

* Painting the outside of the Clubrooms —T Harrison advised a contract has been signed and work will proceed soon.

* Proposed road to access LPG at rear of the clubrooms for the kitchen .R Jenkinson to forward a sketch to ARCC to proceed.

T Harrison to follow up with professional advice to improve excessive noise levels in the social room.

MEETING CLOSED. 6.55pm

NEXT MEETING. TBA

Willaura Recreation Reserve
General Meeting
28/9/23 at 6.15pm

PRESENT D Shalders, R Jenkinson, K Gleeson, P Platen, R Townsend, S Kumnick
, Dr T Harrison

APOLOGIES J Filliponi , R Townsend

CONFORMATION OF PREVIOUS MINUTES. K Gleeson, J Platen

BUSINESS ARISING. Nill

CORRESPONDENCE. Council maintainance grant and associated paperwork.

TREASURERS REPORT.	Term. A/c.	\$73201.10
	ARCC a/c.	2403.97
	Will Rec.	27.37
	Com. Meals a/c.	48023.82
	Dinners float.	740.00
	Sunday float.	618.00
	SOH.	4361.00

Cumulative closing balance \$ 130575 26
Moved K Gleeson , R Jenkinson

GENERAL BUSINESS

* Waiting to hear from council re the placement of a 190 LPG
bottle.

*S/H outdoor seats , chairs and tables have been received
from ARCC . They are to replace outdated equipment at the Reserve. Rec to
recondition and install.

*Liquor licence update . Some progress has been made. We
have received clear direction for our next application. Relivent paperwork has been
sent to the Willaura Cricket club and MWFN Club to be completed and returned for
lodgement .

* Wi-Fi /EFTPOS installation will occur early October . Many
thanks to council for their support.

* The kitchen hot water service (30 litre) has been replaced
with a 315 litre unit. This has improved the dish washers performance and
provided sufficient hot water to the kitchen to operate better. The Rec Com. Paid
for this new unit.

*The proposed Swap Meet has been postponed for this year .
Insufficient time to organise this event properly was recognised. Despite others
wanting to continue ARCC would support the committee decision.

*The clubrooms will be open on AFL grand final Saturday for
the community to enjoy. Food and drinks will be available.

MEETING CLOSED 6.53 pm. NEXT MEETING TBA

Willaura Recreation Reserve

Annual General Meeting
28/9/23 at 7.00pm

PRESENT

D Shalders, R Jenkinson ,K Gleeson, P Platen, R Townsend , S
Kumnick , J Coish ,Dr T Harrison .

APOLOGIES

J Filliponi , E Velenski

CONFORMATION OF MINUTES. Moved S Kumnick ,D Shalders

BUSINESS ARISING. Nill

CORRESPONDENCE. Nill

TREASURERS REPORT.

Cumulative Closing Balance. \$125294.94
Full report attached.

Moved J Platen , S Kumnick

PRESIDENTS REPORT

D Shalders reported on another successful year both financially and a number of improvements.A 9.3kw Solar system has been installed,a new larger electric hot water cylinder installed in the kitchen and improvements to the playing surface of the oval (weeds sprayed out , fertilisers applied and resowed with summer grasses) and surroundings. The Rec hosted a football final and the East Grampians Health service market day for the Willaura Hospital.

GENERAL BUSINESS. Nill

ELECTION OF OFFICE BEARERS

Dr T Harrison thanked the outgoing committee for all their hard work throughout the year and progressively maintaining the reserve to a high standard. All positions were declared vacant and nominations were called for.

PRESIDENT.	Nominated.	Second.	
D Shalders.	R Jenkinson.	J Platen.	Elected

SECRETARY

R. Jenkinson D Shalders. S Kumnick Elected

TREASURER

K Gleeson. D Shalders. S Kumnick. Elected

COMMITTEE

P Platen , R Townsend, S Kumnick , J Filliponi, J Coish.

A block nomination was was made and accepted by those nominated.

Dr T Harrison welcomed the new committee and wished them every success for the coming year.

Meeting closed 7.20pm

Next AGM to be advised.

SECTION 5– INFORMAL MEETINGS

5.1 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 3 October 2023
Council Briefing held on 24 October 2023

Issues discussed at the briefing:

- Victorian Government Housing Statement
- ARCC Reseal Program 2023/2024
- Ratepayer confusion over Fire Levy Service
- Redesign of Leisure Centre redevelopment
- Mt William Road grant
- Remaining asset plans – October Council Meeting
- Managing staff psychological wellbeing – abusive interactions
- Major plant purchases
- Financing major plant
- Outdoor swimming pools: Season 2023/2024
- Greenhill Lake infrastructure and maintenance
- Gordon St Recreation Reserve redevelopment update
- Ararat Housing Enterprise update
- Building & Planning monthly reports
- Helendoite bridge construction
- Increasing demand for recreation facilities
- Playground development

- Lease of Council land
- Annual Report 2022/2023
- Asset Management Plan
- Contracts at the October 2023 Council Meeting

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 4892/23

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 5.1.

Councillor Briefing

Date: Tuesday 03 October 2023
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Present

Councillors: Cr Jo Armstrong
Cr Rob Armstrong
Cr Gwenda Allgood
Cr Henry Burridge
Cr Bob Sanders
Cr Bill Waterston

Officers: CEO, Dr Tim Harrison

Apologies: Cr Peter Beales

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*).

Item No.	Councillor	Absence from Room	
		Before Discussion	During Discussion
		Yes / No	Yes / No

Matters Considered:

1	Mayor's roundup
2	Victorian Government Housing Statement
3	ARCC Reseal Program 2023/2024
4	Ratepayer confusion over Fire Services Levy
5	Redesign of Leisure Centre redevelopment
6	Mt William Rd Grant
7	Remaining asset plans – October Council meeting
8	Managing staff psychological wellbeing – abusive interactions

Dr Tim Harrison

Councillor Briefing

Date: Tuesday 24 October 2023
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Present

Councillors:	Cr Jo Armstrong Cr Rob Armstrong Cr Gwenda Allgood Cr Henry Burridge Cr Bob Sanders Cr Bill Waterston
Officers:	CEO, Dr Tim Harrison
Apologies:	Cr Peter Beales Cr Henry Burridge

Disclosure of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131 and Chapter 5, Section 6 of the Governance Rules*).

Matters Considered:

1	Mayor's roundup
2	Major plant purchases
3	Financing major plant
4	Outdoor swimming pools: Season 2023/2024
5	Greenhill Lake infrastructure and maintenance
6	Gordon St Recreation Reserve redevelopment update
7	Ararat Housing Enterprise update
8	Building and planning monthly reports
9	Helendoite bridge construction
10	Increasing demand for recreation facilities
11	Playground development
12	Lease of Council land
13	Annual Report 2022/2023
14	Asset Management Plans
15	Contracts at the October 2023 Council meeting

Dr Tim Harrison

SECTION 6 – 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 Notice of Motion items received.

SECTION 7 – 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 8 – 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 8.1 – Contract No. P-01- Panel Supply contract
- Item 8.2 – Contract No. P-02 - Panel Supply contract
- Item 8.3 – Contract No. P-03 - Panel Supply contract
- Item 8.4 – Contract No. P-5 - Panel Supply contract
- Item 8.5 – Contract No. F-02 – Supply and Delivery of New Motor Grader
- Item 8.6 – Contract No. F-03 - Supply and Delivery of New
- Item 8.7 – Contract No. 720 – Abestos Auditing Services
- Item 8.8 – Contract No. 699 – Installation of Helendoite Road Bridge, Maroona
- Item 8.9 – Contract No. 701 – Panel Supply contract
- Item 8.10 – Leasing on part of 40 Aerodrome Road, Ararat – Plastoil Pty Ltd
- Item 8.11 – Leasing on part of 40 Aerodrome Road, Ararat – Optus

6:38 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 BURRIDGE SECONDED CR SANDERS

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 4893/23

7:15 PM OPEN COUNCIL MEETING RECOMMENCEMENT

RECOMMENDATION

That the Open Council Meeting recommence.

MOVED CR SANDERS SECONDED CR BURRIDGE

That the Open Council Meeting recommence.

CARRIED 4906/23

Gallery invited to return to Council Chamber.

LIFTING OF CONFIDENTIALITY OF CLOSED SESSION RESOLUTIONS

RECOMMENDATION

That the confidentiality of the report and decision in relation to 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10 and 8.11 not be lifted on adoption of the motion.

**MOVED CR R ARMSTRONG
SECONDED CR SANDERS**

That the confidentiality of the report and decision in relation to 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10 and 8.11 not be lifted on adoption of the motion.

CARRIED 4907/23

I HEREBY CERTIFY THAT PAGES 7524 TO 7959 INCLUDING PAGES 581 TO 644 OF THE CLOSED SESSION ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

MAYOR – CR JO ARMSTRONG

Meeting closed at 7:17pm.